

# Ordinary Council Meeting

Minutes | 27th June 2024

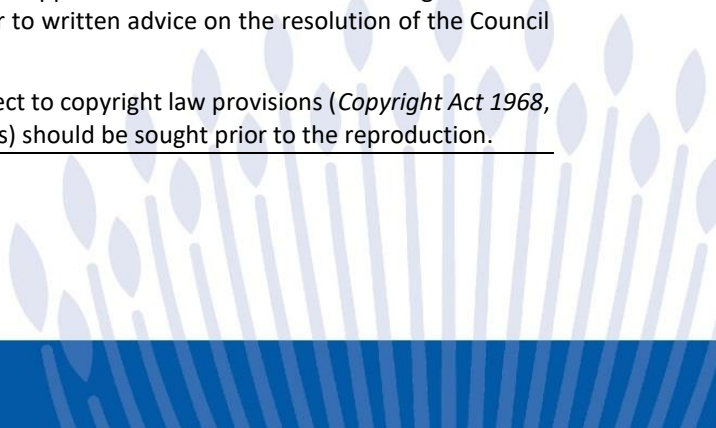
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## SHIRE OF QUAIRADING

The Ordinary Council Meeting Minutes of Meeting held on 27th June 2024 commencing at 2.00pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

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

The President informed both Councillors and members of the public that the meeting was recorded for the purpose of accurate minute taking and that at this stage the recording would not be made available to the public.

The President welcomed the members of the public to the meeting and thanked them for their interest in Council’s proceedings.

### 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	

#### Council Officers

Ms NJ Ness	Chief Executive Officer
Ms T Brown	Executive Manager, Corporate Services
Ms J Green	Acting Executive Manager Economic Development
Ms M Haeusler	Executive Officer

#### Observers/Visitor

Mr Adrian Squires  
Mr Greg Richards  
Mr Matt Richards

#### Apologies

Ms SE Caporn	Executive Manager, Works and Service
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#### Leave of Absence Previously Granted

Nil

**ITEM 3 PUBLIC QUESTIONS****3.1 Adrian Squires – Gravel Roads**

Why are they not being graded?

Cr Haythornthwaite explained that in the previous year the grading program was not able to be completed in its entirety, due to a shortage in skilled workforce and lack of budget allocations for contractors.

Why have there been cuts to the Maintenance Budget?

Cr Haythornthwaite explained that at the time of adoption of the FY 23/24 budget in August 2023, a duplicate entry was discovered which created a perceived budget deficit of \$200,000. At the time, the easiest way to correct this error was to “remove” an equal amount from the budget item for road maintenance and then replace that amount through budget amendments at the budget review in March 2024. Cr Haythornthwaite added that for the last three financial years the budget for road maintenance had steadily increased from \$398,000 to \$480,000 and then \$ 555,000.

The EMCS clarified that this was the combined budget for both bitumen and gravel roads.

**3.2 Matt Richards – Workforce issues**

Considering the mentioned lack of skilled workforce, is there a program in place to upskill existing employees?

The CEO responded that it was always difficult to attract workers with the right skill set for the position of grader operator. She explained that works staff had recently completed training in line with their positions and that the Shire currently employed two grader operators and were looking to train up a third. In addition, the Shire had received much higher funding for roads than anticipated and would be in the position to be able to contract services in addition to Shire staff to complete the grading program.

The CEO added that Coralling Road and Andrews Road are planned to be graded in the coming weeks, well ahead of the Centenary in October.

Mr Matt Richards commented on the grader sitting unused for periods of time. Mr Greg Richards commented on the suitability of the placing of signs on the Beverley Road. Cr Haythornthwaite referred both comments to the CEO to be dealt with as operational matters.

At 2:13 PM, Mr Matt Richards left the meeting.

**ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS**

*No matters for consideration*

**ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE**

## 5.1 Application for Leave - Cr Faltyn

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

**UPDATE IN BRIEF**

A written application for Leave of Absence has been received from Cr Faltyn for the Ordinary Meeting of Council scheduled for the 25<sup>th</sup> July 2024. Council, in accordance with Section 2.25 of the *Local Government Act 1995* may by resolution grant Leave of Absence to an Elected Member

**RESOLUTION: OCM 219-23/24**

Moved: Cr JR Hippisley  
Seconded: Cr JC Hayes

That Council grant Leave of Absence to Cr RC Faltyn in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meeting of Council scheduled for the 25<sup>th</sup> July 2024.

**FOR:** Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, RC Faltyn, JC Hayes and JR Hippisley

**AGAINST:** Nil

**CARRIED 6/0**

**ITEM 6      DECLARATIONS OF INTEREST**

Nil

**ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING****7.1 Confirmation of Minutes: Ordinary Council Meeting – 30 May 2024****RESOLUTION: OCM 220-23/24**

Moved: Cr BR Cowcill

Seconded: Cr TJ Stacey

That the Minutes of the Ordinary Council Meeting held on the 30 May 2024 be confirmed as a true and accurate record.

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, RC Faltyn, JC Hayes and JR Hippisley

AGAINST: Nil

**CARRIED 6/0**

**BUSINESS ARISING**

Nil



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

8.1 Concept Forum Meeting – 30 May 2024

**Responsible Officer** Natalie Ness, Chief Executive Officer

**Reporting Officer** Marion Haeusler, Executive Officer

**Attachments** Nil

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

**RESOLUTION: OCM 221-23/24**

Moved: Cr JC Hayes

Seconded: Cr JR Hippisley

That Council receive the minutes of the Concept Forum for its meeting on 30 May 2024.

**FOR:** Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, RC Faltyn, JC Hayes and JR Hippisley

**AGAINST:** Nil

**CARRIED 6/0**

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

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

*No matters for consideration*




**ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING**

10.1 My Home "PPP" Model

**Responsible Officer** Natalie Ness, Chief Executive Officer

**Reporting Officer** Natalie Ness, Chief Executive Officer

**Attachments**

1. My Home Information Memorandum 
2. Shire of Quairading My Home MOU [↓](#) 
3. My Home Concept Site Plan [↓](#) 

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

**RESOLUTION: OCM 222-23/24**

Moved: Cr JR Hippisley

Seconded: Cr RC Faltyn

That Council:

1. Adopt the My Home Public Private Partnership model to enable the construction of housing on the vacant lots of Lot 158 (5) and Lot 159 (3) Growden Street, Quairading.
2. Approve the signing of the Memorandum of Understanding between the Shire of Quairading and My Home Australasia Limited.

**FOR:** Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, RC Faltyn, JC Hayes and JR Hippisley

**AGAINST:** Nil

**CARRIED 6/0**

**IN BRIEF**

The My Home Public Private Partnership project (“My Home”) is an immediate response to provide housing for homeless people or those at risk of homelessness. ‘My Home’ uses a model which brings together government, church, private sector and community housing providers to share the responsibility of creating housing for disadvantaged people.

“My Home” would like to partner with the Shire of Quairading for the purpose of building up to three houses on each of the vacant Lots of Lot 158 (5) and Lot 159 (3) Growden Street, Quairading.

A Memorandum of Understanding (MOU) between the Shire of Quairading and My Home Australasia Limited has been prepared. The intent of the MOU is to outline the parties’ roles in working together to provide low-cost housing.

The MOU commences on the signing of this document and continues for a period of five years from the signing date.

## **MATTER FOR CONSIDERATION**

That Council adopt the “My Home” model to enable the construction of up to a total of six homes on Lot 158 (5) and Lot 159 (3) Growden Street, Quairading and approve the signing of the Memorandum of Understanding between the Shire of Quairading and My Home Australasia Limited.

## **BACKGROUND**

### **Overview**

“My Home” is a facilitator for housing and land developments to accommodate people experiencing homelessness or at risk of homelessness with public sector, private sector and the community working together to enable housing for disadvantaged people.

See My Home Information Memorandum (Attachment [1])

A major cost of providing housing is land. Removing the cost of land significantly reduces the overall cost of housing. It is proposed that Council gifts Lot 158 (5) and Lot 159 (3) Growden Street, Quairading to the “My Home” project. The Shire of Quairading has owned these vacant Lots for over ten years. Shire Officers have been informed by Elders Real Estate that the Lots will be extremely hard to sell due to the cost of house construction in the current market.

“My Home” uses a Public Private Partnership (PPP) model to reduce the cost of housing so more homes can be provided. The “My Home” model deploys cost-efficient prefabricated housing on small sites across Perth and regional areas. The proposed Quairading development will be modelled on a similar design to the “My Home” Albany development.

To pursue the Shire’s vision to strengthen social engagement and community support as a practical expression of our vision for the Shire as a place of welcome for all, where we work together with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting, the Shire will support “My Home” in its endeavours to:

- Bring public sector, private sector, and community together to provide an efficient, low-cost housing option for the most disadvantaged people in our community
- Provide flexible, efficient, and cost-effective housing solutions for disadvantaged people
- Provide an opportunity for long-term housing to enable a person experiencing homelessness to re-engage with the community and be self-sufficient
- Demonstrate the importance of good design and sustainable practices for low-income affordable housing.

### **Memorandum of Understanding**

An MOU has been established between the Shire of Quairading and My Home Australasia Limited outlining the parties’ roles in working together and includes:

- Statement of Intent
- Aims
- Responsibilities
- Description of Agreement.

See Shire of Quairading My Home MOU (Attachment [2]).

The project will commence on the signing of the MOU and continues for a period of five years from the signing date unless the parties advise otherwise.

## House Concept Design

The “My Home” house concept design demonstrates that high quality construction, thermal comfort and energy efficiency are achievable in compact, low-cost housing. The base housing unit can be adapted to suit the needs of specific occupant groups. Fundamental to the design is:

- Response to context – the houses will be sympathetic to the appearance of surrounding houses
- 31m<sup>2</sup> house footprint – with bed, living, bathroom, and kitchen spaces plus veranda
- Shared facilities on site – outdoor living spaces, storage, vegetable gardens, car parking
- Flat pack prefabricated timber panel system – demountable so houses can be moved to another site if necessary
- Time efficient building schedule – use of prefabricated, lightweight domestic construction
- Low maintenance – easy to clean with robust materials and fittings
- Secure lock-up with own key – a sense of “My Home” is important to tenants
- House fit out- basic furniture, homewares and electrical appliances.

See My Home Concept Site Plan (Attachment [3])

## Management of Housing and Tenants

A Community Housing Provider (CHP) will provide property and tenancy management services for the “My Home” houses and sites. The CHP also provides a link between the residents and any support services required to help them manage their lives and integrate into community. The project has received interest from the Department of Communities for the role of CHP in Quairading.

## Funding

The project will use two financial models for funding of construction of “My Home” housing:

- Philanthropic contributions through tax deductible donations
- Impact investment which delivers an investment return.

Donors for the project will be coordinated by “My Home”. Donors for other “My Home” projects have included Lotterywest, Minderoo, Sisters of St John of God, Rotary WA, community Housing WA, St Barts.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Planning and Development Act 2005*

## POLICY IMPLICATIONS

Asset Management Policy

## FINANCIAL IMPLICATIONS

The estimated Total Project Cost for the development is expected to be \$4.5 million (excl. GST) including a regional loading allowed for.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

**3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans

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

**CONSULTATION**

The CEO and Executive Manager of Economic Development have met with Michelle Blakeley from My Home on several occasions to discuss the project. Council has been consulted through monthly Concept Forum Council Meetings and has directed Shire Officers to continue to investigate the project.

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

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

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

**RISK ASSESSMENT**

	Option 1
Financial	<p>Low</p> <p><i>The Lots have been vacant for over ten years. The likelihood of loss of revenue from the sale of the Lots in the near future is considered unlikely.</i></p> <p><i>The estimated Total Project Cost for the development is expected to be \$4.5 million (excl. GST) including a regional loading allowed for.</i></p>
Health	N/A
Reputation	<p>High</p> <p><i>Vacant Lots dotted around the township impacts the Shire’s reputation due to a diminished community perception of the town’s aesthetic to potential buyers impacting economic development within the Quairading township.</i></p>
Operations	<p>Low</p> <p><i>“My Home” uses a Public Private Partnership (PPP) model which brings together government, church, private sector and community housing providers to share the responsibility of creating housing for disadvantaged people and securing funding for the project.</i></p>

Natural Environment	<p>Low</p> <p><i>The “My Home” model will improve both the amenity and liveability of the town. The house design will be sympathetic with surrounding houses.</i></p>
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Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

**COMMENT**

Nil.

**COMMENTS AFFECTING COUNCIL DECISION**

Cr Stacey asked when owners and occupiers of neighbouring properties would have the chance to comment on this development. The CEO responded that before the development could reach the consultation stage, detailed design plans needed to be available and funding would need to be confirmed.

Cr Stacey asked further what it meant that the Shire of Quairading was listed in the prospectus under the heading ‘Contributors and Supporters’ before any agreement was in place. The CEO explained that this list was used from a branding perspective and contained persons and entities that were in conversation with the organisation regarding the project. Financial contributors were listed elsewhere.

Cr Hayes asked for clarification on the word “donated”, which was used with regard to the two Lots that are intended to be used for the project, and who the owner of the properties would be. The CEO explained that it was the use of the land that was being donated. The properties would remain under the ownership of the Shire of Quairading and it will be proposed that the lots will be made available to the project at no cost under a 40-year lease agreement, but this was a future discussion.

## *Why "My Home" needs your help*

We know there are at least 9,000 people experiencing homelessness every night in Western Australia.

Over a year, WA's specialist homeless services are assisting over 24,000 people.

We also know that the 2021 Census will reveal a far greater number of people who are homeless because of the impact of Covid; the chronic shortage of affordable rental accommodation in the private market; and the stagnant number of homes available for people on the State government Public Housing waitlist.

These people could be rough sleeping on the streets, in parks, in their car, couch surfing or living in squats, temporary lodging without private facilities and security of tenure.

Refuges, halfway houses and emergency shelters are only a temporary band-aid solution.

There is an urgent need for permanent, safe, secure housing to enable people experiencing homelessness to get back on their feet and establish a decent quality of life. They need a place that they can call "My Home".

We are seeking funding for construction of houses on several sites around Perth and regional areas.

We also welcome in-kind construction, products and materials as well as pro-bono professional services.

**"My Home" builds homes for people who are homeless or at risk of becoming homeless.  
To do this, we need the support of the Western Australian business community.**



## The "My Home" PPP model

### PREMISE 1:

A major cost of providing housing is land. Removing the cost of land significantly reduces the overall cost of housing.

*Housing cost – land cost = achievable affordable housing*

### PREMISE 2:

A permanent home + support services = chances of progressing to an independent and dignified quality of life are significantly increased.

*Housing First principles = best practice*

### PREMISE 3:

Everyone deserves a home which is designed and built to a high standard of performance, energy efficiency, comfort and enjoyment. People who are homeless are no exception.

*Design and construction integrity*

We use a Public Private Partnership (PPP) model to reduce the cost of housing so we can provide more homes.

The Public Private Partnership (PPP) structure enables us to remove the cost of land from the housing development cost.

The "My Home" model deploys cost-efficient pre-fabricated housing on small sites across Perth and regional areas.

Public sector, private sector and the community work together to enable housing for people experiencing homelessness or at risk of homelessness.

#### PUBLIC

Utilizing vacant State government owned land which has been flagged for long term future use, such as road widening, rail system expansion and drainage. Other land providers might be the Church, not-for-profit organisations, local councils and private landowners.

#### PRIVATE

Private sector corporations, foundations and individuals fund the construction of the housing through tax deductible donations or impact investment.

#### COMMUNITY

A Community Housing Provider (CHP) manages the properties and tenants as well as maintenance and collections of rents. It also acts as a conduit to support services for the residents.

### PROS OF "MY HOME" PPP

- No funding required from State or Federal governments.
- Not dependent on government for social housing supply.
- Significant saving of cost of housing supply.
- Land owner retains ownership of land.
- Public and private sectors working together for the community good.

# A Philanthropic Housing Developer

Philanthropy is an active contribution to the goodwill and welfare of fellow members of the human race. It can be giving as an individual, a family, a community group or as a business.

Think of "My Home" as a philanthropic developer. We bring resources, skills, expertise, landowners, the construction industry, funders and the homeless services sector together then project manage the construction of homes in Western Australia.

## "MY HOME" KEY OBJECTIVES

- Alleviate the urgent need for longer-term housing.
- Provide permanent, low-cost housing with support services so that homeless people have a home.
- Demonstrate the importance of good design and sustainable practices for low-income affordable housing.
- Enable better access to support services by virtue of a fixed address.
- Have homes completed and occupied within six months of signing of a land lease.

## HOUSING FIRST = WORLD BEST PRACTICE

If someone has a permanent, secure, safe place they can call home, then chances of progressing to an independent and dignified quality of life are significantly increased.

Housing First is widely accepted in Europe, USA, Canada and Australia as a best practice response to reducing homelessness. We have examples in Finland, Canada and US communities which have achieved, or are on their way to achieving, Zero Homelessness.

Statistical evidence demonstrates that visits to emergency medical centres and other crisis services are dramatically reduced, which in turn reduces the costs of providing these services.

The Western Australian Government has released a ten year strategy to end homelessness.

It identified affordable, accessible housing as the number one priority needed to end homelessness and Housing First as an appropriate strategy.

However, we are not seeing an increase in housing supply from the government. That's why the WA business community needs to step up and get homes built.

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*"The best help we can give a homeless person is a home."*

- Dr Andrew Davies MBBS, FRACGP, Homeless Healthcare

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# Philanthropy in action

## CONTRIBUTION OPTIONS

Philanthropic contributions are key to the success of “My Home” development models.

The scalability of the core model makes it suitable for individual private philanthropy, partnerships as well as major philanthropic trusts and corporates looking to meet ESG requirements.

The flexibility of the model can fit with various funding sources and development structures.

Ultimately, the “My Home” housing development models rely on a collaboration and integration of private philanthropy, government and community action.

## SCALABLE DEVELOPMENT MODELS

“My Home” can deliver smaller developments providing long term housing for people who are homeless or at risk of becoming homeless.

Development of housing at scale on larger sites is likely to include

- social housing people who are homeless or at risk of becoming homeless, and
- low income affordable housing for people with basic income and struggling to afford private market rental.

The development models rely on low cost or no cost land:

- Peppercorn lease with long term tenure (Church, not-for-profits, State government unused land, private section redundant or unneeded land)
- Low cost purchase below market value (Development WA, private sector negotiation)
- Donated land (philanthropic donation of redundant or unneeded land).

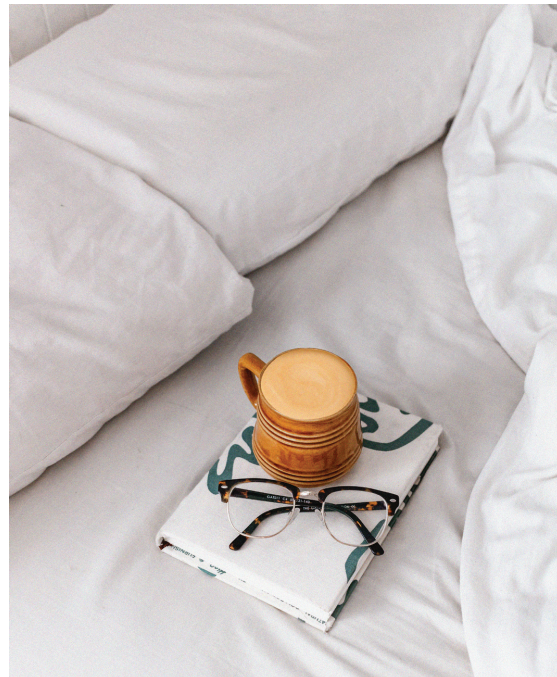
## TANGIBLE PHILANTHROPIC OUTCOMES

“My Home” offers confirmed sites to philanthropic contributors. Funds are used specifically for the development of that site. The houses on that site are tangible and a visible to the contributor.

“My Home” works with contributors to establish the most appropriate funding outcome which can include developing ESG strategies for large corporates; philanthropic partnerships such as a combination of private, Federal and State government funding; and impact investment.

We provide a site-specific briefing package for each project.

“My Home” has strong working relationships with specialists in all facets of housing development to ensure a robust funding solution for each site.



## *"My Home" land*

The intent is to integrate the housing into the local community by providing clusters of dwellings which present to the street as home units within landscaped grounds.

- The tenure of the land lease agreements is generally 15 - 30 years.
- The lessor maintains ownership of its land and its contribution to the project is to make unused land available at a peppercorn lease.
- We currently have two sites offered by The Western Australian Planning Commission (WAPC) in North Fremantle and East Victoria Park as well as Church owned sites.
- It is intended that, as land is made available, the "My Home" PPP model will continue to provide housing across the Perth metropolitan area and regional Western Australia.
- Landowners can be State government, the Church, local government, philanthropic entities, private landowners, Community Housing Providers and not-for-profit organisations.

### SITE REQUIREMENTS

The land should be

- Close to public transport.
  - Easy walking to retail for basic provisions.
  - in a residential area.
  - 15 year minimum land lease with right to rollover the lease.
  - Small lots appropriate to a small group of dwellings which can integrate into the surrounding residential suburb.
- Medium lots for mixed residential development eg social housing (homeless, aging in place, single parent, families) and low income affordable (key workers, low income workers).
- Unencumbered by costly latent conditions.



*"My Home" houses*



# "My Home" houses



Sequence of construction at the "My Home" North Fremantle site.  
Completion: March 2023

## *"My Home" houses*

"My Home" houses demonstrate that high quality construction, thermal comfort and energy efficiency are achievable in compact, low-cost housing.

Fundamental to the design is:

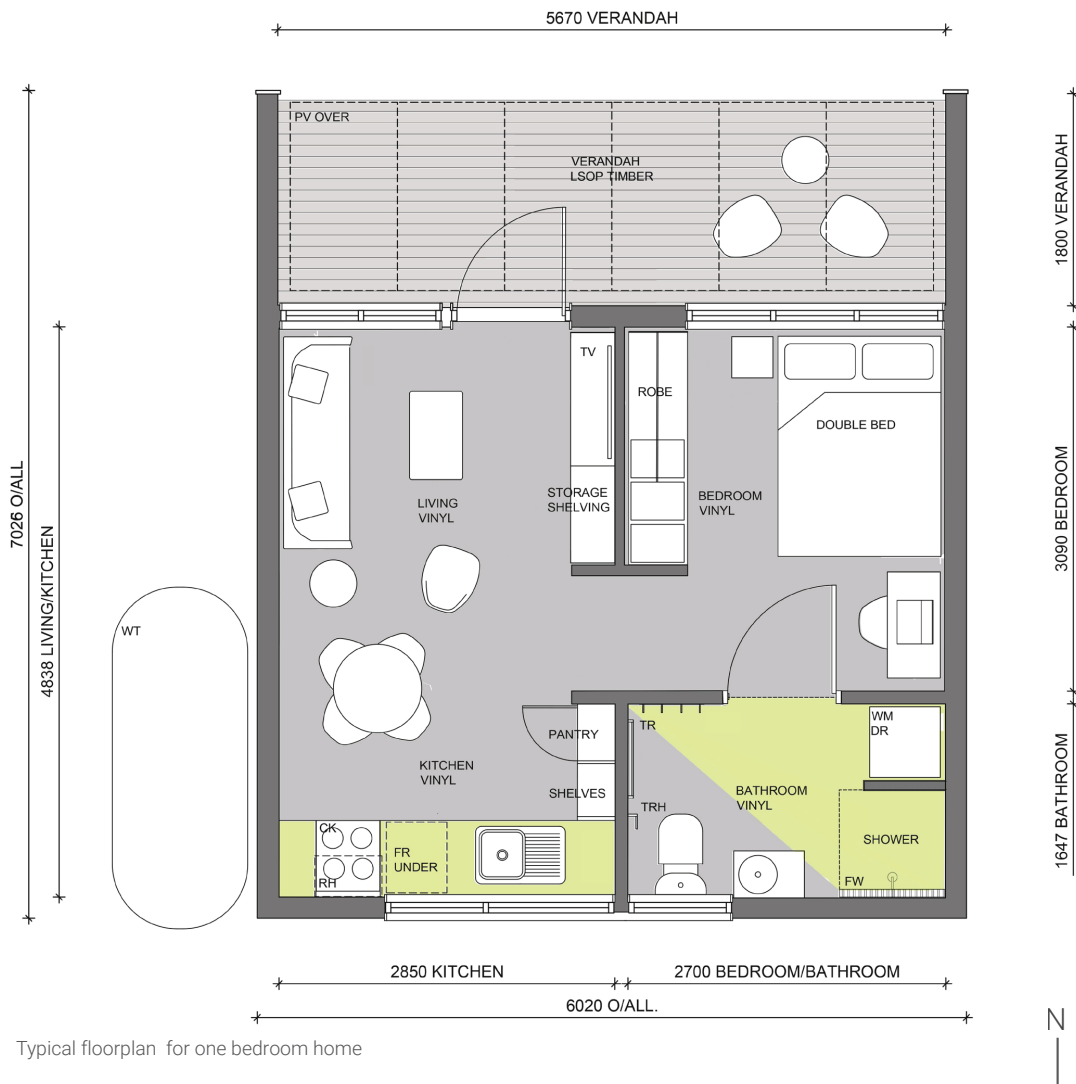
- Response to context - the houses will be sympathetic to the appearance of surrounding houses, albeit a smaller footprint, so they belong in the neighbourhood.
- 31m<sup>2</sup> house footprint with bed, living, bathroom, and kitchen spaces plus verandah which enables independent living
- Shared facilities on each site, including outdoor living spaces, storage, vegetable gardens and car parking.
- 'Flat pack' prefabricated timber panel system which is demountable so houses can be move to another site if necessary.
- Time efficient building schedule using prefabricated, lightweight domestic construction.
- Low maintenance, easy to clean with robust materials and fittings.
- Secure lock-up with own key. A sense of "My Home" is important. For some residents, this will be their forever home.
- Houses fitted out with basic furniture, homewares and electrical appliances including washing machine, fridge, cooker and microwave. This is co-ordinated by Rotary WA.
- The base housing unit can be adapted to suit the needs of specific occupant groups such as single parent with a child/children. Cost will vary accordingly.

### DESIGN INTEGRITY

- Passivhaus principles
  - ✓ insulation
  - ✓ airtightness membranes
  - ✓ double glazing
  - ✓ minimise thermal bridging
  - ✓ fresh air exchange system
- Livable Homes WA Gold Standard = Universal Access
- Locally sourced timber products and local fabrication
- North facing winter solar access
- Solar PV panels with future battery connection
- Rainwater tanks

Homes for the most disadvantaged people in our community should be given the same care and consideration as a big budget luxury home.

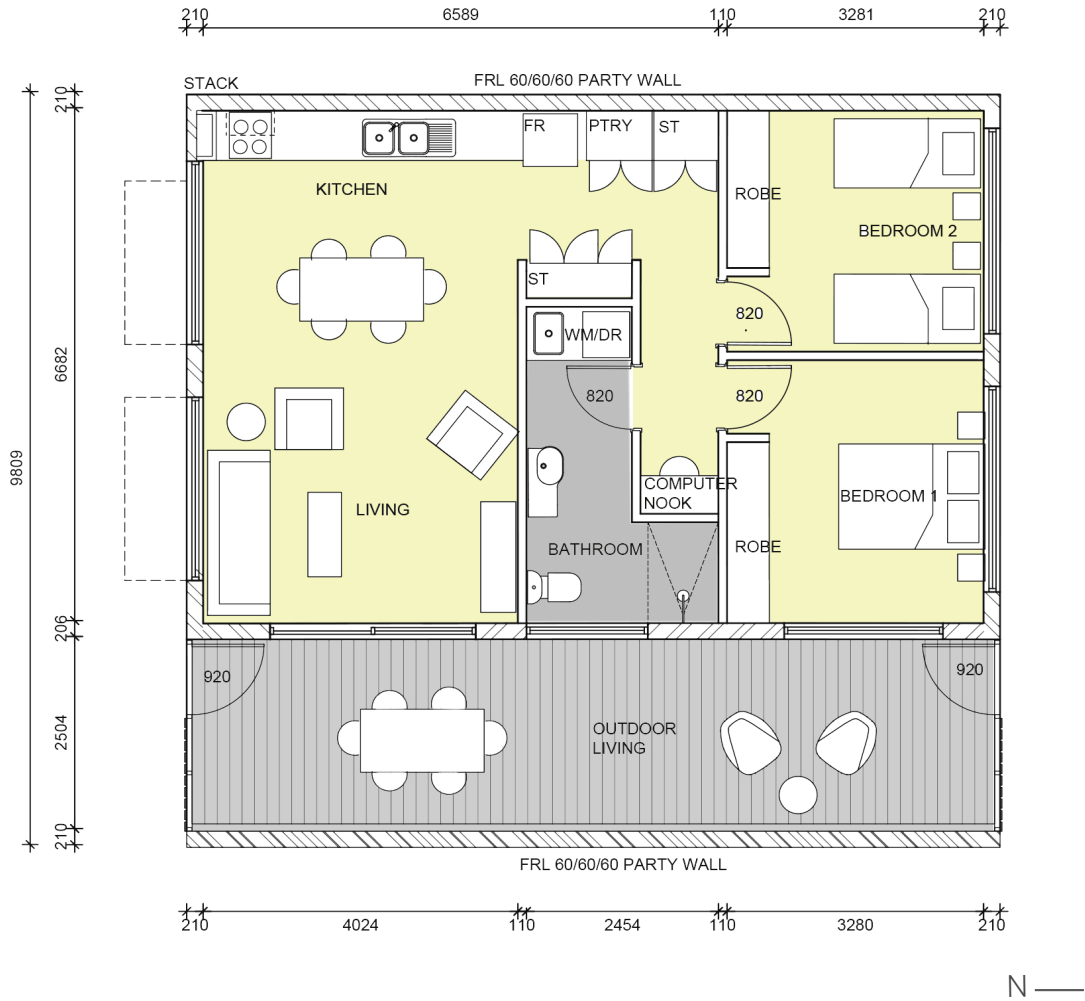
# "My Home" houses



Typical floorplan for one bedroom home



# "My Home" houses



Typical floorplan for two bedroom home

## A proven model

### MELBOURNE

In early 2019, six tenants with a chronic experience of homelessness moved into the first six homes of the Harris Transportable Housing Project in Melbourne’s inner west. The project has since completed 57 homes on nine parcels of vacant VicRoads land in Footscray and Maidstone. Other sites are now being developed.

The project is a partnership between Launch Housing and philanthropists Geoff and Brad Harris, of Harris Capital, with additional funding from the Victorian Property Fund.

VicRoads has leased the land to the Department of Health and Human Services (DHHS) on a peppercorn lease of \$1 per year. DHHS has then subleased the land to Launch Housing.

This project demonstrates how unused government land can be re-purposed to create safe, stable homes for people who urgently need them.

More information is available at

<https://www.launchhousing.org.au/housingsupport/harris-transportable-housing-project>




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*“As a society, we need innovative ideas like this to help solve the growing issue of homelessness and stop people falling through the cracks.”*

Geoff Harris, Harris Capital, Founder Flight Centre

---

## Governance

"My Home" Australasia Limited is a company limited by guarantee (a common not-for-profit company structure) with Deductible Gift Recipient (DGR) and Public Benevolent Institution (PBI) status which means that donations are tax deductible to the donor and qualify for GST concessions.

We are a facilitator for housing and land developments to house people experiencing homelessness or at risk of homelessness.

We work with The Emplace Initiative to reach out to the business sector for funding and development of investment models for social and low income housing.

### PATRON

Wayne Martin AC QC

### DIRECTORS

Michelle Blakeley RAIA, BArch (Hons) (CHAIR)

Ben Martin BEng, MBA

Dr Elizabeth Pattison OAM BAppSc, MInfSys, PhD

Lisa Hando BBus, MTax, FCA

Professor Lisa Wood, Notre Dame University

### PROJECT MANAGER

Ben Martin, Morphis Developments

### PROJECT ARCHITECT

Michelle Blakeley, Architect Pty Ltd

### LEGAL ADVISORS

MinterEllison

### FINANCIAL ADVISORS

PwC

### AUDITORS

Moore Australia (WA) Pty Ltd

### ACCOUNTANT

Harden East Conti

### RISK MITIGATION

The following risk identification and mitigation tactics have been programmed into the project:

- Project Control Group consisting of experienced professionals across project management, property development, design, construction and social housing management.
- Design and construction will be undertaken using industry standard client/consultant, client/contractor agreements.
- Procurement of building contractor using standard industry procurement practice
- Quantity Surveyor engaged to prepare a Bill of Quantities for each site.
- Local council planning officers and WAPC officers involved in preliminary discussions to identify and mitigate any planning policy road blocks
- Legal advice to develop clear requirements for all parties, terms and conditions and contractual agreements.
- Design feedback from people with lived experience of homelessness.
- Liaison with RUAH's Zero Project managers to provide support services and post-occupancy tenant management.
- A demonstration house has been constructed so investors, politicians, stakeholders and the general public can see and experience the quality of house that we are providing.

# Management of housing and tenants

## ROLE OF THE COMMUNITY HOUSING PROVIDER

A Community Housing Provider (CHP) provides property and tenancy management services for the "My Home" houses and sites.

It also provides a link between the residents and any support services required to help them manage their lives and integrate into the community.

The CHP manages the sensitive allocation of homes to their new residents based on Housing First principles.

The process targets those most in need but ensures that each "My Home" site has a carefully considered mix of tenants who will contribute to the overall wellbeing of other residents.

The CHP also undertakes the required work to maintain the "My Home" houses and sites such as repair, management and general upkeep of gardens, buildings and shared outdoor spaces, as well as collection of residents' rent.

St Patrick's Community Support Centre will be the CHP for our first homes in North Fremantle.

## TENANTS

- Homes are offered on a needs-based priority. There is no judgement as to the suitability of a person to be a resident, no requirement to prove themselves worthy.
- Residents will have a medium to minimal reliance on support services (recognising that chronic high-need homeless people require accommodation with 24 hour on site support services).
- Available to various cohorts e.g. women over +55, older men, single parents, young people.
- % of income (Centrelink payment) paid in rent.
- Tenancy agreement with CHP.
- It is expected that tenants participate in the upkeep of the site including the vegetable gardens, barbecue cleaning and general site tidiness.



# Projects underway

## NORTH FREMANTLE

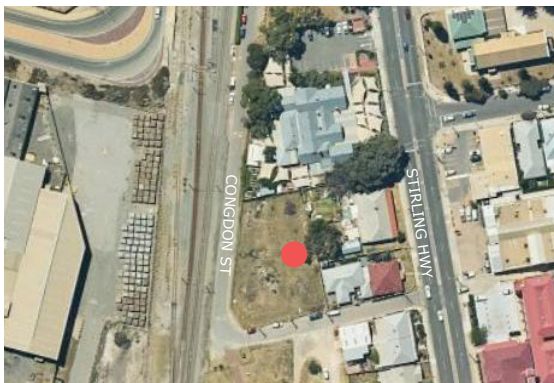
Our North Fremantle site is ideally located in close walking distance to the local shopping village and the North Fremantle train station (one train stop to Fremantle town centre)

### KEY STATS

- Address: Lots 5 and 6 Congdon Street, North Fremantle
- Total Project Cost: \$2.9m.
- Land Area: 2,000m<sup>2</sup>
- Land owner: Perth Transport Authority
- No. of Houses: 18 single occupant units
- Zoning: Railways Reserve
- Lease Term: 10 years at peppercorn rent with rollover
- Planning Approval: Approved
- Construction: Fully funded
- Community Housing Provider: St Patrick's Community Support Centre

### SUPPORTERS

- Donors: Lotterywest, Minderoo, Sisters of St John of God
- Legal: MinterEllison
- Financial: PwC
- Builder: Highbury Homes
- Fitout: Rotary WA
- Surveyor: Cottage & Engineering Surveys
- Geotech: Structerre
- Civil works: Pritchard Francis
- Structural engineer: Engenuity
- Landscape: LD Total
- CDC and Energy Audits: Kellett Design



## VICTORIA PARK

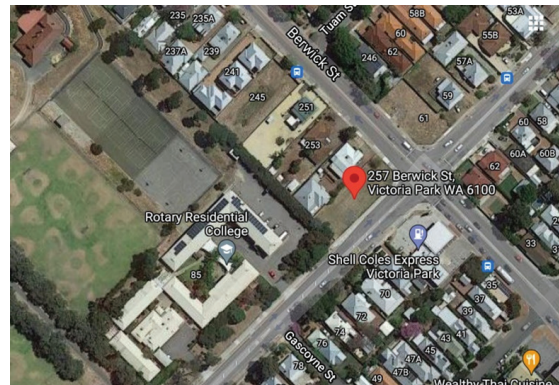
Our Victoria Park site is a prime location at the intersection of Berwick Street and Kent Street. Close to amenities including shopping (across the road to Coles Express Service Station or 10 min walk to The Park Centre), medical, education and public transport (bus stop within 65m).

### KEY STATS

- Address: Lot 1 (257) Berwick Street, Victoria Park
- Total Project Cost: \$900,000 (estimated)
- Land Area: 895m<sup>2</sup>
- Land owner: State government
- No. of Houses: Five single occupant units
- Zoning: Residential R30 and Other Regional Road
- Services to the site
- Lease Term: 15 years at peppercorn rent with rollover
- Planning Approval: Approved
- Construction: Currently seeking support
- Community Housing Provider: St Patrick's Community Support Centre

### SUPPORTERS

- Donors: Currently seeking support
- Legal: MinterEllison
- Financial: PwC
- Builder: Highbury Homes
- Fitout: Rotary WA
- Surveyor: Cottage & Engineering Surveys
- Civil Engineer: Currently seeking support
- Structural Engineer: Currently seeking support
- Electrical Engineer: Currently seeking support
- CDC and Energy Audits: Kellett Design



# Projects underway

## DIANELLA

Located within walking distance of Dianella Plaza Shopping Centre and direct bus routes to Morley Activity Centre and Perth CBD.

### KEY STATS

- Address: 322 Grand Promenade, Dianella
- Total Project Cost: \$10m.
- Land Area: 4996m2
- Land owner: Roman Catholic Archbishop of Perth
- No. of Houses: 40 studio, one bedroom, two bedroom. Mix of social and low-income affordable housing
- Zoning: R30
- Lease Term: 30 years Terms of Agreement with rollover
- Planning Approval: Submitted
- Construction: TBC
- Community Housing Provider: Stella

## SITES IN PROGRESS

Armadale	45 homes
Inglewood	8 homes
Mundijong	12 homes
Maylands	45 homes
Geraldton	10 homes
Geraldton	12 homes
Geraldton	24 homes
Mandurah	20 homes
Mandurah	8 homes



## How you can be involved

### CONTRIBUTION OPTIONS

We use two financial models for funding of construction of “My Home” housing.

1) Philanthropic contributions enable the “My Home” PPP model to be activated through tax deductible donations. These contributions are particularly suited to small scale development.

2) Impact investment which delivers an investment return whilst enabling solutions for people who are disadvantaged. This model is suitable for larger scale development where housing for people who are homeless is integrated with social housing for other residents (such as people at risk of becoming homeless and/or on the State government Public Housing Waitlist). This model can also be a combination of donation and investment.

To find out about the options for contributing to the construction of the “My Home” houses please contact

Michelle Blakeley  
 Michelle Blakeley, Architect Pty Ltd  
 Telephone 08 9328 4143 Mobile 0413161641  
 Email [mblakeley@optusnet.com.au](mailto:mblakeley@optusnet.com.au)

Ben Martin  
 Morphis Developments Pty Ltd  
 Telephone 0417 012 023  
 Email [ben@morphis.com.au](mailto:ben@morphis.com.au)

To find out more about “My Home”, visit our website [myhomehousing.org.au](http://myhomehousing.org.au)

### CORPORATE BENEFITS

- Tax deductibility by gifting to My Home Australasia Limited as a DGR status recipient.
- Opportunity to be involved in a Public Private Partnership with government and private sector coming together to provide positive change in our community.
- Participation in a project which is demonstrating a Global Best Practice homeless housing model.
- Participation in a project which is demonstrating Global Best Practice Passivhaus design and construction of small, low budget housing.
- Philanthropic opportunity to give back to the community which has contributed to your corporate success.
- Demonstrating leadership in community arena.
- Tangible and visible evidence of your philanthropic investment through a “bricks and mortar” outcome. Immediate implementation. The “My Home” project can be actioned and completed within 12 months of your contribution.
- Marketing and publicity opportunities for your company’s participation in the project.
- Opportunity to foster/reinforce relationships with the AIA, MBA, HIA, PCA, OGA, Rotary WA and local government.
- Discreet naming rights of site(s) available.
- Contributors can nominate special needs groups which are particularly relevant to their interests such as homeless women over 55, homeless youth, homeless ex-tradesmen, aging in place, site location.

## Who's already on board

### CONTRIBUTORS AND SUPPORTERS

Michael Piu, St Patrick's	Brian Guinan, iSmart Building Group	Michael Gottschalk, LD Total
Kathleen Gregory OAM, St Patrick's	Stewart Hawley, Bluerock Construction	Kerry Parsons
Phil Patterson, Pritchard Francis	Padraic Mellett, Offsite Constructions	Kit Scott
Lisa Shine, Landscape Architect	Serneke WA	Soroptomists
Shadra Pearson, Landscape Architect	James Clarke	The Karrakatta Club
Luke Kellett, Kellett Design Group	Synergy	Zonta
Steven Burnside, Cottage Surveyors	Geoff Warn, withstudio, State Government Architect 2013-2020	Amanda Hunt
Mel Castle, Structerre	Office of State Government Architect	Troy Morse, Uniting WA
Bushfire Safety Consulting	John Clifton, Development WA	Sam Dury, St Bart's
Daniel Rose, Engenuity	Coralie Ayres	Neil Starkie, St Bart's
Lee Rossetto, Minter Ellison/Housing All Australians	James Yuen	Sean Kelly, Community Housing Australia
Gehann Perera, Minter Ellison	Julia Prior	Sisters of St John of God
Chris Paull, PwC	Trent Costello, Total Cost Management	Brad Potter, Salvation Army
Rowan Clarke, Hesperia	Charles Johnson	Simon Mallabone, Salvation Army
John Berger, WA Alliance to End Homelessness	Greg Cash, Elysian Consulting	Lotterywest
Kay Durrant, Rotary WA, "My Home" Project Manager	Gaye McMath	Minderoo
Alex Truelove	Dale Simmonds, Giant	Anne Russell-Brown
Rotary WA	Perry Sandow, photographer	Stevan Rodic, City of Stirling
The Emplace Initiative	Glenn Nicholas and team, OM4	Mayor Mark Owen, City of Stirling
Jacqueline Blenkinship, Collectiveight	Michelle MacKenzie	Town of Victoria Park
David Caddy, Chair WAPC	Leah Watkins, Housing Choices	City of Fremantle
Minister for Communities, Hon. Simon McGurk MLA	Chris Smith, Foundation Housing	City of Bayswater
Minister for Housing, Lands and Homelessness, Hon. John Carey	Cade Taylor, Foundation Housing	City of Swan
Kate Doust MLC	Tony Giglia, Catholic Archdiocese of Perth	Shire of Quairanding
Dr Brad Pettitt MLC	Terry Wilson ex Catholic Archdiocese of Perth	Property Council of Australia (WA)
Hannah Beasley MLA	Peter Bothe	TDL (Tim Davies Landscaping)
Philida Rodic	Centacare Geraldton	Sam Henderson
Karen Vernon, Mayor Town of Victoria Park	Catholic Archdiocese of Geraldton	Michael Keane and Siobhan McCarrick
Chris Bishop, Highbury Homes	David Somerville, Questus	Kate O'Hara, Foodbank
Jim DeBaughn, Highbury Homes	Tom Jacobs, Jackson McDonald	Paul Griffin
Jeff Coleman, Highbury Homes	Christine Scott, Jackson McDonald	Christine Emerson
Neil Roebuck, Highbury Homes	Clive Brown, MLA 1993-2005	Ian McKee
	Gary Roberts	
	John Driscoll, Longreach Media	



# "My Home"

[myhomehousing.org.au](http://myhomehousing.org.au)





## Memorandum of Understanding

between  
Shire of Quairading (the Shire)  
and  
My Home Australasia Limited ("My Home")

23 June 2024

"My Home" Australasia Limited  
of 18 Brisbane Terrace, Perth WA 6000 ABN 37 638 774 955  
and  
Shire of Quairading  
PO Box 38 or Jennaberring Road, Quairading WA 6383 24 187 484 077

**1. Statement of Intent**

The intent of this Memorandum of Understanding between the Shire of Quairading and My Home Australasia Limited is to outline the parties' roles in working together to provide low-cost housing for people who are homeless or at risk of homelessness.

**2. Aims**

The aim is to collaborate in enabling the provision of housing with support services for people who are homeless or at risk of becoming homeless on land owned by the Shire being Lot 158 (5) and Lot 159 (3) Growden Street.

To pursue the Shire's vision to strengthen social engagement and community support as a practical expression of our vision for the Shire as a place of welcome for all, where we work together with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting.

For the Shire to support "My Home" in its endeavors to:

- Bring public sector, private sector and community together to provide an efficient, low-cost housing option for the most disadvantaged people in our communities.
- Provide flexible, efficient and cost-effective housing solutions for disadvantaged people.
- Provide an opportunity for long-term housing to enable a person experiencing homelessness to re-engage with the community and become self-sufficient.
- Demonstrate the importance of good design and sustainable practices for low-income affordable housing.
- Enable better access to Housing First support services by virtue of a fixed address.

**3. Responsibilities**

The Shire:

1. will provide Shire-owned vacant land (various lots) suitable for "My Home" housing
2. will grant a licence to enable "My Home" and/or its agents, consultants or contractors to develop the Properties ("Access Licence")
3. **will retain ownership of the homes after Practical Completion for a period not less than forty (40) years during which time the homes are to be used exclusively for housing for people who are homeless or at risk of becoming homeless.**
4. agrees not sell or lease the Properties from commencement of the Project Development Terms of Agreement except for the continued use of the properties as housing for people who are homeless or at risk of becoming homeless
5. will waive planning approval fees
6. will enter into an ongoing Property Management Agreement with a registered Community Housing Provider for the management of the properties and the tenants, including repairs, maintenance and collection of rents
7. will enter into an ongoing Residents' Support Services Agreement with community support services provider.

My Home Australasia Limited

1. will be responsible for the design, project management and construction of the homes and siteworks for the "My Home" projects
2. will procure a Builder to secure a building permit and construct the dwellings / develop the Properties
3. will procure a Landscape Contractor to carry out landscaping of the site
4. will engage Consultants as required to enable the design and construction of the dwellings

- 5. will be responsible for financial management of the development including, but not limited to, approval and payment of contractors' invoices
- 6. will retain ownership of "My Home" intellectual property including, but not limited to, concepts, designs, and financial models
- 7. will commence construction within nine months of Development Approval by the Shire of Quairading
- 8. will complete construction within 18 months of issue of Building Licence by the Shire of Quairading

**4. Description of Agreement**

- This Memorandum of Understanding is a statement of intent made in good faith without legal liability for either party. This document is not a binding agreement and has no force or effect.
- The Memorandum of Understanding commences on the signing of this document and continues for a period of five (5) years from the signing date unless the parties advise otherwise.

Authorised by:

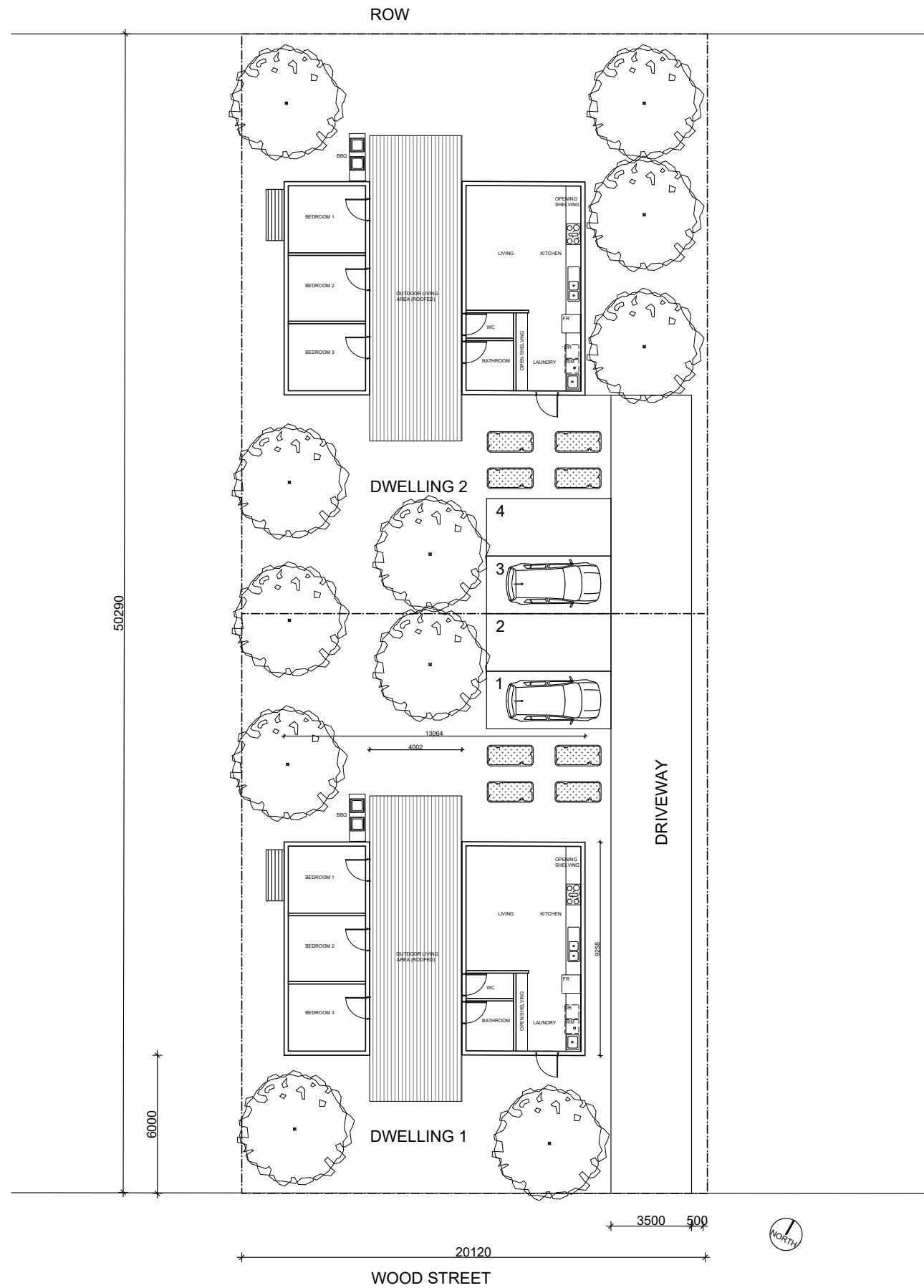
..... (Signature)      Date 28.06.2024  
 Michelle Blakeley, Director,  
 My Home Australasia Limited

..... (Signature)      Date 28.06.2024  
 Ben Martin, Director,  
 My Home Australasia Limited

..... (Signature)      Date 28.06.2024  
 Jo Haythornthwaite, Shire President  
 Shire of Quairading

..... (Signature) Date 28.06.2024  
Natalie Ness, Chief Executive Officer  
Shire of Quairading


LOT 176, NO. 3 WOOD STREET  
 1012M2. ZONED R20  
 2 X DWELLINGS ALLOWED  
 SCALE 1:200 @ A3



NOT FOR CONSTRUCTION	
A	13/04/23 CLIENT REVIEW

MICHELLE BLAKELEY  
 ARCHITECT  
 18 Brisbane Terrace, Perth  
 Western Australia 6000  
 Telephone 0413161641  
 mblakeley@optusnet.com.au

PROJECT:		3 WOOD STREET, QUAIRADING	
CLIENT:		"MY HOME"	
DRAWING: <b>CONCEPT SITE PLAN</b>			
SCALE AT A1:	JOB REF:		
SCALE AT A3:	DATE PRINTED:	13/04/23	
DRAWN:	DWG:	A1.01	ISSUE:
CHECKED:			A
NOTE: Check and verify all site levels and dimensions prior to fabrication, shop drawings, installation, on-site or off-site works. Report any discrepancies to builder immediately. If in doubt: ASK.			
© Michelle Blakeley, Architect Pty Ltd			

**ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT****11.1 Monthly Financial Statements - May 2024****Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Tricia Brown, Executive Manager, Corporate Services**Attachments** 1. Attachment (i) Monthly Financial Statement May 2024 [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

**RESOLUTION: OCM 223-23/24**

Moved: Cr BR Cowcill

Seconded: Cr JC Hayes

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

- 31 May 2024 - Attachment (i)

**FOR:** Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, RC Faltyn, JC Hayes and JR Hippisley**AGAINST:** Nil**CARRIED 6/0****IN BRIEF**

- Monthly financial statements for the period ending 31 May 2024 attached
- Depreciation has been calculated for the months of July 2023 to May 2024.
- Admin Allocations have been run for the months of July 2023 to May 2024.

**MATTER FOR CONSIDERATION**

To receive the monthly financial report and statements.

**BACKGROUND**

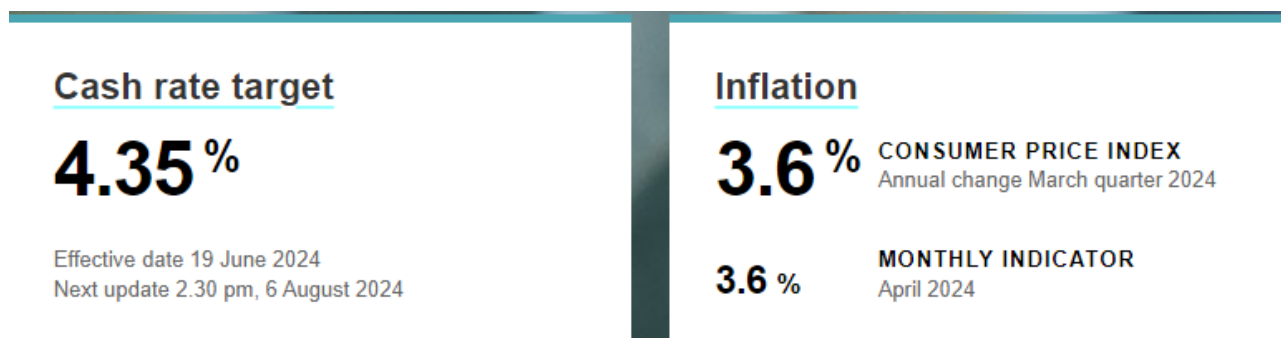
The Statement of Financial Activity, a similar report to the Rate Setting Statement, is required to be produced monthly in accordance with the Local Government (Financial Management) Regulation 1996. This financial report is unique to local government drawing information from other reports to include 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 rose 3.6% in the 12 months to April 2024.

	Feb 23 to Feb 24 % change	Mar 23 to Mar 24 % change	Apr 23 to Apr 24 % change
All groups monthly CPI	3.4	3.5	3.6

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 19<sup>th</sup> March 2024 the cash rate will remain unchanged at 4.35 %. The current RBA Inflation rate has reduced to 3.5% as per the April month indicator.



In framing the 2024/2025, the Shire will need to consider the economic environment and sustainability of its services into the future.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, requires each local government to present a Statement of Financial Activity that reports on income and expenditure as set out in the Annual Budget. In addition, regulation 34(5) stipulates for a local government to adopt a percentage or value to report on material variances between budgeted and actual results. The 2023/24 budget determines the variance analysis for significant amounts of \$10,000 and 10% for the financial year.

**STATUTORY ENVIRONMENT**

*Australian Accounting Standards*

*Local Government (Financial Management) Regulations 1996*

*Local Government Act 1995*

Regulation 34 requires local governments to report monthly, although it is much more prescriptive as to what is required, and its intention is to establish a minimum standard across the industry.

The Regulation requires the local government to prepare each month a statement of financial activity and the statement is intended to report on the sources and application of funds and highlighting variances to budget for the month in question.

**POLICY IMPLICATIONS**

Significant Accounting Policies

**FINANCIAL IMPLICATIONS**

Council adopted the 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 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

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

The current aged creditors balance as of 31 May 2024 is \$529,346.42. This is made up of several large invoices for works carried out on the Shire Hall Carpark which are current. With end of year approaching staff have been asked to follow up on all outstanding invoices and PO's so that all expenditure for the 2023/2024 financial year can be accounted for prior to 30<sup>th</sup> June 2024. It is anticipated that the accounts will be paid prior to 30/06/2024 following payment of some outstanding grant funds.

The current aged debtors balance as of 31 May 2024 is \$222,526.05 with the majority of the balance being 1 large Invoice for Main Roads Funding and 1 invoice for Advanteeing. The balance is made up of various smaller amounts.

In Note 2 of the Monthly Financial Statements the Municipal Bank Accounts reads as - \$106,805.29. This aligns with the Bank Reconciliation for the Month of May (Picture 1) however does not reflect the actual bank balance as at the 31/05/2024 (Picture 2).

This was due to a payment processing batch which corrupted on the 31/05/2024 for \$121,429.47 and could not be paid until June which resulted in overstating the Unpresented Payments and as a result affected the final balance of the General Ledger.

Ready-Tech have fixed the issue, and subsequently the payments were made in June 2024. The Unpresented Payments will clear in June 2024.

The Municipal Fund Balance on the Bank Reconciliation confirms it matches the Westpac Municipal Bank Account.

Picture 1 :

Summary		(GL) Unpresented Payments	(GL) Outstanding Deposits	(B) Unallocated Payments	(B) Unallocated Deposits
Account : Municipal Cash at Bank MUN					
Period : MAY May 2024					
General Ledger (GL)					
191300010 - Municipal Cash at Bank MUN					-106,805.29
Unpresented Payments		32 Items			207,597.80
Outstanding Deposits <span style="color:red">▲</span>		14 Items			-2,157.55
					98,634.96
Bank Statement (B)					
MUNICIPAL FUND					88,865.18 <span style="color:blue">🔍</span>
Unallocated Bank Payments		3 Items			10,323.18
Unallocated Bank Deposits		1 Items			-553.40
					98,634.96
Variance					0.00

Picture 2 :



Westpac Business One Plus

Statement Period 24 May 2024 - 31 May 2024	
Account Name SHIRE OF QUAIRADING MUNICIPAL FUND	
Customer ID 1929 0366	SHIRE OF QUAIRADING
BSB 036-172	Account Number 000 001
Opening Balance	+ \$94,897.19
Total Credits	+ \$71,872.54
Total Debits	- \$77,904.55
Closing Balance	+ \$88,865.18

Picture 3 :

Standard Universe Report itvision\_2702

Print Print Setup Close

SAP CRYSTAL REPORTS\*

Main Report

Page No. : 1

Check G/L Detailed Transaction Batches - Details of Batches Out Of Balance

	Seq	Code	Account	Amount
MCR CSH	16575	-121429.47		
MCRCSH*16575##1	1	134	191300010 - Municipal Cash at Bank MUN	-237.60
MCRCSH*16575##2	2	80005	191300010 - Municipal Cash at Bank MUN	-10987.06
MCRCSH*16575##3	3	80210	191300010 - Municipal Cash at Bank MUN	-619.59
MCRCSH*16575##4	4	80424	191300010 - Municipal Cash at Bank MUN	-220.78
MCRCSH*16575##5	5	80519	191300010 - Municipal Cash at Bank MUN	-214.00
MCRCSH*16575##6	6	80838	191300010 - Municipal Cash at Bank MUN	-7819.33
MCRCSH*16575##7	7	81039	191300010 - Municipal Cash at Bank MUN	-100000.00
MCRCSH*16575##8	8	91710	191300010 - Municipal Cash at Bank MUN	-453.75
MCRCSH*16575##9	9	91850	191300010 - Municipal Cash at Bank MUN	-877.36

**COMMENTS AFFECTING COUNCIL DECISION**

Cr Stacey asked for clarification on page 17 of attachment (1), Disposal of Assets. An amount of \$335,000 had been budgeted for assets disposal but as of the end of May 2024, none had been recorded. The EMCS explained that not all planned and budgeted asset replacements for the financial year were taking place and that those that had, had taken place recently and would appear in the financial statements for the period ending June 2024.



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

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

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Statement of Financial Activity by Program

Key Terms and Descriptions - Nature Descriptions

Statement of Financial Activity by Nature

Statement of Financial Position

Note 1      Adjusted Net Current Assets

Note 2      Cash and Financial Assets

Note 3      Receivables

Note 4      Other Current Assets

Note 5      Payables

Note 6      Rating Revenue

Note 7      Disposal of Assets

Note 8      Capital Acquisitions

Note 9      Borrowings

Note 10     Reserves

Note 11     Other Current Liabilities

Note 12     Grants and Contributions

Note 13     Capital Grants and Contributions

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 MAY 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.

	<b>% Collected / Completed</b>	<b>Amended Annual Budget</b>	<b>Amended YTD Budget</b>	<b>YTD Actual</b>	<b>Variance (Under)/Over</b>
<b>Significant Projects</b>					
<b>Grants, Subsidies and Contributions</b>					
Grants, Subsidies and Contributions	98%	410,716	385,733	403,576	17,843
Capital Grants, Subsidies and Contributions	51%	2,298,037	1,544,401	1,171,477	(372,924)
	58%	2,708,753	1,930,134	1,575,053	(355,081)
Rates Levied	100%	2,642,443	2,642,443	2,640,665	(1,778)

<b>Financial Position</b>		<b>Prior Year 31 May 2023</b>	<b>Current Year 31 May 2024</b>
Adjusted Net Current Assets	62%	\$ 989,861	\$ 610,558
Cash and Equivalent - Unrestricted	36%	\$ 1,492,272	\$ 531,568
Cash and Equivalent - Restricted	115%	\$ 3,677,043	\$ 4,231,587
Receivables - Rates	110%	\$ 270,054	\$ 297,751
Receivables - Other	372%	\$ 103,844	\$ 386,813
Payables	325%	\$ 287,897	\$ 935,613

*% 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 MAY 2024**

**SUMMARY INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 May 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**

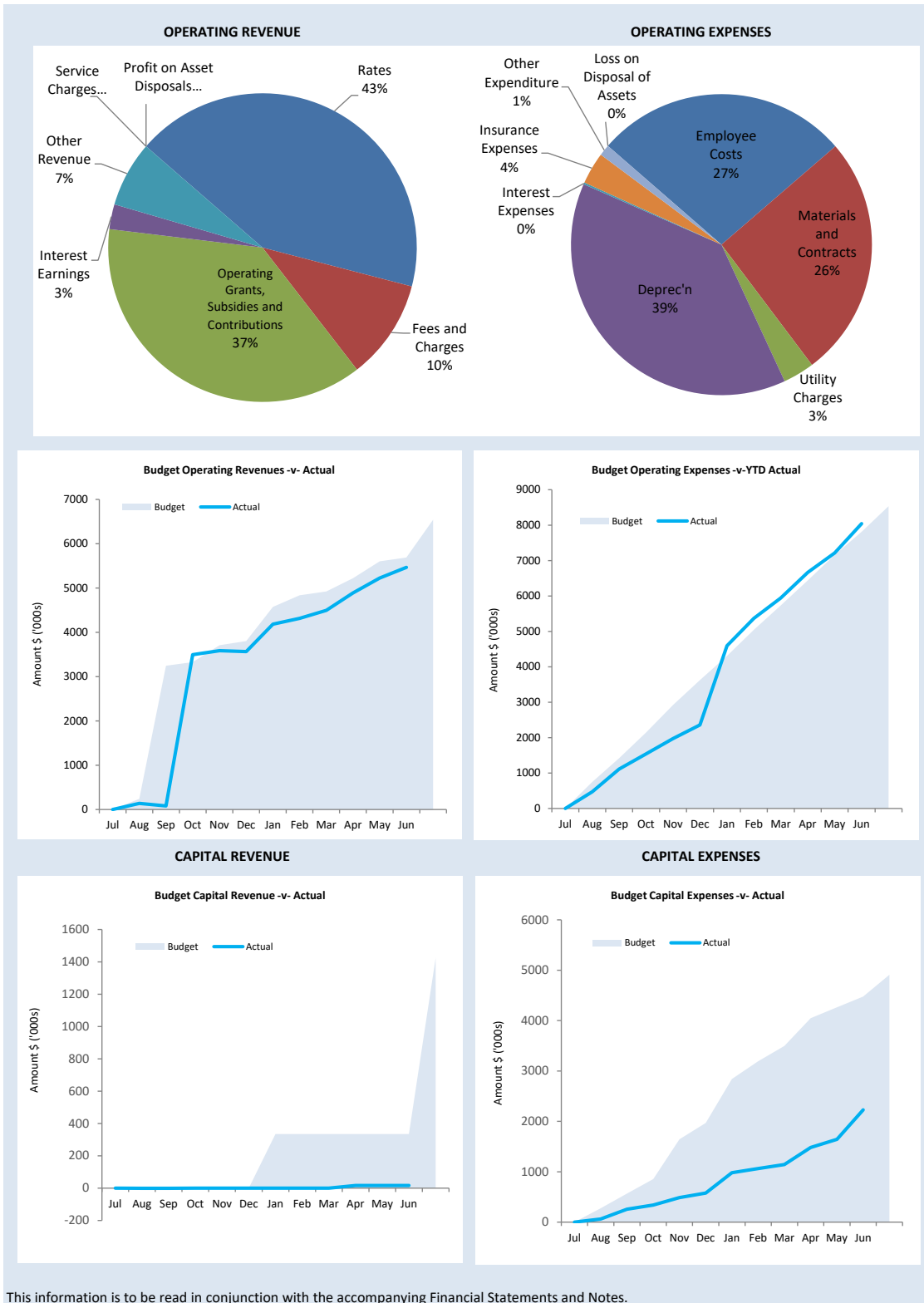
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 MAY 2024**

**SUMMARY GRAPHS**





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

**STATUTORY REPORTING PROGRAMS**

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

	<b>ACTIVITIES</b>
<p><b>GOVERNANCE</b> 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><b>GENERAL PURPOSE FUNDING</b> 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><b>LAW, ORDER, PUBLIC SAFETY</b> 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><b>HEALTH</b> 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><b>EDUCATION AND WELFARE</b> 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><b>HOUSING</b> To provide and maintain housing.</p>	Maintenance of housing rented to staff and non staff.
<p><b>COMMUNITY AMENITIES</b> 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><b>RECREATION AND CULTURE</b> 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><b>TRANSPORT</b> 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><b>ECONOMIC SERVICES</b> 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><b>OTHER PROPERTY AND SERVICES</b> To monitor and control the Shire of Quairading overheads.</p>	Public works overheads, plant operating costs, allocation of salaries and wages. Operation of electrical services and private works.

SHIRE OF QUAIRADING  
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM  
FOR THE PERIOD ENDED 31 MAY 2024

BY PROGRAM

Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Governance	500	500	451	209	(242)	(54%)	▼	
General Purpose Funding - Rates	6 2,642,443	2,642,443	2,642,443	2,640,665	(1,778)	(0%)	▼	
General Purpose Funding - Other	225,455	225,455	214,745	266,888	52,143	24%	▲	\$
Law, Order and Public Safety	311,062	311,062	286,008	254,609	(31,399)	(11%)	▼	\$
Health	500	500	451	697	246	55%	▲	
Education and Welfare	65,380	65,380	59,807	75,733	15,926	27%	▲	\$
Housing	146,657	146,657	134,233	159,084	24,851	19%	▲	\$
Community Amenities	208,201	208,201	190,870	204,205	13,335	7%	▲	
Recreation and Culture	27,255	25,255	24,392	57,405	33,013	135%	▲	\$
Transport	234,207	234,207	228,968	224,952	(4,016)	(2%)	▼	
Economic Services	351,384	351,384	330,285	308,127	(22,158)	(7%)	▼	
Other Property and Services	33,576	31,576	29,495	85,697	56,202	191%	▲	\$
	4,246,619	4,242,619	4,142,148	4,278,271				
<b>Expenditure from operating activities</b>								
Governance	(733,282)	(704,282)	(658,462)	(639,102)	19,360	3%	▲	
General Purpose Funding	(123,625)	(120,884)	(92,166)	(101,718)	(9,552)	(10%)	▼	
Law, Order and Public Safety	(665,259)	(666,024)	(604,214)	(505,991)	98,223	16%	▲	\$
Health	(488,216)	(466,193)	(427,207)	(417,254)	9,953	2%	▲	
Education and Welfare	(290,574)	(290,574)	(266,357)	(241,091)	25,266	9%	▲	
Housing	(200,279)	(200,279)	(184,282)	(210,841)	(26,559)	(14%)	▼	\$
Community Amenities	(633,700)	(623,700)	(571,337)	(602,054)	(30,717)	(5%)	▼	
Recreation and Culture	(1,177,485)	(1,193,008)	(1,102,890)	(1,089,004)	13,886	1%	▲	
Transport	(2,876,369)	(3,124,607)	(2,864,913)	(3,140,228)	(275,315)	(10%)	▼	
Economic Services	(1,054,670)	(1,051,317)	(937,502)	(751,633)	185,869	20%	▲	\$
Other Property and Services	(45,874)	(93,420)	(104,850)	(343,137)	(238,287)	(227%)	▼	\$
	(8,289,331)	(8,534,287)	(7,814,180)	(8,042,052)				
<b>Operating activities excluded from budget</b>								
Add back Depreciation	3,152,353	3,152,353	2,888,424	3,094,233	205,809	7%	▲	
Adjust (Profit)/Loss on Asset Disposal	7 32,777	32,777	30,030	0	(30,030)	(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	2,922,011	3,100,014				
<b>Amount attributable to operating activities</b>	<b>(854,025)</b>	<b>(1,102,981)</b>	<b>(750,021)</b>	<b>(663,767)</b>				
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Capital Grants, Subsidies and Contributions	13 2,298,037	2,298,037	1,544,401	1,171,477	(372,924)	(24%)	▼	\$
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	0	0	0	0	0			
	2,633,037	2,633,037	1,879,401	1,171,477				
<b>Outflows from investing activities</b>								
Land Held for Resale	8 0	0	0	0	0			
Land and Buildings	8 (645,045)	(287,045)	(266,932)	(70,757)	196,175	73%	▲	\$
Plant and Equipment	8 (1,030,405)	(1,012,405)	(1,011,817)	(29,940)	981,877	97%	▲	\$
Furniture and Equipment	8 (35,000)	(35,000)	(35,000)	(27,463)	7,537	22%	▲	
Infrastructure Assets - Roads	8 (1,839,526)	(1,697,268)	(1,596,407)	(1,153,090)	443,317	28%	▲	\$
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)	(1,104,291)	(732,893)	371,397	34%	▲	\$
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)	(4,014,447)	(2,014,143)				
<b>Amount attributable to investing activities</b>	<b>(2,134,887)</b>	<b>(1,577,570)</b>	<b>(2,135,046)</b>	<b>(842,666)</b>				
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from new borrowings	9 0	0	0	0	0			
Transfer from Reserves	10 1,088,825	1,088,825	0	0	0			
Transfer from Restricted Cash - Other	0	0	0	0	0			
	1,088,825	1,088,825	0	0				
<b>Outflows from financing activities</b>								
Repayment of borrowings	9 (64,364)	(64,364)	(58,971)	(58,695)	276	0%	▲	
Payments for principal portion of lease liabilities	9 (31,797)	(31,797)	(30,906)	(17,555)	13,351	43%	▲	\$
Transfer to Restricted Cash - Other	0	0	0	0	0			
Transfer to Reserves	10 (220,000)	(603,000)	(374,003)	(138,148)	235,855	63%	▲	\$
	(316,161)	(699,161)	(463,880)	(214,398)				
<b>Amount attributable to financing activities</b>	<b>772,664</b>	<b>389,664</b>	<b>(463,880)</b>	<b>(214,398)</b>				
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Surplus or deficit at the start of the financial year</b>								
Amount attributable to operating activities	1 (854,025)	2,315,054	(750,021)	(663,767)	86,254	(12%)	▲	
Amount attributable to investing activities	(2,134,887)	(1,577,570)	(2,135,046)	(842,666)	1,292,380	(61%)	▲	
Amount attributable to financing activities	772,664	389,664	(463,880)	(214,398)	249,482	(54%)	▲	
<b>Surplus or deficit at the end of the financial year</b>	<b>1 30,189</b>	<b>24,168</b>	<b>(1,033,892)</b>	<b>594,224</b>	<b>1,628,116</b>	<b>(157%)</b>	<b>▲</b>	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 15 for an explanation of the reasons for the variance. The material variance adopted by Council for the 2023/24 year is \$10,000 and 10%.

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

**SHIRE OF QUAIRADING**

**KEY TERMS AND DESCRIPTIONS**

**FOR THE PERIOD ENDED 31 MAY 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 MAY 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. \$
	\$	\$	\$	\$	\$	%		
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Rates	6	2,642,443	2,642,443	2,642,443	2,640,665	(1,778)	(0%)	▼
Grants, Subsidies and Contributions	12	412,716	410,716	385,733	403,576	17,843	5%	▲
Fees and Charges		616,835	614,835	564,244	647,421	83,177	15%	▲
Service Charges		0	0	0	0	0		
Interest Revenue		118,855	118,855	108,867	161,436	52,569	48%	▲
Other Revenue		413,189	413,189	401,844	425,025	23,181	6%	▲
Profit on Disposal of Assets	7	42,582	42,582	39,017	0	(39,017)	(100%)	▼
Gain FV Valuation of Assets		0	0	0	0	0		
		4,246,619	4,242,619	4,142,148	4,278,122			
<b>Expenditure from operating activities</b>								
Employee Costs		(2,269,697)	(2,254,251)	(2,067,094)	(2,193,747)	(126,653)	(6%)	▼
Materials and Contracts		(2,175,621)	(2,446,407)	(2,240,407)	(2,096,036)	144,371	6%	▲
Utility Charges		(268,450)	(257,300)	(235,114)	(270,889)	(35,775)	(15%)	▼
Depreciation		(3,152,353)	(3,152,353)	(2,888,424)	(3,094,233)	(205,809)	(7%)	▼
Finance Costs		(13,248)	(13,248)	(12,111)	(15,688)	(3,577)	(30%)	▼
Insurance Expenses		(199,849)	(200,614)	(197,139)	(275,564)	(78,425)	(40%)	▼
Other Expenditure		(134,755)	(134,755)	(104,844)	(95,867)	8,977	9%	▲
Loss on Disposal of Assets	7	(75,359)	(75,359)	(69,047)	0	69,047	100%	▲
Loss FV Valuation of Assets		0	0	0	0	0		
		(8,289,331)	(8,534,287)	(7,814,180)	(8,042,023)			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		3,152,353	3,152,353	2,888,424	3,094,233	205,809	7%	▲
Adjust (Profit)/Loss on Asset Disposal	7	32,777	32,777	30,030	0	(30,030)	(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	2,922,011	3,100,014			
<b>Amount attributable to operating activities</b>		<b>(854,025)</b>	<b>(1,102,981)</b>	<b>(750,021)</b>	<b>(663,887)</b>			
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Capital Grants, Subsidies and Contributions	13	2,298,037	2,298,037	1,544,401	1,171,477	(372,924)	(24%)	▼
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	1,879,401	1,171,477			
<b>Outflows from investing activities</b>								
Land Held for Resale	8	0	0	0	0	0		
Land and Buildings	8	(645,045)	(287,045)	(266,932)	(70,757)	196,175	73%	▲
Plant and Equipment	8	(1,030,405)	(1,012,405)	(1,011,817)	(29,940)	981,877	97%	▲
Furniture and Equipment	8	(35,000)	(35,000)	(35,000)	(27,463)	7,537	22%	▲
Infrastructure Assets - Roads	8	(1,839,526)	(1,697,268)	(1,596,407)	(1,153,090)	443,317	28%	▲
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)	(1,104,291)	(732,893)	371,397	34%	▲
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)	(4,014,447)	(2,014,143)			
<b>Amount attributable to investing activities</b>		<b>(2,134,887)</b>	<b>(1,577,570)</b>	<b>(2,135,046)</b>	<b>(842,666)</b>			
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
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			
<b>Outflows from financing activities</b>								
Repayment of borrowings	9	(64,364)	(64,364)	(58,971)	(58,695)	276	0%	▲
Payments for principal portion of lease liabilities	9	(31,797)	(31,797)	(30,906)	(17,555)	13,351	43%	▲
Transfer to Restricted Cash - Other		0	0	0	0	0		
Transfer to Reserves	10	(220,000)	(603,000)	(374,003)	(138,148)	235,855	63%	▲
		(316,161)	(699,161)	(463,880)	(214,398)			
<b>Amount attributable to financing activities</b>		<b>772,664</b>	<b>389,664</b>	<b>(463,880)</b>	<b>(214,398)</b>			
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Surplus or deficit at the start of the financial year</b>	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)	(750,021)	(663,887)	86,134	(11%)	
Amount attributable to investing activities		(2,134,887)	(1,577,570)	(2,135,046)	(842,666)	1,292,380	(61%)	
Amount attributable to financing activities		772,664	389,664	(463,880)	(214,398)	249,482	(54%)	
<b>Surplus or deficit at the end of the financial year</b>	1	<b>30,189</b>	<b>24,168</b>	<b>(1,033,892)</b>	<b>594,103</b>	<b>1,627,996</b>	<b>(157%)</b>	

▲▼ 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 MAY 2024**

	<b>31-May-23</b>	<b>31-May-24</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	6,755,895	4,763,155
Trade and other receivables	618,078	684,564
Other financial assets	0	0
Inventories	416,668	417,885
Contract assets	837,395	837,395
Other assets	29,766	4,713
<b>TOTAL CURRENT ASSETS</b>	<b>8,657,802</b>	<b>6,707,711</b>
<b>NON-CURRENT ASSETS</b>		
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	23,181,922
Infrastructure	100,177,609	99,656,188
Right-of-use assets	23,588	3,275
<b>TOTAL NON-CURRENT ASSETS</b>	<b>124,383,889</b>	<b>123,303,800</b>
<b>TOTAL ASSETS</b>	<b>133,041,692</b>	<b>130,011,511</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	1,318,548	960,865
Other liabilities	511,526	491,247
Lease liabilities	20,898	3,343
Employee related provisions	184,697	184,697
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,101,775</b>	<b>1,647,564</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	0	0
Borrowings	277,618	277,618
Employee related provisions	27,895	27,895
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>305,513</b>	<b>305,513</b>
<b>TOTAL LIABILITIES</b>	<b>2,407,288</b>	<b>1,953,077</b>
<b>NET ASSETS</b>	<b>130,634,404</b>	<b>128,058,435</b>
<b>EQUITY</b>		
Retained surplus	42,898,658	40,184,540
Reserve accounts	4,093,439	4,231,587
Revaluation surplus	83,642,307	83,642,307
<b>TOTAL EQUITY</b>	<b>130,634,404</b>	<b>128,058,435</b>

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 MAY 2024

NOTE 1

ADJUSTED NET CURRENT ASSETS

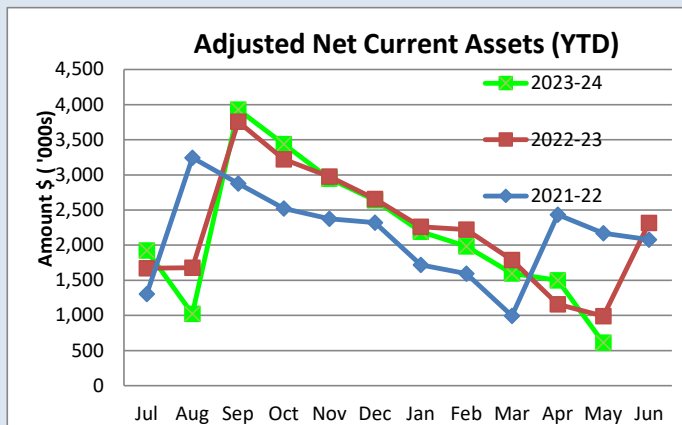
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/05/2023	Year to Date Actual 31/05/2024
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,662,456	1,492,272	531,568
Cash Restricted - Reserves	2	4,093,439	3,677,043	4,231,587
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	0	247,385	270,054	297,751
Receivables - Other	3	370,693	103,844	386,813
Other Financial Assets	3	0	902	0
Other Assets Other Than Inventories	4	867,161	191,079	842,108
Inventories	4	10,828	7,966	12,045
		8,251,962	5,743,161	6,301,871
<b>Less: Current Liabilities</b>				
Payables	5	(1,222,052)	(287,897)	(935,613)
Contract Liabilities	11	(511,526)	(582,481)	(491,247)
Bonds & Deposits	14	(96,496)	(123,106)	(25,253)
Loan Liability	9	(66,106)	(25,997)	(7,411)
Lease Liability	9	(20,898)	(2,185)	(3,343)
Provisions	11	(184,697)	(246,085)	(184,697)
		(2,101,775)	(1,267,751)	(1,647,564)
Less: Cash Reserves	10	(4,093,439)	(3,683,586)	(4,231,587)
Add Back: Component of Leave Liability not Required to be funded		171,302	170,758	177,084
Add Back: Loan Liability		66,106	25,997	7,411
Add Back: Lease Liability		20,898	2,185	3,343
Less: Loan Receivable - clubs/institutions		0	(902)	0
<b>Net Current Funding Position</b>		<b>2,315,054</b>	<b>989,861</b>	<b>610,558</b>

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.



<b>This Year YTD</b>
<b>Surplus(Deficit)</b>
<b>\$ .61 M</b>
<b>Last Year YTD</b>
<b>Surplus(Deficit)</b>
<b>\$ .99 M</b>

SHIRE OF QUAIRADING

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

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

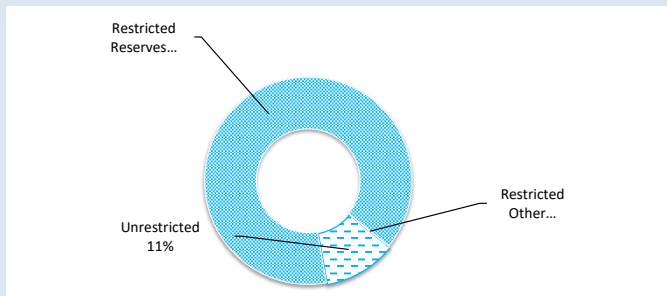
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	0			0	Cash on Hand	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Cash at Bank	(106,805)			(106,805)	Westpac		Ongoing
Municipal Investment Cash at Bank	0			0	Westpac	0.01%	Ongoing
Medical Practice Cash at Bank	(20)			(20)	Westpac		Ongoing
Reserve Cash at Bank		506,735		506,735	Westpac	1.55%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
<b>Term Deposits</b>							
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			
<b>Investments</b>							
<b>Total</b>	<b>542,337</b>	<b>4,231,587</b>	<b>0</b>	<b>4,773,924</b>			

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
\$4.77 M	\$4.23 M

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

OPERATING ACTIVITIES  
 NOTE 3  
 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2023	31 May 24
	\$	\$
Opening Arrears Previous Years	206,403	282,891
Levied this year	2,612,016	2,762,616
Less Collections to date	(2,535,528)	(2,712,251)
Equals Current Outstanding	282,891	333,257
	<b>282,891</b>	<b>333,257</b>
% Collected	89.96%	89.06%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	152,020	59,106	9,790	1,610	222,526
Percentage	68%	27%	4%	1%	
<b>Balance per Trial Balance</b>					
Sundry Debtors					163,435
Receivables - Other					223,378
<b>Total Receivables General Outstanding</b>					<b>386,813</b>

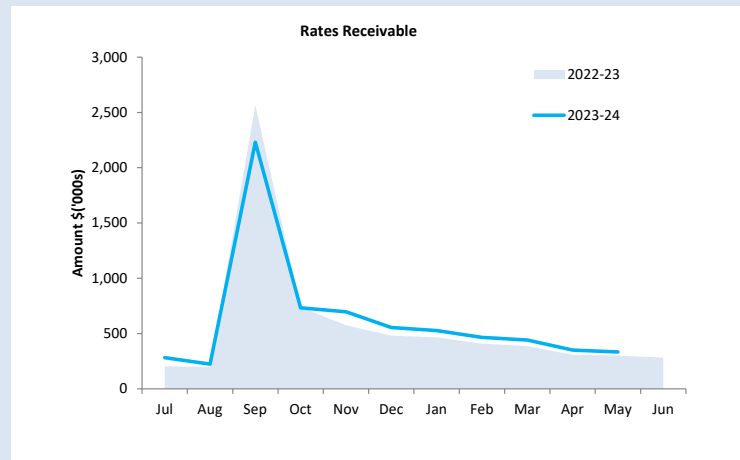
Amounts shown above include GST (where applicable)

KEY INFORMATION

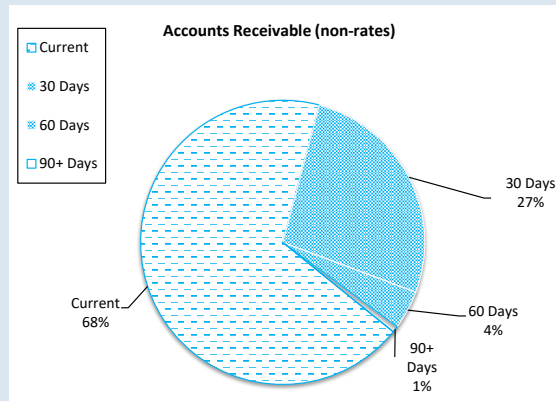
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
<b>89%</b>	<b>\$333,257</b>



<b>Debtors Due</b>
<b>\$386,813</b>
<b>Over 30 Days</b>
<b>32%</b>
<b>Over 90 Days</b>
<b>1%</b>



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

OPERATING ACTIVITIES  
 NOTE 4  
 OTHER CURRENT ASSETS

	Opening Balance 1 Jul 2023	Asset Increase	Asset Reduction	Closing Balance 31 May 2024
	\$	\$	\$	\$
<b>Other Current Assets</b>				
<b>Other Financial Assets at Amortised Cost</b>				
Financial assets at amortised cost - self supporting loans	0	0	0	0
<b>Inventory</b>				
Fuel, Visitor and Rec Centres stock on hand	10,828	1,217	0	12,045
<b>Accrued income and prepayments</b>				
Accrued income and prepayments	29,766	0	(25,053)	4,713
<b>Contract assets</b>				
Contract assets	837,395	0	0	837,395
<b>Total Other Current assets</b>				<b>1,259,993</b>
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 MAY 2024**

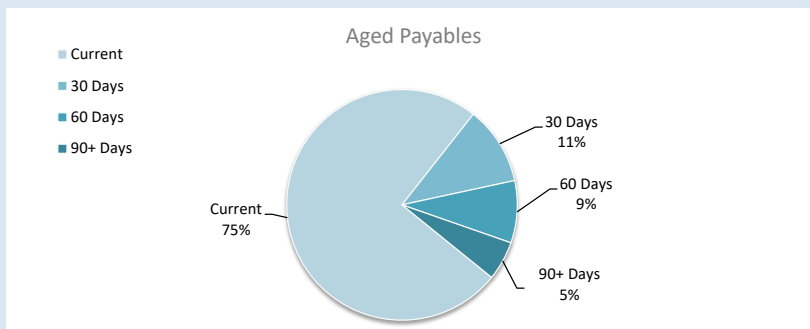
**OPERATING ACTIVITIES**  
**NOTE 5**  
**Payables**

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	395,827	58,248	46,197	29,076	529,346
Percentage	74.8%	11%	8.7%	5.5%	
<b>Balance per Trial Balance</b>					
Sundry creditors - General					529,346
Other creditors					(63,204)
Accruals/Income in Advance					1,170
ATO liabilities					422,263
Other accruals/payables					46,037
<b>Total Payables General Outstanding</b>					<b>935,613</b>

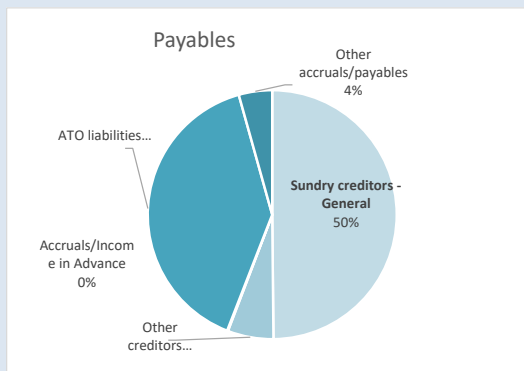
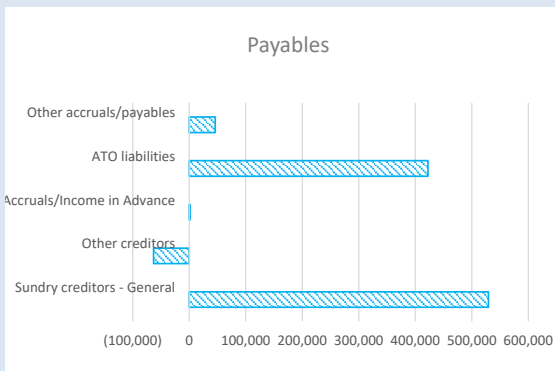
Amounts shown above include GST (where applicable)

**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.



<b>Creditors Due</b>
<b>\$935,613</b>
<b>Over 30 Days</b>
<b>25%</b>
<b>Over 90 Days</b>
<b>5.5%</b>



SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

NOTE 6

RATE REVENUE

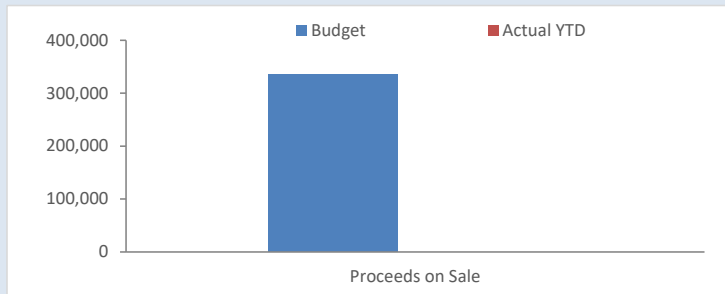
RATE TYPE	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>General Rate</b>											
<b>Gross rental valuations</b>											
GRV - Residential	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
<b>Unimproved valuations</b>											
UV - Rural	0.008259	359	249,782,000	2,062,950	0	0	2,062,950	2,062,950	(1,778)	0	2,061,172
Non Rateable		228	294,438	0	0	0	0	0	0	0	0
<b>Sub-Totals</b>		<b>936</b>	<b>253,173,343</b>	<b>2,536,838</b>	<b>0</b>	<b>0</b>	<b>2,536,838</b>	<b>2,536,838</b>	<b>(1,778)</b>	<b>0</b>	<b>2,535,060</b>
<b>Minimum Payment</b>											
<b>Gross rental valuations</b>											
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
<b>Unimproved valuations</b>											
UV - Rural	720	53	2,200,062	38,160	0	0	38,160	38,160	0	0	38,160
<b>Sub-Totals</b>		<b>121</b>	<b>2,271,209</b>	<b>87,120</b>	<b>0</b>	<b>0</b>	<b>87,120</b>	<b>87,120</b>	<b>0</b>	<b>0</b>	<b>87,120</b>
		<b>1,057</b>	<b>255,444,552</b>	<b>2,623,958</b>	<b>0</b>	<b>0</b>	<b>2,623,958</b>	<b>2,623,958</b>	<b>(1,778)</b>	<b>0</b>	<b>2,622,180</b>
<b>Amount from General Rates</b>											
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
<b>Total Rates</b>							<b>2,642,443</b>				<b>2,640,665</b>

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

**OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS**

Number	Asset Description	Amended Budget				YTD Actual			
		Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and Equipment</b>								
1Q3919	Ammann Ars130 Single Drum Roller	96,536	45,000		(51,536)	0	0		
2Q551	2018 Izuzu D-Max 4X4 Sx Crew Cab	17,160	13,500		(3,660)		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		
		<b>367,777</b>	<b>335,000</b>	<b>42,582</b>	<b>(75,359)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**KEY INFORMATION**



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$335,000</b>	<b>\$0</b>	<b>0%</b>

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2024

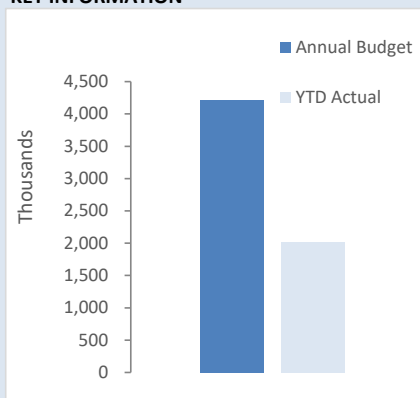
**INVESTING ACTIVITIES**  
**NOTE 8**  
**CAPITAL ACQUISITIONS**

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	266,932	287,045	70,757	(196,175)
Plant and Equipment	1,030,405	1,011,817	1,012,405	29,940	(981,877)
Furniture and Equipment	35,000	35,000	35,000	27,463	(7,537)
Infrastructure Assets - Roads	1,839,526	1,596,407	1,697,268	1,153,090	(443,317)
Infrastructure Assets - Footpaths	0	0	0	0	0
Infrastructure Assets - Other	1,217,948	1,104,291	1,178,889	732,893	(371,397)
<b>Capital Expenditure Totals</b>	<b>4,767,924</b>	<b>4,014,447</b>	<b>4,210,607</b>	<b>2,014,143</b>	<b>(2,000,304)</b>
<b>Capital acquisitions funded by:</b>					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,298,037	1,544,401	2,298,037	1,171,477	(372,924)
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	1,063,825	0	0
Council contribution - operations	1,046,062	2,135,046	513,745	842,666	(1,292,380)
<b>Capital Funding Total</b>	<b>4,767,924</b>	<b>4,014,447</b>	<b>4,210,607</b>	<b>2,014,143</b>	<b>(2,000,304)</b>

**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.

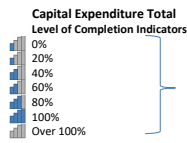
**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$4.21 M</b>	<b>\$2.01 M</b>	<b>48%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$2.3 M</b>	<b>\$1.17 M</b>	<b>51%</b>

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

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS

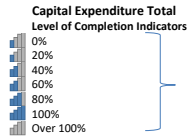


Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

% 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	
						\$	\$	\$	\$	\$
		<b>Health</b>								
0.00		Arthur Kelly Village - Common Area - Building (Capital)	4070712	514	BC7702	(10,000)	(10,000)	(10,000)	0	10,000
		<b>Total - Health</b>				<b>(10,000)</b>	<b>(10,000)</b>	<b>(10,000)</b>	<b>0</b>	<b>10,000</b>
		<b>Education &amp; Welfare</b>								
0.38		Arthur Kelly Village - Common Area - Building (Capital)	4080612	514	BC8600	(51,750)	(41,750)	(38,247)	(15,979)	22,268
0.04		Daycare Centre - Building (Capital)	4080312	514	BC8301	(11,000)	(21,000)	(13,998)	(882)	13,116
0.10		Frail Aged Lodge (Parker House) - Building (Capital)	4080612	514	BC8610	(33,400)	(33,400)	(30,580)	(3,323)	27,257
		<b>Total - Education &amp; Welfare</b>				<b>(96,150)</b>	<b>(96,150)</b>	<b>(82,825)</b>	<b>(20,184)</b>	<b>62,641</b>
		<b>Housing</b>								
1.00		1 (Lot 325) Edwards Way - Building (Capital)	4090114	514	BC9114	(350,000)	0	0	(563)	(563)
0.42		Doctor's Residence - Building (Capital)	4090212	512	BC9211	(10,000)	(10,000)	(9,163)	(4,232)	4,931
0.00		7 Edwards Way - Police House - Building (Capital)	4090214	514	BC9208	(8,000)	(8,000)	(7,326)	0	7,326
		<b>Total - Housing</b>				<b>(368,000)</b>	<b>(18,000)</b>	<b>(16,489)</b>	<b>(4,794)</b>	<b>11,695</b>
		<b>Community Amenities</b>								
0.24		Recycling Centre - Building (Capital)	4100112	512	BC10102	(10,650)	(10,650)	(9,757)	(2,525)	7,232
		<b>Total - Community Amenities</b>				<b>(10,650)</b>	<b>(10,650)</b>	<b>(9,757)</b>	<b>(2,525)</b>	<b>7,232</b>
		<b>Recreation And Culture</b>								
0.00		Swimming Pool Plant Room - Building (Capital)	4110212	512	BC11205	(50,000)	(50,000)	(50,000)	0	50,000
0.37		Museum Upgrade	4110612	512	BC11601	(15,000)	(7,000)	(6,413)	(2,618)	3,795
0.25		Balkuling School	4110712	512	BC11703	(25,000)	(25,000)	(22,902)	(6,299)	16,603
		<b>Total - Recreation And Culture</b>				<b>(90,000)</b>	<b>(82,000)</b>	<b>(79,315)</b>	<b>(8,917)</b>	<b>70,398</b>
		<b>Economic Services</b>								
0.00		Caravan Park Toilets & Ablutions - Building (Capital)	4130212	512	BC13244	(20,245)	(20,245)	(18,546)	0	18,546
		<b>Total - Economic Services</b>				<b>(20,245)</b>	<b>(20,245)</b>	<b>(18,546)</b>	<b>0</b>	<b>18,546</b>
		<b>Other Property &amp; Services</b>								
0.67		Administration Building - Building (Capital)	4140212	512	BC14201	(50,000)	(50,000)	(50,000)	(33,552)	16,448
0.67		<b>Total - Other Property &amp; Services</b>				<b>(50,000)</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>(33,552)</b>	<b>16,448</b>
0.24		<b>Total - Buildings</b>				<b>(645,045)</b>	<b>(287,045)</b>	<b>(266,932)</b>	<b>(69,972)</b>	<b>196,960</b>
		<b>Plant &amp; Equipment</b>								
		<b>Transport</b>								
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		Hydraulic 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)	(6,413)	(9,213)	(2,800)
0.00		6 Wheel Tip Truck	4120330	530	PE12317	(292,702)	(292,702)	(292,702)	0	292,702
		<b>Total - Transport</b>				<b>(1,030,405)</b>	<b>(1,012,405)</b>	<b>(1,011,817)</b>	<b>(29,940)</b>	<b>981,877</b>
0.03		<b>Total - Plant &amp; Equipment</b>				<b>(1,030,405)</b>	<b>(1,012,405)</b>	<b>(1,011,817)</b>	<b>(29,940)</b>	<b>981,877</b>
		<b>Furniture &amp; Equipment</b>								
		<b>Other Health</b>								
0.82		Strengthening Medicare Grant Funded Expenditure	4070720	520	OH7701	(25,000)	(25,000)	(25,000)	(20,506)	4,494
		<b>Total - Other Health</b>				<b>(25,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>(20,506)</b>	<b>4,494</b>
		<b>Other Property &amp; Services</b>								
0.70		Administration Office Furniture Upgrade	4140220	520	FE14201	(10,000)	(10,000)	(10,000)	(6,957)	3,043
		<b>Total - Other Property &amp; Services</b>				<b>(10,000)</b>	<b>(10,000)</b>	<b>(10,000)</b>	<b>(6,957)</b>	<b>3,043</b>
0.78		<b>Total - Furniture &amp; Equipment</b>				<b>(35,000)</b>	<b>(35,000)</b>	<b>(35,000)</b>	<b>(27,463)</b>	<b>7,537</b>
		<b>Infrastructure - Roads</b>								
1.00		Groves Road Access (Capital)	4120142	540	RC998	0	0	0	(4,644)	(4,644)
0.35		Old Beverley West Road (RZR)	4120146	540	R2R007	(108,163)	(108,163)	(108,147)	(37,530)	70,617
1.00		Balkuling North Road (RZR)	4120146	540	R2R017	0	0	0	(7,665)	(7,665)
0.46		Stockpool Road (RZR)	4120146	540	R2R106	(128,253)	(128,253)	(128,241)	(58,554)	69,687
0.01		Badjalung 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)	(19,921)	(21,733)	(1,812)
0.84		RRG - Quairading - Corrigin Road (Capital) 23/24 SLK 20.47 - 23.02	4120149	540	RRG166B	(690,086)	(690,086)	(632,291)	(582,129)	50,162
0.88		Dangin - Mears Road - WSNF Expenditure	4120162	540	WSF010	(359,398)	(359,398)	(329,307)	(316,927)	12,381

**SHIRE OF QUAIRADING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 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)	(121,495)	(59,848)	61,647
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
1.08	Punch Road - Drainage Capital	4120166	540	DC143	(31,626)	(31,626)	(31,613)	(34,293)	(2,680)
1.00	Squiers Road - Drainage Capital	4120166	540	DC176	(31,626)	0	0	0	0
<b>Total - Transport</b>					<b>(1,839,526)</b>	<b>(1,697,268)</b>	<b>(1,596,407)</b>	<b>(1,153,090)</b>	<b>443,317</b>
0.68	<b>Total - Infrastructure - Roads</b>				<b>(1,839,526)</b>	<b>(1,697,268)</b>	<b>(1,596,407)</b>	<b>(1,153,090)</b>	<b>443,317</b>
<b>Infrastructure - Other</b>									
<b>Law, Order &amp; Public Safety</b>									
1.12	Caroling Water Tank - Fire Water	4050790	590	EM5701	(16,877)	(16,877)	(16,877)	(18,876)	(1,999)
<b>Total - Law, Order &amp; Public Safety</b>					<b>(16,877)</b>	<b>(16,877)</b>	<b>(16,877)</b>	<b>(18,876)</b>	<b>(1,999)</b>
<b>Community Amenities</b>									
0.97	Cemetery Upgrade (Capital)	4100790	590	OC10703	(28,613)	(18,000)	(16,489)	(17,503)	(1,014)
0.87	Electric Car Charging Station (Capital)	4100790	590	OC10704	(16,145)	(16,145)	(16,138)	(14,049)	2,089
<b>Total - Community Amenities</b>					<b>(44,758)</b>	<b>(34,145)</b>	<b>(32,627)</b>	<b>(31,552)</b>	<b>1,075</b>
<b>Recreation And Culture</b>									
0.88	Construction Hall Carpark LRCI Funded Expenditure	4110190	590	OC11101	(359,693)	(359,693)	(329,571)	(316,720)	12,851
0.11	Greater Sports Ground (GSG) - Netball/Basketball Courts (Capital)	4110390	590	OC11335	(393,347)	(393,347)	(360,404)	(42,279)	318,126
1.00	Community Park - LRCI Funded Expenditure	4110390	590	LRC11322	(320,273)	(306,827)	(306,820)	(306,877)	(57)
0.92	New Park Kwirradung Koort	4110390	590	PCI1323	(30,000)	(5,000)	(3,334)	(4,594)	(1,260)
0.60	OTH CUL - Infrastructure Other (Capital)	4110790	590		(30,000)	(20,000)	(18,326)	(11,996)	6,330
<b>Total - Recreation And Culture</b>					<b>(1,133,313)</b>	<b>(1,084,867)</b>	<b>(1,018,455)</b>	<b>(682,465)</b>	<b>335,990</b>
<b>Total - Transport</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Economic Services</b>									
0.00	Standpipe Controller 1	4130890	590	OC13801	(23,000)	(43,000)	(36,332)	0	36,332
<b>Total - Economic Services</b>					<b>(23,000)</b>	<b>(43,000)</b>	<b>(36,332)</b>	<b>0</b>	<b>36,332</b>
0.62	<b>Total - Infrastructure - Other</b>				<b>(1,217,948)</b>	<b>(1,178,889)</b>	<b>(1,104,291)</b>	<b>(732,893)</b>	<b>371,397</b>
0.48	<b>Grand Total</b>				<b>(4,767,924)</b>	<b>(4,210,607)</b>	<b>(4,014,447)</b>	<b>(2,013,359)</b>	<b>2,001,088</b>

**Summary by Balance Sheet Category**

Land Held For Resale (Current)	340	0	0	0	0	0	0
Land Held For Resale (Non Current)	507	0	0	0	0	0	0
Land - Freehold	508	0	0	0	0	0	0
Buildings - Specialised	512	(180,895)	(172,895)	(166,781)	(49,226)	117,555	
Buildings - Non Specialised	514	(464,150)	(114,150)	(100,151)	(20,746)	79,405	
Furniture & Equipment	520	(35,000)	(35,000)	(35,000)	(27,463)	7,537	
Plant & Equipment	530	(1,030,405)	(1,012,405)	(1,011,817)	(29,940)	981,877	
Infrastructure - Roads	540	(1,839,526)	(1,697,268)	(1,596,407)	(1,153,090)	443,317	
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)	(1,104,291)	(732,893)	371,397	
		0	0	0	0	0	
		0	0	0	0	0	
		0	0	0	0	0	
		0	0	0	0	0	
		0	0	0	0	0	
		0	0	0	0	0	
		<b>(4,767,924)</b>	<b>(4,210,607)</b>	<b>(4,014,447)</b>	<b>(2,013,359)</b>	<b>2,001,088</b>	

SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>													
Loan 118 - Depot Building	243,727	0	0	0	51,339	49,813	49,813	192,389	193,914	193,914	15,009	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	58,695	64,364	64,364	285,029	279,359	279,359	15,615	13,078	13,078
<b>Total</b>	343,723	0	0	0	58,695	64,364	64,364	285,029	279,359	279,359	15,615.02	13,082	13,082
Current loan borrowings	66,106							7,411					
Non-current loan borrowings	277,618							277,618					
	343,723							285,029					

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
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Law, Order &amp; Public Safety</b>													
Lease 2 - CESM Vehicle	17,555	0	0	0	17,555	17,555	17,555	0	(0)	-0	72	72	72
<b>Economic Services</b>													
Lease 4 - Skeleton Weed Vehicle	0	0	0	0	0	10,513	10,513	0	(10,513)	(10,513)	0	0	0
<b>Other Property &amp; Services</b>													
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
<b>Total</b>	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					



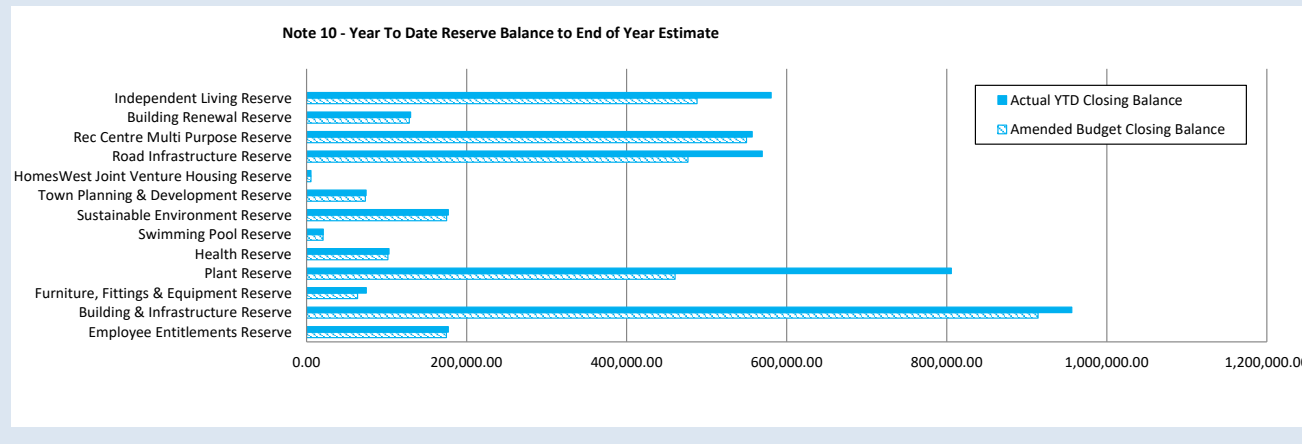
SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2024

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	(405,000.00)	0.00	914,234.17	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
	<b>4,093,438.88</b>	<b>85,000.00</b>	<b>138,148.02</b>	<b>518,000.00</b>	<b>0.00</b>	<b>(1,063,825.00)</b>	<b>0.00</b>	<b>3,632,613.88</b>	<b>4,231,586.90</b>

KEY INFORMATION



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

**OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES**

<b>Other Current Liabilities</b>	<b>Note</b>	<b>Opening Balance 1 Jul 2023</b>	<b>Liability Increase</b>	<b>Liability Reduction</b>	<b>Closing Balance 31 May 2024</b>
		\$	\$	\$	\$
<b>Other Liabilities</b>					
- Contract Liabilities	12	37,618	49,293	(85,459)	1,452
- Capital Grant/Contribution Liabilities	13	473,908	1,046,517	(1,098,703)	421,722
<b>Total Other liabilities</b>		511,526	1,095,810	(1,184,162)	423,174
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
<b>Total current unspent grants, contributions and reimbursements</b>		511,526	1,095,810	(1,184,162)	423,174
<b>Employee Related Provisions</b>					
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
<b>Total Provisions</b>		184,697	0	0	184,697
<b>Total Other Current Liabilities</b>					<b>607,871</b>
<b>Amounts shown above include GST (where applicable)</b>					

**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 MAY 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 May 2024	Current Liability 31 May 2024	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>General purpose funding</b>									
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
<b>Law, order, public safety</b>									
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	51,810	51,810	34,194	51,810
Mitigation Activity Fund Grant Program	33,292	33,293	(66,585)	0	0	66,585	66,585	61,006	66,585
<b>Education and welfare</b>									
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
<b>Recreation and culture</b>									
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
<b>Transport</b>									
Direct Grant (MRWA)	0	0	0	0	0	171,105	171,105	171,105	174,575
	<b>37,618</b>	<b>49,293</b>	<b>(85,459)</b>	<b>1,452</b>	<b>1,452</b>	<b>406,090</b>	<b>404,090</b>	<b>379,634</b>	<b>400,524</b>
<b>Contributions</b>									
<b>Education and welfare</b>									
Quairading Rotary Annual Contribution	0	0	0	0	0	250	250	220	0
<b>Recreation and culture</b>									
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
<b>Other property and services</b>									
Admin staff contributions to vehicle running costs	0	0	0	0	0	5,876	5,876	5,379	2,052
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,626</b>	<b>6,626</b>	<b>6,099</b>	<b>3,052</b>
<b>TOTALS</b>	<b>37,618</b>	<b>49,293</b>	<b>(85,459)</b>	<b>1,452</b>	<b>1,452</b>	<b>412,716</b>	<b>410,716</b>	<b>385,733</b>	<b>403,576</b>

**SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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 May 2024	Current Liability 31 May 2024	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Law, order, public safety</b>									
South Caroling Water Tank	0	4,219	(4,219)	0	0	8,439	8,439	8,438	4,219
<b>Health</b>									
Strengthening Medicare Grant	0	25,000	(20,506)	4,494	4,494	25,000	25,000	25,000	20,506
<b>Housing</b>									
Electric Car Charging Station (Capital)	0	0	0	0	0	6,926	6,926	6,336	0
<b>Recreation and culture</b>									
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
CBH grant - Multi Use Courts Resurfacing	0	7,500	0	7,500	7,500	0	0	0	0
<b>Transport</b>									
R2R Grant - Old Beverley West Road (R2R)	0	0	0	0	0	108,163	108,163	108,162	0
R2R Grant - Badjaling North Road (R2R)	0	0	0	0	0	120,114	120,114	120,113	0
R2R Grant - Stockpool Road (R2R)	0	0	0	0	0	128,253	128,253	128,252	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	(573)	110,972	111,545	0	0	0	0
WSFN Grant - Dangin - Mears Road	183,767	133,159	(316,926)	0	0	336,558	336,558	336,556	316,926
WSFN Grant - Dangin - Mears Development Funds	0	99,008	(59,848)	39,160	39,160	123,760	123,760	123,760	59,848
	<b>473,908</b>	<b>1,046,517</b>	<b>(1,098,703)</b>	<b>421,722</b>	<b>422,295</b>	<b>2,224,810</b>	<b>2,224,810</b>	<b>1,471,175</b>	<b>1,098,130</b>
<b>Capital Contributions</b>									
<b>Community amenities</b>									
<b>Recreation and culture</b>									
Rural Youth Contribution - Community Park	0	0	0	0	0	73,227	73,227	73,226	73,227
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>73,227</b>	<b>73,227</b>	<b>73,226</b>	<b>73,227</b>
<b>Total capital grants, subsidies and contributions</b>	<b>473,908</b>	<b>1,046,517</b>	<b>(1,098,703)</b>	<b>421,722</b>	<b>422,295</b>	<b>2,298,037</b>	<b>2,298,037</b>	<b>1,544,401</b>	<b>1,171,357</b>

**SHIRE OF QUAIRADING**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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 May 2024
		\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Building Services Levy (BSL)	1,087.98	2,399.85	0.00	3,487.83
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	14,534.36	(13,541.81)	6,158.55
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing TransWA	3,014.31	391,645.20	(399,443.70)	(4,784.19)
Other Bonds & Deposits/Cuneata Rise	83,064.17	3,000.00	(74,676.87)	11,387.30
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	6,126.00	(1,588.00)	6,766.00
Animal Trap Bonds	0.00	0.00	0.00	0.00
<b>Sub-Total</b>	<b>96,496.01</b>	<b>418,157.16</b>	<b>(489,400.38)</b>	<b>25,252.79</b>
<b>Trust Funds</b>				
Nil	0.00	0.00	0.00	0.00
<b>Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>96,496.01</b>	<b>418,157.16</b>	<b>(489,400.38)</b>	<b>25,252.79</b>

**KEY INFORMATION**

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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
<b>Revenue from operating activities</b>						
General Purpose Funding - Other	52,143	24%	▲	\$	Timing	Payment received in May
Law, Order and Public Safety	(31,399)	(11%)	▼	\$	Timing	Negative variance a combination of CESM/BRMP reimbursement not being received and positive Mitigation Activity Fund Grant being received earlier than budgeted.
Education and Welfare	15,926	27%	▲	\$	Timing	Rental income for Arthur Kelly Village below budget due to vacancies.
Housing	24,851	19%	▲	\$	Timing	
Recreation and Culture	33,013	135%	▲	\$	Timing	Grant for Australia Day and NAIDOC week received prior to budget endorsement of grant funding income.
Other Property and Services	56,202	191%	▲	\$	Permanent	
<b>Expenditure from operating activities</b>						
Law, Order and Public Safety	98,223	16%	▲	\$	Timing	
Housing	(26,559)	(14%)	▼	\$	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.
Economic Services	185,869	20%	▲	\$	Timing	Variance in Economic Development employment costs tracking higher than budget.
Other Property and Services	(238,287)	(227%)	▼	\$	Timing	Negative variance due to Other Property and Services tracking higher than budgeted.
<b>INVESTING ACTIVITIES</b>						
Capital Grants, Subsidies and Contributions	(372,924)	(24%)	▼	\$	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	196,175	73%	▲	\$	Timing	Projects not yet completed, see capital Works Note 8.
Plant and Equipment	981,877		▲	\$	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Roads	443,317	28%	▲	\$	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Other	371,397	34%	▲	\$	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 MAY 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
						\$	\$	\$	\$
			<b>Budget Adoption</b>		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
						<b>0</b>	<b>1,349,130</b>	<b>(1,324,962)</b>	<b>24,168</b>

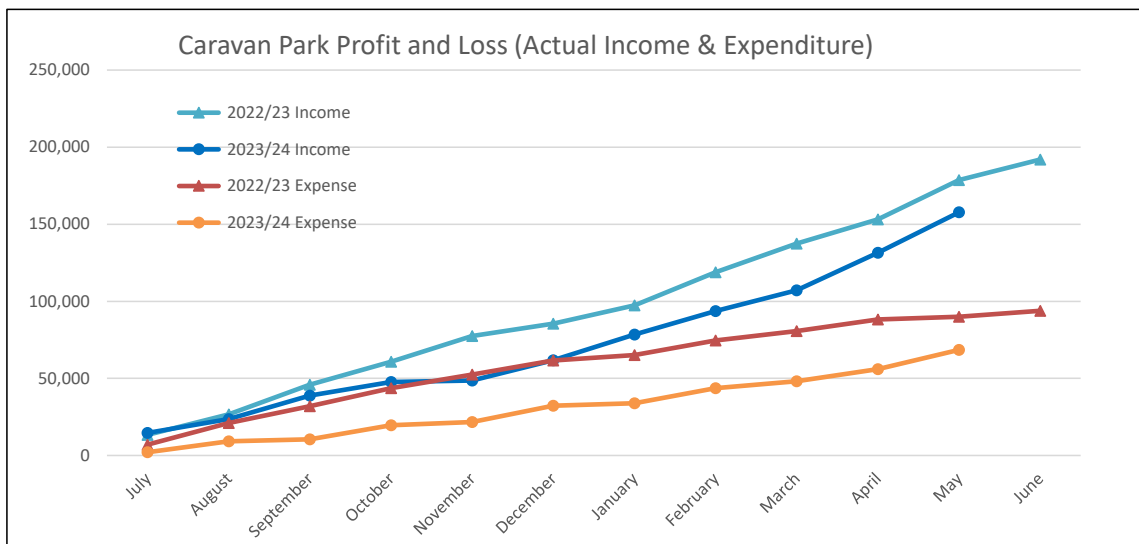
**KEY INFORMATION**

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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 %
<b>INCOME</b>							
Caravan Park Charges	647	\$ 46,574.56	\$ 54,978.00	85%	\$ 60,000.00	\$ 60,000.00	78%
Cabin and Unit Charges	655	\$ 110,922.54	\$ 119,119.00	93%	\$ 130,000.00	\$ 130,000.00	85%
Fees, Charges & Reimbursements		\$ 230.47	\$ -	0%	\$ -	\$ -	0%
<b>TOTAL INCOME</b>	<b>1302</b>	<b>\$ 157,727.57</b>	<b>\$ 174,097.00</b>	<b>91%</b>	<b>\$ 190,000.00</b>	<b>\$ 190,000.00</b>	<b>83%</b>
<b>EXPENDITURE</b>							
<b>Caravan Park</b>							
Salaries & Wages		\$ 6,704.82	\$ 42,966.00	16%	\$ 46,900.00	\$ 46,900.00	14%
Materials & Contracts		\$ 15,418.46	\$ 10,648.00	145%	\$ 11,640.00	\$ 11,640.00	132%
Utilities & Insurance		\$ 12,948.06	\$ 12,529.00	103%	\$ 13,700.00	\$ 13,700.00	95%
<b>Caravan Park Total</b>		<b>\$ 35,071.34</b>	<b>\$ 66,143.00</b>	<b>53%</b>	<b>\$ 72,240.00</b>	<b>\$ 72,240.00</b>	<b>49%</b>
<b>Cabins (3x 2 bedroom Cabins)</b>							
Salaries & Wages		\$ 2,383.06	\$ 22,077.00	11%	\$ 24,120.00	\$ 24,120.00	10%
Materials & Contracts		\$ -	\$ 2,310.00	0%	\$ 2,532.00	\$ 2,532.00	0%
Utilities & Insurance		\$ 12,360.74	\$ 9,905.00	125%	\$ 10,764.00	\$ 10,764.00	115%
<b>Cabins Total</b>		<b>\$ 14,743.80</b>	<b>\$ 34,292.00</b>	<b>43%</b>	<b>\$ 37,416.00</b>	<b>\$ 37,416.00</b>	<b>39%</b>
<b>Caretaker Reception</b>							
Salaries & Wages		\$ 4,144.62	\$ 3,190.00	130%	\$ 3,484.00	\$ 3,484.00	119%
Materials & Contracts		\$ 387.37	\$ 814.00	48%	\$ 892.00	\$ 892.00	43%
Utilities & Insurance		\$ 10,518.48	\$ 6,150.00	171%	\$ 6,672.00	\$ 6,672.00	158%
<b>Caretaker Reception Total</b>		<b>\$ 15,050.47</b>	<b>\$ 10,154.00</b>	<b>148%</b>	<b>\$ 11,048.00</b>	<b>\$ 11,048.00</b>	<b>136%</b>
<b>Units (4x 1 bedroom units)</b>							
Salaries & Wages		\$ 1,383.39	\$ 7,975.00	17%	\$ 8,710.00	\$ 8,710.00	16%
Materials & Contracts		\$ -	\$ 770.00	0%	\$ 844.00	\$ 844.00	0%
Utilities & Insurance		\$ 2,260.52	\$ 1,034.00	219%	\$ 1,111.00	\$ 1,111.00	203%
<b>Units Total</b>		<b>\$ 3,643.91</b>	<b>\$ 9,779.00</b>	<b>37%</b>	<b>\$ 10,665.00</b>	<b>\$ 10,665.00</b>	<b>34%</b>
<b>TOTAL EXPENDITURE</b>		<b>\$ 68,509.52</b>	<b>\$ 120,368.00</b>	<b>57%</b>	<b>\$ 131,369.00</b>	<b>\$ 131,369.00</b>	<b>52%</b>
<b>Closing Funding Surplus(Deficit)</b>		<b>\$ 89,218.05</b>	<b>\$ 53,729.00</b>	<b>166%</b>		<b>\$ 58,631.00</b>	<b>152%</b>



**11.2 Accounts for Payment - May 2024**

**Responsible Officer** Tricia Brown, Executive Manager, Corporate Services

**Reporting Officer** Cynthia Lowe, Senior Finance Officer

**Attachments** 1. Attachment (i) Creditors Payment Listing May 2024 [↓](#)   
2. Attachment (ii) Department of Transport Takings May 2024 [↓](#) 

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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**RESOLUTION: OCM 224-23/24**

Moved: Cr TJ Stacey

Seconded: Cr JC Hayes

That Council note the following:

1. That schedule of accounts for May 2024 covering municipal vouchers 24016 to 24018 and EFT13907 to EFT14008 totalling \$447,377.76 be received (Attachment i);
2. That police licensing payments for the month of May 2024 totalling \$39,891.60 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for May 2024 totalling \$7,091.88 be received (Attachment iii); and
4. That net payroll payments for the month of May 2024 totalled \$134,334.08; and
5. That the lease payments for the month of May 2024 totalled \$2,423.73 for the CESM vehicle lease.

**FOR:** Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, RC Faltyn, JC Hayes and JR Hippisley

**AGAINST:** Nil

**CARRIED 6/0**

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**IN BRIEF**

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

**MATTER FOR CONSIDERATION**

Note the accounts paid during May 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 May 2024 are included in **Attachment (i)**

Voucher 24011 - Incorrectly printed the wrong page on the voucher – Voucher has been retained with the correct one.

11.1 (i)   List Of Accounts - April 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13907	02/05/2024	GREG & JO HAYES (CR. JO HAYES)	COUNCILLOR SITTING FEES JANUARY TO MARCH 2024	738.00	
EFT13908	02/05/2024	CR. PETER DAVID SMITH	COUNCILLOR SITTING FEES JANUARY TO MARCH 2024	816.00	
EFT13909	02/05/2024	CR. JONATHAN RICHARD HIPPISELY	COUNCILLOR SITTING FEES JANUARY TO MARCH 2024	816.00	
EFT13910	02/05/2024	COUNTRY COPIERS NORTHAM	SHIRE ADMIN PRINTER MAINTENANCE & READING 5/3/24 - 2/4/24	153.91	
EFT13911	02/05/2024	PIANO MAGIC	ANNUAL TUNNING OF TOWN HALL PIANO	350.00	
EFT13912	02/05/2024	COMMUNITY RESOURCE CENTRE QUAIRADING	BANKSIA BULLETON SALES - APRIL, PURCHASE OF 2 X REPLACEMENT KEYS FOR TORK HAND TOWEL DISPENSER FOR GYM & CRC KITCHEN, ECONOMIC DEVELOPMENT TEAM - PHOTOCOPY COLOUR & BLACK/WHITE	249.07	
EFT13913	02/05/2024	SYNERGY	SYNERGY ACC#137839181 CRC POWER USAGE AND SUPPLY 13/3/24-09/4/24 - 1375.83 KWH USED	477.43	
EFT13914	02/05/2024	BENTNAIL BUILDING &	REMOVE/REPLACE WATER DAMAGED GYROCK CEILING, PAINT/SEALER - PARKER HOUSE	1551.00	
EFT13915	02/05/2024	CR. TREVOR STACEY	COUNCILLOR SITTING FEES JANUARY TO MARCH 2024	972.00	
EFT13916	02/05/2024	DALWALLINU CONCRETE PTY LTD	SUPPLY AND DELIVERY OF 72 x PRE-FORMED CULVERT BPIXES MRWA CLASS 4 STANDARD - DANGIN MEARS ROAD	28173.20	FULLY
EFT13917	02/05/2024	AVON CONCRETE	VARIATION - (IN ADDITION TO PO 4793) REMOVAL/REPLACE .500 COMPACTED BASE & SUB BASE 1.5t CEMENT 2 x SHEAR KEYS & EXTRA HEIGHT 2.2 CUM PLUS FORMWORK & LABOUR - DANGIN MEARS ROAD	7850.00	FULLY
EFT13918	02/05/2024	CR. JO HAYTHORNTHWAITE	COUNCILLOR SITTING FEES JANUARY TO MARCH 2024 (INCLUDES PRESIDENTS ALLOWANCE)	2687.00	
EFT13919	02/05/2024	WA CONTRACT RANGER	CONTRACT RANGER SERVICES FOR THE MONTH OF MARCH 2024 - DATES SERVICED 20/3/24 & 27/3/24	783.75	
EFT13920	02/05/2024	MARZOCCHI CONTRACTING	PROVIDING TREE REPORT FOR QUAIRADING - CUNDERDIN ROAD	330.00	
EFT13921	02/05/2024	Crisp Wireless	ADMIN, DEPOT, 8 DALL ST, 28 REID ST, QMP, YOUTH CENTRE & DR'S HOUSE MONTHLY INTERNET CONNECTION - APRIL 2024	853.90	
EFT13922	02/05/2024	ELDERS QUAIRADING	PUBLIC TOILETS CLEANING SUPPLIES, DEPOT WORK SHOP SUPPLIES & GARDEN SUPPLIES,	1066.95	
EFT13923	02/05/2024	CR.B COWGILL - SITTING FEE'S	COUNCILLOR SITTING FEES - JANUARY TO MARCH 2024	738.00	
EFT13924	02/05/2024	CR R FALTYN	COUNCILLOR SITTING FEES JANUARY TO MARCH 2024	596.00	
EFT13925	02/05/2024	TILAH TEKERE NGATAIERUS	REIMBURSEMENT - ONLINE COURSE FOR WHITE CARD & 1 NIGHT STAY AT KATANNING C/PARK FOR TRAINING - WASTE FACILITY	145.72	FULLY
EFT13926	02/05/2024	ANGLOAMERICAN	RATES REFUND FOR ASSESSMENTS -A16176, A16180, A16194, A16207, A16225 & A16239 C/ - AUSTWIDE MINING TITLE MANAGEMENT PTY PO BOX 1434	1900.34	
EFT13927	02/05/2024	RAY ZUIDEVELD	REFUND OF BOOKING NO. 12744677 - BOOKING DATE 2/5/24	81.82	FULLY
EFT13928	02/05/2024	RODNEY & ARLENE RIDOLFI	REFUND OF BOOKING NO. 11246123 - BOOKING DATE 3/5/24	58.50	FULLY
EFT13929	02/05/2024	Mason Electrical	REFUND FOR BOOKING NO. 12580257 BOOKING DATE - 28/1/24	270.48	FULLY
EFT13930	10/05/2024	QUAIRADING TYRE & BATTERY	225/80R17.5 YOKI RY058, STRIP & FIT LT TYRE - P3870	2755.06	
EFT13931	10/05/2024	AVON WASTE	GENERAL WASTE & RECYCLING SERVICES FOR MARCH 2024	9367.22	
EFT13932	10/05/2024	QUAIRADING MEDICAL PRACTICE (GREAT CARE HEALTH)	PRE EMPLOYMENT MEDICAL FOR CSO - SHIRE ADMINISTRATION	150.70	
EFT13933	10/05/2024	BLOOMY'S NURSERY AND	ANZAC DAY WREATH	100.00	
EFT13934	10/05/2024	WATER CORPORATION	WATERCORP ACC# 900785607 SUPPLY AND USAGE FOR THE PERIOD 12/2/24 - 16/4/24 - POOL, OVAL, COTTAGE WATERCORP ACC#9007859257 19 POWELL CRES SUPPLY AND USAGE FOR THE PERIOD 12/2/24 - 16/4/24 - 46 KL USED WATERCORP ACC#9007859409 50B SUBURBAN ROAD SUPPLY AND USAGE FOR THE PERIOD 12/2/24-16/4/24 - 10KL USED WATERCORP ACC#9007859417 31 DALL STREET SUPPLY FOR THE PERIOD 12/2/24-16/4/24 - 17KL USED WATERCORP ACC#901098153 14 REID STREET WATER USAGE AND SUPPLY FOR THE PERIOD 12/2/24-16/4/24 - 110KL WATERCORP ACC#9010981392 28 REID STREET WATER SUPPLY AND USAGE FOR THE PERIOD 12/2/24 - 16/4/24 - 39KL USED WATERCORP ACC#9007856013 74 MCLENNAN STREET WATER USAGE AND SUPPLY 12/2/24 - 16/4/24 - 65KL USED WATERCORP ACC#9007854421 8 DALL STREET WATER USAGE AND SUPPLY FOR THE PERIOD 12/2/24-16/4/24 - 55KL USED WATERCORP ACC#9007856101 TOWN HALL WATER USAGE AND SUPPLY FOR THE PERIOD 12/2/24 - 16/4/24 - 93KL USED WATERCORP ACC#9007856507 VET CLINIC SUPPLY CHARGE FOR THE PERIOD 12/2/24 - 16/4/24 - OKL USED WATERCORP ACC#9016338939 7 EDWARDS WAY WATER SUPPLY AND USAGE FOR THE PERIOD 1/3/24 - 30/4/24	34486.86	PARTIAL

11.1 (i)   List Of Accounts - April 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
			WATERCORP ACCH9007855379 QMP WATER SUPPLY AND USAGE FOR THE PERIOD 12/2/24 - 16/4/24 - 95 KL USED, WATERCORP ACCH9007856021 TENNIS CLUB / GROUNDS SUPPLY AND USAGE FOR THE PERIOD 12/2/24 - 16/4/24 - 130L USED WATERCORP ACCH9007854093 TOURIST BAY SUPPLY AND USAGE FOR THE PERIOD 12/2/24 - 16/4/24 - 58KL USED WATERCORP ACCH9007856099 BOWLING CLUB / PAVILION SUPPLY AND USAGE FOR THE PERIOD 12/2/24 - 16/4/24 - 1172 KL USED WATERCORP ACCH9007858393 50A SUBURBAN ROAD SUPPLY AND USAGE FOR THE PERIOD 12/2/24 - 16/4/24 - 23 KL USED WATERCORP ACCH9007858182 DAY CARE (REED) SUPPLY AND USAGE FOR THE PERIOD 13/2/24 - 17/4/24 - 12 KL USED WATERCORP ACCH9007858457 64 CORALING STREET WATER USAGE AND SUPPLY FOR THE PERIOD 13/2/24 - 17/4/24 - 14 KL USED WATERCORP ACCH9007856128 STANDPIPE WATER USAGE AND SUPPLY FOR THE PERIOD 13/2/24 - 17/4/24 - 706 KL USED WATERCORP ACCH9007858158 GILLETT STREET UNITS SUPPLY AND USAGE FOR THE PERIOD 13/2/24 - 17/4/24 - 50 KL USED WATERCORP ACCH9007856179 MACLEAY PARK WATER USAGE AND SUPPLY 13/2/24 - 17/4/24 - 135KL USED WATERCORP ACCH9007856224 AKV SUPPLY AND USAGE FOR THE PERIOD 13/2/24-17/4/24 - 943 KL USED	0.00	PARTIAL
			WATERCORP ACCH9007856224 AKV SUPPLY AND USAGE FOR THE PERIOD 13/2/24-17/4/24 - 943 KL USED WATERCORP ACCH9007858908 Q YOUTHCENTRE USAGE AND SUPPLY FOR THE PERIOD 13/2/24 - 17/4/24 - 2KL USED WATERCORP ACCH9007856136 SHIRE ADMIN SUPPLY AND USAGE FOR THE PERIOD 13/2/24 - 17/4/24 - 38KL USED, WATERCORP ACCH9007856080 C/PARK SUPPLY AND USAGE FOR THE PERIOD 12/2/24 - 16/4/24 - 1335 KL USED	0.00	PARTIAL
EFT13935	10/05/2024	WA COUNTRY HEALTH SERVICE - WHEATBELT	REFUND OF KEY & BUILDING BOND - 14/3/24 WACHS - WORLD KIDNEY DAY	625.00	FULLY
EFT13936	10/05/2024	BOB WADDELL & ASSOCIATES PTY LTD	2023/2024 RATES MANAGEMENT: PENSIONER CLAIMS, BUSINESS PERMIT QUERY & GENERAL RECONCILIATION	1402.50	
EFT13937	10/05/2024	COMMERCIAL LOCKSMITHS	NEW PARK-ELECTRIC STRIKE,KEY SINGLE CYL STOREROOM SET, LOCKSET CYL,PSS GECKO COMPACT OUTDOOR ENCLOSURE,CAMLOCK,POWER SUPPLIE,PROGRAMMABLE TIMER SWITCH RELAY, 12v BATTERY, MISC CABLE CONDUIT/FITTINGS ETC,PKMS CHARGE OUTSIDE METRO AREA, ACCOMODATION DAY RATE. MOVING SHIRE ADMIN OFFICE TO MASTER KEY SYSTEM. INCLUDES SUPPLY AND INSTALL EXTENDING THE MASTER KEY SYSTEM THROUGH TO SHIRE WORKS DEPOT - INCLUDES SUPPLY & INSTALLATION CHANGE ROOM DOOR SIDE DEADBOLT INSTALLED. - COMM BUILDING REPLACE FRONT DOOR, LAUNDRY, BACK DOOR AND STOREROOM LOCKS - KEY ALIKE AND SUPPLY 3 KEYS - 50B SUBURBAN NEW LOCKSET FOR 3 X TIMBER DOORS, NEW CYLINDERS TO SECURITY DOORS, KEYED ALIKE - DOCTORS HOUSE REPLACE GLASS SLIDING DOOR SECURITY LOCKSET, NEW CYLINDER TO GLASS SLIDING DOOR AND KEY ALIKE - 8 DALL STREET - INC TRAVEL REPLACE LOCKSET ON REAR SLIDING DOOR, KEY ALIKE TO FRONT DOOR - 31 DALL ST INC TRAVEL EXTEND MASTER KEY SYSTEM TO WASTE SITE - REPLACE LOCKSET ON OFFICE DOORS AND KEY ALIKE - RECYCLING CENTRE & TRAVEL COST, INC TRAVEL	11753.66	
EFT13938	10/05/2024	RURAL TRAFFIC SERVICES PTY	TRAFFIC SERVICE CORRIGIN BASE, HIRE OF SIGNS, HIRE OF 83 CORFLUTE SIGNS AT THE DAILY FATE FROM 11/3 TO 31/3/24 INCLUSIVE	4071.98	
EFT13939	10/05/2024	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.	80325.88	FULLY
EFT13940	10/05/2024	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES APRIL 24	2524.13	
EFT13941	10/05/2024	BUNNINGS GROUP LIMITED	ASSORTED GARDENING TOOLS - RAKES, SHOVELS ETC, x 3 ADJUSTABLE WRENCH WORKS DEPOT	654.56	
EFT13942	10/05/2024	Danthonia Designs	RECEPTION QUIAIRADING LOGO SIGNAGE	867.35	
EFT13943	10/05/2024	PHILIP SWAIN	EHO SERVICES FOR 23/24 FINANCIAL YEAR - MARCH & APRIL 2024	2001.95	
EFT13944	10/05/2024	ELDERS QUIAIRADING	REPAIRS FOR MUSEUM.PROCURED BY TIDY TOWN TOURIST COMMITTEE.	326.00	
EFT13945	10/05/2024	KAINUKU PTY LTD - EFTSURE	REPLACE FAULTY APPLIANCE (CEILING FAN) 8 DALL STREET REAR BEDROOM	350.00	
EFT13946	10/05/2024	PLUMBERJ'S MOBILE PLUMBING	LAYBY PUBLIC TOILETS-REPAIR TOILET , SHOWER, BASIN TAPS, ADJUST HOTWATER TEMP, NEW TAP TOWN HALL PUBLIC TOILETS-REPAIR TOILET REPAIR TOILET,CHECK SHOWER SCREEN - 19 POWELL CRES NEW BASIN TAP - PARK RENEW PRESSURE VALVE TO HOT WATER UNIT - DENTAL SURGERY	1555.40	
EFT13947	17/05/2024	QUAIRADING TYRE & BATTERY	BACK-HOE BOSCH BATTERY 31-1000-S4	274.72	
EFT13948	17/05/2024	TEAM GLOBAL EXPRESS	FREIGHT FOR TRAFFIC SIGNS	179.29	
EFT13949	17/05/2024	ARROW BRONZE	CEMETERY - ERROR IN PLAQUE WHEN RECEIVED FOR FAMILY, DATE WAS WRONG VINCENT/HAYTHORNTHWAITE - NEW PLAQUE TO BE ORDERED AT SHIRES EXPENSE	514.93	

11.1 (i)   List Of Accounts - April 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13950	17/05/2024	WESFARMERS KLEENHEAT GAS PTY LTD	45KG VAP CYL - 19 POWELL CRES	100.10	
EFT13951	17/05/2024	FORPARK AUSTRALIA	REPLACEMENT PART FOR FLYING FOX - SEATBELT STRAPS (PART NO. S615429) KWIRRADING KOORT	295.90	
EFT13952	17/05/2024	FULTON HOGAN INDUSTRIES PTY	1000L SHUTTLE OF EMMULSION	1705.00	
EFT13953	17/05/2024	CDA AIR CONDITIONING & REFRIGERATION	CHECK OPERATION OF RVC DUCTED AC.SERVICE UNIT AND CLEANED OUTDOOR , REPLACED FILTER MEMBRANE , WASHED FILTER FRAME / 8 DALL STREET QUAIRADING CHECK OPERATION OF RVC DUCTED , SERVICED UNIT, FOUND UNIT IS UNDERSIZE AND CAN ONLY OPERATE A COUPLE OF ZONES AT ONE TIME - 28 REID ST	425.05	
EFT13954	17/05/2024	QUAIRADING TYRE & BATTERY -	FUEL FOR COMMUNITY CAR - 22/2/24, 15/2/24, 2/2/24	246.41	
EFT13955	17/05/2024	ST JOHN AMBULANCE WESTERN	REPLENISHMENT OF VARIOUS 1ST AID KITS & WORK VEHICLES	1820.48	FULLY
EFT13956	17/05/2024	WATER CORPORATION	WATERCORP ACCOUNT #9011105095 / LICENSE OVER RESERVES 17433 & 22358 TOAPIN ROAD, QUAIRADING	550.00	
EFT13957	17/05/2024	ROE TOURISM ASSOCIATION	ROE TOUJISM MEMBERSHIP CONTRIBUTION	6000.00	
EFT13958	17/05/2024	SYNERGY	SYNERGY ACCOUNT #137839080 - POWER USAGE AND SUPPLY - 10.04.24 - 07.05.24 - 1 PARKER STREET	527.33	
EFT13959	17/05/2024	WA LOCAL GOVERNMENT ASSOCIATION	MEETING PROCEDURES ELEARNING COURSE , SERVING ON COUNCIL ELEARNING COURSE & UNDERSTANDING FINANCIAL REPORTS AND BUDGETS ELEARNING COURSE - WALGA 1 DAY COURSE - MEETING PRACTICES FOR GOOD GOVERNANCE OUTCOMES - EO - 21 MAY 24	1408.00	
EFT13960	17/05/2024	COMBINED PEST CONTROL	PEST CONTROL SALT RIVER CORRIGIN, CORRIGIN RD, MINOR CREEK, MEARS RD, BAJALING CREEK, WARRALLING CREEK, NORTH RD, STIRLING RD, DANGIN SPRING,DANGIN NORTH RD, MORTLOCK R,GEYER ST & WARRALLING CREEK, SOLOMON RD	2970.00	
EFT13961	17/05/2024	WA CONTRACT RANGER	RANGER SERVICES FOR THE MONTH OF APRIL 2024	2063.88	
EFT13962	17/05/2024	NORTHAM HYUNDAI	P5480- 66,779 KMS SERVICE ON CAR	529.00	
EFT13963	17/05/2024	DORMAKABA AUSTRALIA PTY LTD	AUTOMATIC FRONT DOOR 3 MONTHLY SERVICE AS PER SILVER MAINTENANCE AGREEMENT - SHIRE ADMIN	321.26	
EFT13964	17/05/2024	OFFICEWORKS	ADMIN VARIOUS STATIONARY(DRAWER ORGANISER,MONITOR ARM,DESK RISER,CORD CONSEALER), ADMIN -2 X MONITORS & WASTE CENTRE-INK CARTRIDGE RECYCLE CENTRE VARIOUS STATIONERY (INK & HOOKS), COUNCIL MEETING ROOM - EASELS & PICTURE FRAME, VARIOUS DEPOT STATIONERY- LINED STICKY NOTES,	870.20	
EFT13965	17/05/2024	Nutrien Ag Solutions	HI-SRM04 POP UP GEAR DRIVE SPRINKLERS - DAYCARE CENTRE	202.49	
EFT13966	17/05/2024	GODFREY COLBUNG	YOUTH CENTRE MURAL	3500.00	
EFT13967	17/05/2024	QUAIRADING TYRE & BATTERY	QQ- F/U/LP, QQ- F/U/LP, JERRY CAN-F/U/LP, COM BUS-DIESEL, Q240 GRADER-DIESEL	1476.82	
EFT13968	17/05/2024	BUNNINGS GROUP LIMITED	YOUTH CENTRE - ROLLER COVER UNI PRO, x 6 ASST PAINT BRUSHES, x 2 ASST PAINT ROLLER, BUNNINGS RED WOVEN SAMLL PAINT YELLOW,BLUE,RED,BLACK,WHITE, PARK - ASST	1058.94	
EFT13969	17/05/2024	COMPLETE OFFICE SUPPLIES PTY LIMITED	ADMIN VARIOUS STATIONARY( STICKY NOTES,CORRECTION TAPE, HOOKS HEATER AND KEYBOARD) WASTE CENTRE VARIOUS STATIONARY (TAPE,PENS, HOLE PUNCH WHITEBOARD CADDY) ADMIN VARIOUS STATIONERY (SHEET PROTECTORS, INDEX BOOK, SCISSORS, ELASTIC BANDS, CORD CLIPS), RECYCLE CENTRE VARIOUS STATIONERY (STAPLES, HOLE PUNCH), DEPOT VARIOUS STATIONERY (MAGNETIC LETTER CLIPS)	444.74	
EFT13970	17/05/2024	SEED STUDIO	LANDSCAPE DESIGN SERVICES FOR PARKER HOUSE - AS PER QUOTE#0056	1700.00	
EFT13971	17/05/2024	SEEK LIMITED	PREMIUM JOB ADVERTISEMENT - EXECUTIVE MANAGER ECONOMIC DEVELOPMENT	742.50	
EFT13972	17/05/2024	PATTONS PANEL & PAINT	COVERING COST OF REPAIRS DUE TO PAINT DAMAGE AT Q/CARAVAN PARK ON A TOURISTS VEHICLE AS APPROVED BY CEO	1000.00	
EFT13973	17/05/2024	RURAL INFRASTRUCTURE	FORWARD CAPITAL WORKS PLAN	5820.76	
EFT13974	17/05/2024	GPS LINEMARKING	LINE MARKING- HOCKEY FIELD, AFL OVAL INC GST	1815.00	
EFT13975	17/05/2024	TOTAL TOOLS	POWERCRAFT 240G 4m MIG TORCH - DEPOT WORKSHOP	284.84	
EFT13976	17/05/2024	JB HI-FI	MUSEUM-SECURITY SUPPLIES	1800.77	
EFT13977	17/05/2024	HALL BROS CONTRACTING (STEPHEN SMITH HALL)	HYD CAP/CAN, FILTER ENGINE OIL, AIR INNER, AIR OUTER, FUEL FILTER, HDY FILTER, FILTER ELEMENT,AIR RECIR, FILTER A/C, COVER HVAC, COUPLER,FF FEMALE - P430 SERVICE FOR P960 MULTI TYRED ROLLER HITACHI EXCAVATOR SERVICIE - OIL FILTER, ENGINE OIL, TRAVEL.	4462.64	
EFT13978	17/05/2024	WORKWEAR HUB	WORKS DEPOT - PPE WORK BOOTS	185.91	
EFT13979	17/05/2024	ZONE 50 ENGINEERING SURVEYS	FEATURE SURVEY FOR FUL LENGHT OF DANGIN - MEARS RD TO REVIEW NEW DESIGNS SLK 0.00 - 22.18	2816.00	FULLY
EFT13980	17/05/2024	WHEATBELT TANK SERVICE	SOQ BORE TANK REPAIR - SUPPLY/ FIT REPLACEMENT GT110 WALL PANEL & 100mm OUTLET	1375.00	
EFT13981	17/05/2024	WA TRAFFIC PLANNING	DANGIN MEARS RD-REVISION OF TRAFFIC MANAGEMENT PLAN   SKL 21.9]	715.00	
EFT13982	17/05/2024	BOC LIMITED	CONTAINER SERVICE - DAILY TRACKING FOR PERIOD 27.02.2024 TO 28.03.2024	52.61	
EFT13983	17/05/2024	NORTHAM DISTRICT GLASS	GOLF CLUB- MEASURE & REGLAZE WINDOW	440.00	
EFT13984	29/05/2024	CR. PETER DAVID SMITH	COUNCILLOR SITTING FEES APRIL TO MAY 2024	298.00	



11.1 (i)   List Of Accounts - April 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT13985	29/05/2024	QUAIRADING TYRE & BATTERY SUPPLIES	S31-900MF AC DELCO BATTERY FOR CAT HIGHWAY TRUCK S57220 BATTERY FOR 2018 ISUZU D-MAX UTE - TEAM LEADER	1439.24	
EFT13986	29/05/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	WATC LOAN 118, PRINCIPAL & INTEREST REPAYMENT	29180.32	
EFT13987	29/05/2024	QUAIRADING TYRE & BATTERY -	COMMUNITY CAR FUEL USAGE - ULP 17.04.24 & ULP 24.04.24	82.80	FULLY
EFT13988	29/05/2024	SYNERGY	SYNERGY ACCT#765171390 POWER USAGE & SUPPLY 11.04.24 - 08/05/24 FOR LOT 130, UNIT 5 MCLENNAN STREET	2728.60	
EFT13989	29/05/2024	SULLIVAN LOGISTICS PTY LTD T/A KALEXPRESS AND QUALITY TRANSPORT	FREIGHT, 4 x SKIP BINS FOR WASTE SITE	1181.07	
EFT13990	29/05/2024	BENTNAIL BUILDING & MAINTENANCE	10x M2 ASBESTOS REMOVAL(SCHOOL HOUSE KITCHEN CEILING) 1 x MATERIALS-ROOF SHEETING, TIMBER, HARDFILEX SUNDRIES- TEK SCREWS, NAILS, BOLTS,ECT LANDFILL DISPOSAL DAYS TRADE LABOUR-MAKE WATER TIGHT:REPAIR MAINROOF: REPAIR EXTERNAL KITCHEN WALL DELIVERY FEE/KM TRAVEL - BALKULING SCHOOL	6928.68	
EFT13991	29/05/2024	LYNNETTE JANE COWCILL - AIR	REFUND OF PAYMENT MADE TO THE SHIRE IN ERROR	285.00	FULLY
EFT13992	29/05/2024	WA LOCAL GOVERNMENT	WALGA ABORIGINAL ENGAGEMENT FORUM 2024 - CYNTHIA YARRAN & FABIAN PUNGANA	380.00	
EFT13993	29/05/2024	FLAVOUR TOWN CATERING	100 X SERVES HAMBURGERS FOR OUTDOOR MOVIE NIGHT 24TH APRIL, 2024	1080.00	
EFT13994	29/05/2024	ROSS & TONI SCRAIGH	REFUND OF CARAVAN PARK BOOKING #11930690 & 11930686 CABIN BOOKING FOR 11.11.24	470.13	FULLY
EFT13995	29/05/2024	BRIAN KIMBER	SKELETON WEED REIMBURSEMENTS - TELEPHONE, STATIONERY, UNIVERSAL WORKWEAR	840.16	FULLY
EFT13996	29/05/2024	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	IZUZU D-MAX UTE, REPAIR CAR TYRE, GMM MUSHY	50.50	
EFT13997	29/05/2024	BRENDA KENT	REFUND OF BOOKING #12251046 - SITE BOOKING 12.09.24	90.00	FULLY
EFT13998	31/05/2024	AVON CONCRETE	REPLACE 300MM PIPES WITH 1200 X 300 CULVERT BOXES (SUPPLIED BY SHIRE). SHIRE TO SUPPLY GRAVE, ACCOM AND TRAFFIC CONTROL	24178.00	FULLY
EFT13999	31/05/2024	MELBOURNE FOOTBALL CLUB	REFUND OF KEY BOND - MELBOURNE FOOTBALL CLUB - COMMUNITY BUILDING HIRE 17/5/24	625.00	FULLY
EFT14000	31/05/2024	TOTAL PACKAGING (WA) PTY LTD	DOG POO BAGS DOGGY DUMPAGE DISPOSAL UNIT 15UM (2 CARTONS X 4,000PCS). HOOKS TO SUIT DOGGY DUMPAGE	237.60	
EFT14001	31/05/2024	AVON WASTE	DOM RUBBISH X 5 WEEKS, WASTE ONLY SERVICES, RECYCLING SERVICES, ADDITIONAL RECYCLE ONLY SERVICES, BULK RECYCLED BINS EMPTIED	10987.06	
EFT14002	31/05/2024	ARROW BRONZE	NICHE WALL BRONZE PLAQUE - DUAL 1 LINE W/- 128X83 DP ILMO / EDWARDS D/D 592267	619.59	FULLY
EFT14003	31/05/2024	COUNTRY COPIERS NORTHAM	BLACK METER READING, COLOUR METER READING, COLOUR LARGE METER READING PERIOD 02/04/24 - 07/05/24	220.78	
EFT14004	31/05/2024	EASTERN HILLS CHAINSAWS & MOWERS	SERVICE OF 2 X MOWERS AND PARTS	214.00	
EFT14005	31/05/2024	BURGESS RAWSON	ACCOUNT #9007855432 WATER USAGE 08.12.23 - 12.02.24 HEAL STREET QUAIRADING LOT RLY RES ACCOUNT #9010881981 WATER RATES HEAL STREET QUAIRADING LOT WESTRAIL PLAN 1422, ACCOUNT #9010881981 WATER USAGE / HEAL STREET QUAIRADING LOT WESTRAIL PLAN 1422 ACCOUNT #9010881981WATER UASGE 06.12.23 - 12.02.24 HEAL STREET, QUAIRADING LOT WESTRAIL PLAN 1422 ACCOUNT #9007855432 WATER RATES 01.03.24 - 30.04.24 HEAL STREET QUAIRADING LOT RLY RES, ACCOUNT #9007855432 WATER USAGE 12.02.24 - 16.04.24 HEAL STREET QUAIRADING LOT RLY RES ACCOUNT #9007855416 WATER USAGE 12.02.24 - 16.04.24 1 QUAIRADING YORK RD LOT 366, ACCOUNT #9007855416 WATER RATES 01.03.24 - 30.04.24 1 QUAIRADING YORK RD LOT 366 ACCOUNT #9018402607 WATER RATES 01.03.24 - 30.04.24 1 QUAIRADING YORK RD LOT 366, ACCOUNT #9018402607 WATER USAGE 12.02.24 - 16.04.24 1 QUAIRADING YORK RD LOT 366 ACCOUNT #9018402607 WATER RATES 01.01.24 - 29.02.24 1 QUAIRADING YORK RD RES 366, WATER USAGE 08.12.23 - 12.04.24 1 QUAIRADING YORK RD RES 366	7819.33	
EFT14006	31/05/2024	QUAIRADING MEDICAL PRACTICE (GREAT CARE HEALTH)	QUAIRADING MEDICAL PRACTICE SUBSIDY - PART PAYMENT OF 1ST INSTALMENT (2ND 50%) AS PER AGREEMENT DATED 25.01.2024	100000.00	
EFT14007	31/05/2024	BOB WADDELL & ASSOCIATES PTY LTD	2023/2024 RATES MANAGEMENT: 2.75HRS ASSISTANCE PROVIDED BY TARA (W/E 19.05.24) PENSIONER CLAIMS, INTERIM SCHEDULES,DEBT RECOVERY	453.75	

11.1 (i)   List Of Accounts - April 2024					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT14008	31/05/2024	SULLIVAN LOGISTICS PTY LTD T/A KALEXPRESS AND QUALITY TRANSPORT	TEMPORARY FENCING PANELS FOR SPORTS OVAL	877.36	
24016	08/05/2024	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	152.50	FULLY
24017	15/05/2024	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	113.90	FULLY
24018	22/05/2024	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	171.50	FULLY
				<b>447377.76</b>	

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

<b>ACTUAL TOTAL TAKINGS</b>		
<b>DATE OF TAKINGS</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
29/04/2024	TRANSPORT TAKINGS	\$3,371.75
30/04/2024	TRANSPORT TAKINGS	\$1,453.95
01/05/2024	TRANSPORT TAKINGS	\$1,436.95
02/05/2024	TRANSPORT TAKINGS	\$2,376.50
03/05/2024	TRANSPORT TAKINGS	\$357.75
06/05/2024	TRANSPORT TAKINGS	\$3,588.25
07/05/2024	TRANSPORT TAKINGS	\$1,662.55
08/05/2024	TRANSPORT TAKINGS	\$16.35
09/05/2024	TRANSPORT TAKINGS	\$2,707.00
10/05/2024	TRANSPORT TAKINGS	\$508.75
13/05/2024	TRANSPORT TAKINGS	\$1,905.65
14/05/2024	TRANSPORT TAKINGS	\$2,487.85
15/05/2024	TRANSPORT TAKINGS	\$1,908.00
16/05/2024	TRANSPORT TAKINGS	\$1,400.45
17/05/2024	TRANSPORT TAKINGS	\$4,979.75
20/05/2024	TRANSPORT TAKINGS	\$2,466.85
21/05/2024	TRANSPORT TAKINGS	\$1,029.10
22/05/2024	TRANSPORT TAKINGS	\$705.75
23/05/2024	TRANSPORT TAKINGS	\$30.40
24/05/2024	TRANSPORT TAKINGS	\$1,085.55
27/05/2024	TRANSPORT TAKINGS	\$2,813.95
28/05/2024	TRANSPORT TAKINGS	\$684.75
29/05/2024	TRANSPORT TAKINGS	\$913.75
<b>TAKINGS RECEIVED IN THE BANK - MAY 2024</b>		<b>\$39,891.60</b>




<b>AMOUNTS YET TO BE DRAWN</b>		
<b>DATE OF TAKINGS</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
30/05/2024	TRANSPORT TAKINGS	\$31.10
31/05/2024	TRANSPORT TAKINGS	\$1,431.70
<b>MAY TAKINGS RECEIVED IN THE BANK - JUNE 2024</b>		<b>\$1,462.80</b>

**ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION**

12.1 Freedom Of Information Statement 2024 Review

**Responsible Officer** Natalie Ness, Chief Executive Officer

**Reporting Officer** Marion Haeusler, Executive Officer

**Attachments** 1. Shire of Quairading Freedom of Information Statement 2024    
 2. Shire of Quairading Freedom of Information Application Form  

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

**RESOLUTION: OCM 225-23/24**

Moved: Cr JC Hayes

Seconded: Cr BR Cowcill

That Council:

1. Endorse the 2024 Freedom of Information Statement and Application Form.
2. Approve the CEO providing a copy of the Freedom of Information Statement to the Information Commissioner.

**FOR:** Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, RC Faltyn, JC Hayes and JR Hippisley

**AGAINST:** Nil

**CARRIED 6/0**

**IN BRIEF**

As per the *Freedom of Information Act 1992 (WA)* all agencies must prepare and publish a Freedom of Information statement. The statement must be reviewed every 12 months and copy of the agency’s statement must be provided to the Information Commissioner as soon as practicable after the statement is published or a new edition produced.

Shire officers have made some minor updates to the Freedom of Information Statement for Councils consideration in Attachment [1].

**MATTER FOR CONSIDERATION**

Review of the Freedom of Information Statement every 12 months is a legislated requirement. The last review of the Shire of Quairading Freedom of Information Statement occurred in June 2023.

**BACKGROUND**

Part 5 of the *Freedom of Information Act 1992 (WA)* (the FOI Act) requires each agency to prepare and publish a Freedom of Information statement. As per section 96 and 97 of the FOI Act, the statement must be reviewed at intervals of not more than 12 months.

Approved method of publication (in accordance with section 96(1)) -

1. Agencies shall have the discretion of publishing their information statement either as a standalone document or incorporated in its annual report.
2. Where an information statement is produced as a standalone document, reference to its existence and details of how it can be inspected or purchased should also be contained in the agency's annual report.
3. Each agency must make a copy of its information statement available for inspection and/or purchase at its major offices including those at regional centres.
4. Information statements shall be prepared in accordance with the requirements of section 94 of the FOI Act and follow guidelines as to format and content issued from time to time by the Office of the Information Commissioner.

### **Section 97 of the FOI Act**

An agency must also provide a copy of its statement to the Information Commissioner as soon as practicable after the statement is published or a new edition produced (section 97). If the Information Statement is not changed between editions, the agency need only notify the Information Commissioner that the statement has been reviewed and is still current. Where minor amendments are made to an existing statement, copies of the amended pages may be forwarded in lieu of the entire document, if feasible.

### **STATUTORY ENVIRONMENT**

*Freedom of Information Act 1992*

*Local Government Act 1995*

### **POLICY IMPLICATIONS**

Freedom of Information Statement

### **FINANCIAL IMPLICATIONS**

Nil.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

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

### **CONSULTATION**

Nil.

### **RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

**RISK ASSESSMENT**

	Option 1
Financial	N/A
Health	N/A
Reputation	Low <i>It is legislated that the FOI statement is to be reviewed every 12 months.</i>
Operations	Low
Natural Environment	N/A

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

**COMMENT**

Officers updated the Organisational Chart in the Freedom of Information Statement, as well as aligning the timeframe for publishing minutes of Council Meetings with the provisions of section 13(2) of the *Local Government (Administration) Regulations 1996*.

Updates were also made to 5.1 Publications Available and 3.4 Management, specifically the areas of responsibility for each of the four Core Units.

No changes were made to the Freedom of Information Application Form.

The Shire of Quairading publish their Freedom of Information Statement as a standalone document on the Shire of Quairading website and the Statement is referenced in the Annual Report.

**COMMENTS AFFECTING COUNCIL DECISION**

Cr Stacey asked that under section 3.2 – Council and Council Members, a correction be made to the number of Elected Members and subsequently the description of the ordinary election process.



## Freedom of Information Statement



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## 1 LEGISLATIVE FRAMEWORK

This Information Statement is published by the Shire of Quairading (Shire) in accordance with the requirements of Part 5 of the *Freedom of Information Act 1992* (the FOI Act).

The operations of local government in Western Australia are governed by the *Local Government Act 1995* (the LG Act), the various Local Government Regulations, and any other legislation that provides powers and responsibilities to local governments.

### 1.1 Legislation

---

Principal legislation that the Shire operates under includes –

- a. *Local Government Act 1995*;
- b. *Public Health Act 2016*;
- c. *Health (Miscellaneous Provisions) Act 1911*;
- d. *Planning and Development Act 2005*;
- e. *Bush Fires Act 1954*;
- f. *Cat Act 2011*;
- g. *Dog Act 1976*.
- h. *Cemeteries Act 1986*
- i. *Workplace Health & Safety Act 2020*
- j. *Emergency Management Act 2005*
- k. *Waste Avoidance and Resource Recovery Act 2007*

There is a wide range of other legislation that provides powers and authorities that imposes duties and obligations upon the Shire.

Each Act of Parliament generally has one or more related Regulations which also impact on the Shire.

Confirmation of current Acts and Regulations by referring to the Department of Justice Parliamentary Council's Office website at [legislation.wa.gov.au](http://legislation.wa.gov.au) is recommended.

### 1.2 Local Laws

---

The powers of local government to provide services and facilities and make local laws are derived from legislation passed in State Parliament. Many of the enabling and principal legislation for the Council is the *Local Government Act 1995*.

As at January 2023, the Shire's local laws are –

- a. *Bush Fire Brigade local Law 2023*
- b. *Joint Standing Committee on Delegated Legislation Undertakings relating to Animals, Environment and Nuisance Local Law 2017**Extractive Industries Local Law 2011*
- c. *Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016*
- d. *Cemetery Local Law 2016*
- e. *Local Government Property Local Law 2016*
- f. *Pest Plants Local Law 2016*
- g. *Pest Plants Amendment to Local Law 2018*
- h. *Animals, Environment and Nuisance Local Law 2017*
- i. *Animals, Environment and Nuisance Amendment Local Law 2019*
- j. *Dogs Local Law 2017*
- k. *Health Local Law 2016*
- l. *Local Government Property Local Law 2016*

These current local laws of the Shire of Quairading can be accessed via our website.

**1.3 Policies of the Local Government**

In order to provide guidance for the Officers of the local government, the Council adopts policies that define the structure under which the local government operates.

Policies of the local government are available for public perusal on request at the Shire office and on the Shire website.

**2 STRATEGIC COMMUNITY PLAN 2021 – 2031**

**2.1 Our Vision**

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

**2.2 Strategic Priorities**

Council’s Strategic Community Plan 2021 – 2031 comprises five (5) priorities for our community and is underpinned by actions taken to ensure an effective and sustainable Council.

<b>1. COMMUNITY</b>
1.1 Work collaboratively with local and regional service providers to engage the community as active citizens.
1.2 Provide social and cultural activities for all members of the community.
1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire.
1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience.
1.5 Support emergency services planning, risk mitigation, response and recovery.

<b>2. ECONOMY</b>
2.1 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 Build upon our “Take a Closer Look” brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population.
2.3 Shire engages stakeholders and partners to help capture local economic development initiatives.
2.4 Encourage local workforce participation.

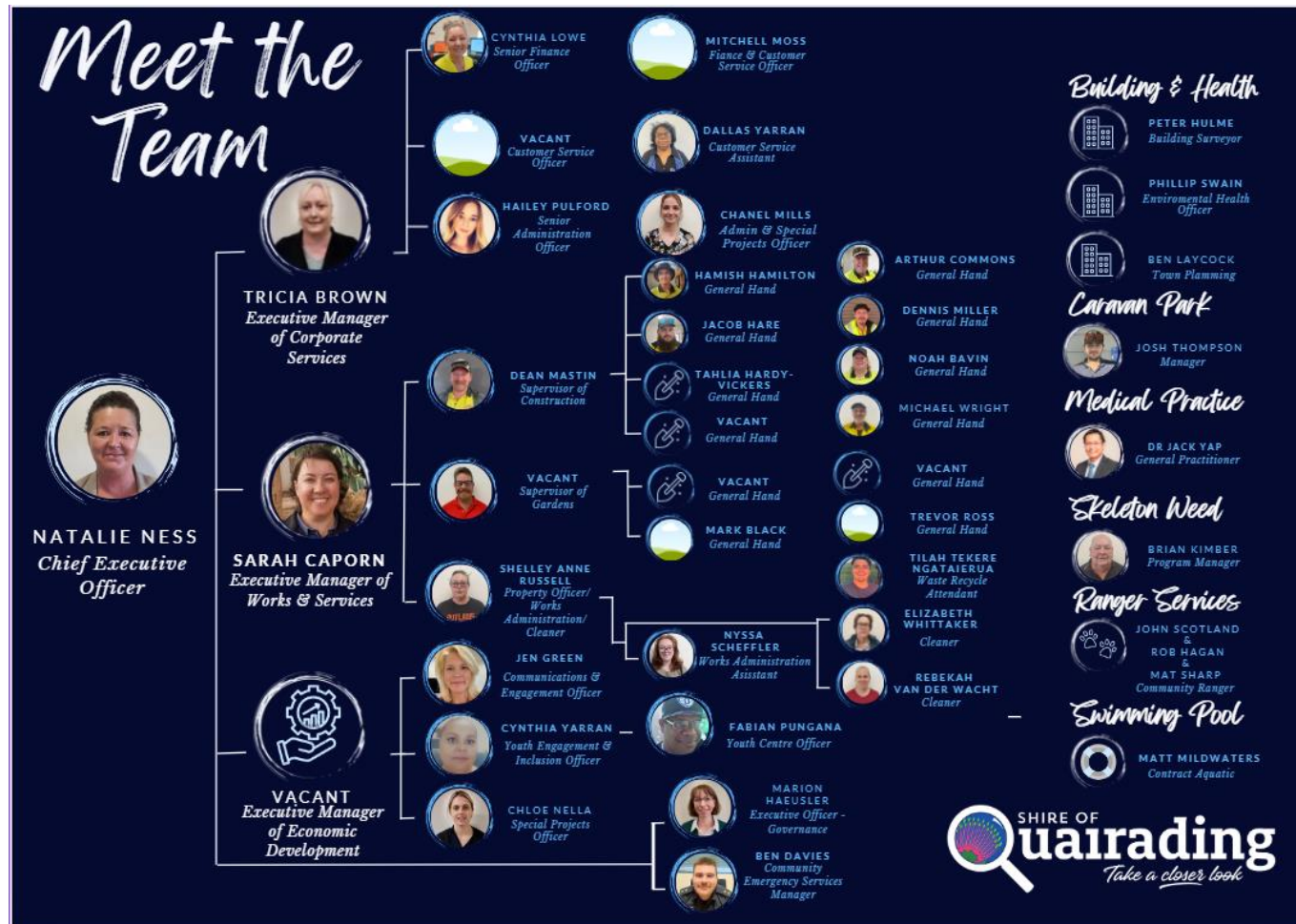
3. BUILT ENVIRONMENT
3.1 Safe, efficient and well maintained road and footpath infrastructure.
3.2 Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles.
3.3 Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans.

4. NATURAL ENVIRONMENT
4.1 Maintain a high standard of environmental health services.
4.2 Conservation of our natural environment.
4.3 Demonstrate sustainable practices of water, energy and waste management.

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

3 ORGANISATIONAL STRUCTURE

3.1 Organisational Chart



### 3.2 The Council and Councillors

---

The policy-making or legislative powers of the Shire rest with the Elected Members of the Council.

Council is the governing body of the local government and is made up of eight Elected Members (Councillors). The role of the Council is defined in the *Local Government Act 1995*:

- To direct and control the local government's affairs; and
- To be responsible for the performance of the local government's functions.

Generally, Councillors do not have an authority to act or make decisions as individuals. They are members of an elected body that makes decisions on behalf of the local government through a formal meeting process.

The role of each Councillor is to:

- Represent the interests of electors, ratepayers and residents of the district;
- Provide leadership and guidance to the community in the district;
- Facilitate communication between the community and the Council;
- Participate in the local government's decision-making processes at Council meetings; and
- Perform such other functions as are given to a Councillor by the *Local Government Act 1995* or any other written law.

Your elected Councillors are ratepayers or residents who have volunteered to work for the community and provide an avenue for public participation and input on important decisions that affect the way you live.

Local Government Elections take place every second year on the third Saturday in October, with half the Council retiring at each election. Retiring Council members are eligible for re-election. After each election, Councillors elect a Shire President and Deputy Shire President amongst themselves for the next two-year term.

The Council meets on the fourth Thursday each month except December which is the second Thursday, and January which is when Council is in recess.

More information relating to your Elected Members and schedule of meetings is published on the Shire of Quairading website at [www.quairading.wa.gov.au](http://www.quairading.wa.gov.au).

### 3.3 Decision-making Functions

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Matters requiring a decision that are brought before Council have an associated recommendation which has been prepared by the responsible Shire Officer who is employed by the Shire of Quairading. The recommendations are generally based on –

- Legislation;
- Legal responsibilities;
- Adopted documents outlining strategic direction, policy etc.; and
- Professional opinions.

Council may modify, reject, or adopt new resolutions after it considers the recommendations of the Officer.

A range of policies have been developed by the Shire that guide and direct actions now and into the future.

For many operational and day-to-day matters, Council has delegated decision-making authority to the Chief Executive Officer (CEO). These delegations are reviewed and approved by Council on an annual basis. The CEO may further delegate certain decision-making duties to Shire Officers in accordance with the *Local Government Act 1995*.

In performing the roles as decision-makers, elected members, the CEO and Shire Officers are required to make decisions that have an impact on the daily lives of the community. These decisions might be about things like economic development, the provision of footpaths, control of animals, refuse collection, cultural events, planning matters, recreation facilities and control of environmental health issues. The Shire strives to achieve a balanced and fair approach to decision-making to protect and develop the amenities of the Shire, preserve heritage, encourage economic growth and provide clarity to residents and businesses in the area.

**3.4 Management**

The operations of the Shire are managed by the CEO who is supported by an Executive Management Team.

The role of CEO is to act as a conduit between Council and the Administration of the Shire, and to carry ultimate responsibility for the efficient and effective utilisation of the resources available to the Shire. The CEO and staff report to Council at monthly meetings with recommendations that Council can accept, reject, or substitute with an amended resolution.

The Executive Management Team consists of Executive Managers who assist the CEO in managing the Shire’s four Core Units.

<b>Office of the CEO</b> Chief Executive Officer	<b>Corporate Services</b> Executive Manager Corporates Services	<b>Community &amp; Economic Development</b> Executive Manager Community Development	<b>Works &amp; Services</b> Executive Manager Works & Services
Economic Development	Rates	Integrated Strategic Planning	Project Management
Governance	Information Technology	Community Development	Construction and Maintenance
Strategy	Customer Services	Economic Development	Parks & Gardens
Corporate Communications	Facilities Management	Project Management	Fleet & Waste Services
Elected Member Support	Asset Management	Youth Development	Works Administration
Special Projects	Financial Management	Corporate Communications	Waste Facility
Human Resources	Town Planning	Event Management	
Public Relations		Tourism	
Statutory & Strategic Planning			
Business & Tourism Services			
Health & Building Services			
Ranger Services			
Emergency Services			

## Public Participation

The Shire recognises that the community is an important resource when informing decision-making, and that community input is essential to assist the Shire in choosing a path that caters for the current and future needs and expectations of the community.

### 3.5 Public Notices & Advertising

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The *Local Government Act 1995* and other legislation may require the Shire to provide notice of its intention to take a particular course of action or decision. The Shire may also advertise certain proposed courses of action or decisions in order to provide the community with an opportunity to make submissions. These notices and advertisements generally appear within *The West Australian* or other local newspapers/bulletins within the district. Notices are also placed on the Shire of Quairading website and social media pages.

To facilitate public participation and awareness of Council meetings, the Shire advertises the dates, times and places of meetings that are open to members of the public. The advertisements are placed on Council's website.

### 3.6 Council Meetings

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The participation of the public in Council meetings is achieved through three avenues –

a. Meetings generally open to the public

The *Local Government Act 1995* provides that all Council meetings are to be open to the public. The only exception to this rule is when the Council decides that certain parts of the meeting should be closed to the public (e.g., where the meeting is dealing with the personal affairs of any person). The grounds on which a meeting can be closed to the public are limited by law and are specifically set out in the Act.

b. Public Question Time

The *Local Government Act 1995* and the associated *Local Government (Administration) Regulations 1996* provide for a minimum period of fifteen minutes being set aside at the commencement of any Council meeting to allow the public the opportunity of asking questions and receiving responses.

c. Deputations and Presentations

Public participation in Council meetings can be achieved in a more formalised process which relates to the Shire receiving petitions and/or deputations.

### 3.7 Council Agendas & Minutes

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#### Agendas

Agendas relating to any Council meetings are made available for public inspection at the Shire office and on Council's website and at the same time that they are issued to members of Council, which is on the Friday prior to the Thursday's Council meeting.

In certain circumstances, members of the public are not entitled to inspect Notice Papers or Agendas which in the CEO's opinion, relate to a meeting or part of a meeting which is likely to be closed to members of the public in accordance with *Section 5.23(2) of the Local Government Act 1995*.

## Minutes

Council Meeting Minutes are available for inspection on the Shire Website within 14 business days after the meeting.

Confirmed Council Minutes are available on the Shire's website.

### 3.8 Current Shire Committees

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Council may appoint committees to share in the decision-making workload as well as to utilise expertise effectively. Committees include Council Members, staff from the local government and some committees can also include members of the public.

#### Management Committees of Council (Not open to the public)

Audit & Risk Committee

#### Legislative Committees

Bushfire Advisory Committee (BFAC)

Local Emergency Management Committee (LEMC)

#### Advisory Groups

Ageing in Place Working Group

Medical Executive Advisory Committee

Quairading District Sport & Recreation Council

Quairading Tourism Working Group

Reconciliation Action Plan Advisory Committee (RAP)

### 3.9 Annual Elector's Meeting

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The *Local Government Act 1995* also obligates the Shire to hold an Annual Meeting of Electors within 56 days of the Shire of Quairading acceptance of the Annual Report for the previous financial year.

The Annual Electors' Meeting provides Electors with an opportunity to discuss the contents of the Annual Report and then any other general business as permitted by the Presiding Member. The meeting is ordinarily held in February of each year, and the Annual Electors Meeting is published in the Banksia Bulletin, Passion Sheet and on the Shire website and social media pages.

### 3.10 Other Avenues for Public Participation

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There are a number of other ways to contribute, including –

#### a. Community consultation

The community may be asked to comment and have their say on particular issues. Some of these are statutory consultation requirements such as local laws review, strategic community plan consultation, development approvals etc. There are also many occasions where community consultation is not required, but sought in order to obtain a wide consensus of opinion and could include matters such as recreation facilities, future planning etc. Community consultation is in accordance with Councils Community Engagement Policy and Community Engagement Action Plan.

#### b. Petitions

A petition is where there is a formal written request, signed by members of the community, appealing to the Council in respect to a particular issue. The subject of the petition must be something that the Council has the authority to deal with, or on which the Council has a decision-making role.



c. Written requests

A member of the public can write to the Shire on any policy, activity or service of the Shire. A response will be provided in accordance with the Shire Customer Service Charter and Communication Policy.

4 Publications

Where the Shire is required or has decided to make certain documents available to the public, then those documents will be available in their most recent format at the Shire of Quairading Website <http://www.quairading.wa.gov.au>.

Please contact the Shire on 9645 2400 if you require an alternative arrangement with regards to published documents.

4.1 Publications Available

Document Description	Inspection Only	Website	Purchase
Agendas & Confirmed Minutes (excluding sections closed to the public)		✓	
Unconfirmed Minutes		✓	
Annual Budgets		✓	
Annual Reports		✓	
Code of Conduct		✓	
Corporate Business Plan		✓	
Council Policies		✓	
Local Planning Scheme No.3		✓	
Disability Access and Inclusion Plan		✓	
Reconciliation Action Plan		✓	
Fees and Charges		✓	
Freedom of Information Statement		✓	
Local Laws		✓	
News & Events – Media Released		✓	
Register – Tender		✓	
Register of Financial Interest		✓	
Registers – Gifts & Travel		✓	
Strategic Community Plan		✓	
Electoral Roll			✓

Requests for information of a general nature may be made in writing to the CEO.

Requests for information that is not otherwise listed as available in this statement will be considered in accordance with the *Freedom of Information Act 1992*.

Documents which may be available under FOI provisions

The *Freedom of Information Act 1992* gives the general public a right to access documents held by the Shire of Quairading subject to limitations listed below.

The access provisions of the *Freedom of Information Act 1992* do not apply to documents that:

- a. Are available for purchase by the public or free distribution to the public;
- b. Are available of inspection under Part 5 of the *FOI Act* (i.e. information statements and internal manuals) or under another enactment.
- c. Can be inspected in the State archives.
- d. Are publicly available library material held by agencies for reference purposes.
- e. Are made or acquired by an art gallery, museum or library and preserved for public reference or exhibition purposes

The Shire holds its general documents in an electronic format. Nearly all current accounting records excluding creditor invoices, are held on staff computers and are backed up on a daily basis.

The *Freedom of Information Act 1992* also provides that certain documents or information is exempt. The exemptions in the *Freedom of Information Act 1992* protect some documents from disclosure because their release would have an adverse effect on the private and business interests of individuals or would hinder the proper functioning of government.

Sometimes access to only part of a document will be provided if it contains information considered to be exempt.

#### 4.2 Personal information

An application can be made to the Executive Manager Corporate Services (EMCS) or the CEO to correct or amend any documents containing an individual's personal information.

The application must be in writing, providing details and if necessary, documentation to support claims that the information the applicant seeks to have amended is inaccurate, incomplete, out-of-date, or misleading.

The Shire will inform the applicant of its decision and the reasons and will advise the applicant of the right of review should they be dissatisfied with the Shire's decision.

No fees or charges apply for personal information or amendment of personal information about yourself.

#### 4.3 Reasons for Refusal of Access

The most frequent reasons for refusal to provide access to information are:

a. Personal Information

Information that would reveal personal information about an individual (e.g., their name, contact details, signature etc.) may be exempt under Schedule 1 Clause 3 of the *Freedom of Information Act 1992*.

The Glossary, Schedule 2 of the *FOI Act* states that:

*“Personal information means information or an opinion, whether true or not, and whether recorded on a material form or not, about an individual, whether living or dead –*

*- whose identity is apparent or can reasonably be ascertained from the information or opinion;*  
*or*

*- who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.”*

b. Commercial Information

Information that would reveal trade secrets, information of a commercial value (e.g., documents containing technical designs that, if released, would harm the company) or the financial affairs of a person (e.g., debts owed to the Shire) may be exempt under Schedule 1 Clause 4 of the *Freedom of Information Act 1992*.

c. Deliberative Process

Information that would reveal a decision made during a deliberative process closed to the public (e.g., confidential Council Meeting) may be exempt under Schedule 1 Clause 6 of the *Freedom of Information Act 1992*.

d. Legal Professional Privilege

Information that would reveal legal advice may be exempt under Schedule 1 Clause 7 of the *Freedom of Information Act 1992*.

## 5 FOI PROCESSES

### 5.1 Freedom of Information Applications

It is the aim of the Shire to make information available promptly and at the least possible cost and whenever possible documents will be provided outside the Freedom of Information process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Access applications have to:

- Be in writing;
- Give sufficient information so that the required documents can be easily identified;
- Provide an Australian address to which any notices can be sent; and
- Be lodged at the Shire of Quairading's Administration Centre with the appropriate application fee.

Application and enquiries should be addressed to Freedom of Information (FOI) Officer by using the following: -

By telephone: (08) 9645 2400;

By post: Att: FOI Officer

PO Box 38

QUAIRADING WA 6383

By email: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au)

or in person at 10 Jennaberring Road  
QUAIRADING WA 6383.

### 5.2 Notice of Decision

Applicants will be given a written "Notice of Decision" within 45 days by the decision-maker, of the Shire of Quairading.

As soon as possible but in any case, within 45 days you will be provided with a notice of decision which will include details such as:

- The date which the decision was made;
- The name and the designation of the Officer who made the decision;
- If the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document; and
- Information on the right to review and the procedures to be followed to exercise those rights.

### 5.3 Fees & Charges

A scale of fees and charges is set under the *Freedom of Information Regulations 1993*. Apart from the application fee for non-personal information, all charges are discretionary, meaning that it is left to the Shire's discretion whether a charge will apply or not. Straightforward applications usually incur only the application fee. The charges are as follows:

Application Fee non-personal information	\$30.00
Charge for time dealing with the application (per hour or pro rata)	\$30.00
Archive research of Council records (per half hour or pro rata)	\$30.00
Access time supervised by staff (per hour or pro rata)	\$30.00
Charge for photocopying - staff time (per hour or pro rata)	\$30.00
Charge for photocopying - per copy	\$0.20
Charge for transcribing from tape, film or computer (per hour or pro rata)	\$30.00
Charge for duplicating a tape, file or computer information	At Cost
Charge for delivery, packaging and postage	At Cost
<b>Deposits</b>	
Advanced deposit may be required of the estimated charges	25%
Further advance deposit may be required to meet the charges for dealing with the application	75%

\*As per Freedom of Information Regulations 1993 Schedule 1 on 27 Jul 2019

An estimate of charges will be provided if the cost is expected to exceed \$25.00.

### 5.4 Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

## 5.5 Appeals for review

Applicants who are dissatisfied with a decision of the Shire Freedom of Information Officer are entitled to ask for an internal review by the Shire of Quairading. Application should be made in writing within 30 days of receiving the notice of decision. You should be notified of the outcome of the review within 15 days.

### Internal Review by the Shire

If you are not satisfied with this decision, you have the right to apply for an internal review.

An application for internal review must be lodged with this agency within 30 days after being given this notice of decision, and must be:

- In writing;
- Provide particulars of the decision to be reviewed; and
- Provide an address in Australia.

The Shire is required to provide you with a notice of its internal review decision within 15 days of you lodging your application for review.

There is no lodgement fee for an application for internal review and there are no charges for dealing with an internal review request.

### External Review by the Information Commissioner

If you are not satisfied with a decision, you have the right to lodge a complaint with the Information Commissioner seeking external review of the decision. You are required to lodge your complaint with the Office of the Information Commissioner's within 60 days of receiving notice.

A complaint to the Information Commissioner must:

- Be in writing;
- Have attached a copy of this decision; and
- Give an address in Australia.

There is no charge for lodging a complaint with the Office of the Information Commissioner.

The Information Commissioner can be contacted at the following: -

The Office of the Information Commissioner  
Albert Facey House  
469 Wellington Street  
PERTH WA 6000

Telephone: (08) 6551 7888

Free call (WA country landline callers only) 1800 621 244

Fax: (08) 6551-7889

Email: [info@foi.wa.gov.au](mailto:info@foi.wa.gov.au)

Website: <https://www.oic.wa.gov.au/en-au/>



**APPLICATION FOR ACCESS TO DOCUMENTS**

(under *Freedom of Information Act 1992, S.12*)

**DETAILS OF APPLICANT**

**1. APPLICATION DETAILS**

TITLE  Mr  Mrs  Ms  Dr  Other

SURNAME  GIVEN NAME/S

ORGANISATION (if applicable)

POSTAL ADDRESS (An address in Australia to which notices under the Act can be sent)

POST CODE

PHONE No. ( )  MOBILE No.

**2. NAME OF CLIENT** (if applicable)

**Note:** *If the application is on behalf of an individual who's personal / commercial / business information may be contained in the documents, a signed authority identifying you as the applicant's agent is required before any documents can be released.*

**3. REQUEST TYPE**

- Personal Information \*** Documents of the agency that contain personal information about you, or were supplied by or to you.
- Non-Personal Information** Documents of the agency that contain personal / commercial / business information about a third party, or were supplied by or to a third party who is not the applicant.

**Note:** *\* If the application is for access to or amendment of your personal information, you need to provide identification which confirms your identity e.g. driver's license, valid passport or similar.*

**4. FORM OF ACCESS REQUIRED**

- I wish to inspect the document(s)
- I require a copy of the document(s)
- I require access in another form

(specify)

**5. DECEIPTION OF DOCUMENT(S)** (Give enough information to enable the requested document/s to be identified)

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**Note:** *If more space is needed, leave this section blank and attach extra pages to the application.*

6. PERSONAL INFORMATION

The FOI Act allows a person to have access to personal information about themselves, subject to some limitations. However, it protects the personal and professional privacy of other individuals by providing an exemption for personal information about a third party (other than the access applicant) and imposing a duty upon the agency to consult any such third party if the agency is considering disclosing personal information about them.

Please advise if you agree to delete from the scope of the application, any personal information related to third parties. This removes the necessity to consult with the third parties and reduces the amount of time required to deal with the application.

I do not require access to any "personal information" and understand that such information will be deleted from any documents released.

Note: Consultation with third parties may still be necessary in relation to any commercial / business information contained in documents.

7. FEES AND CHARGES

Application Fee

Attached is a cheque/cash to the amount of \$ 30.00 to cover the application fee (non-personal information ONLY). I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

Payment by credit card is also available via the front counter at 10 Jennaberring Road, Quairading or by ringing the Administration Centre on 9645 2400. Please record the receipt number upon payment.

Note: In certain cases, a reduction in search fees and charges may apply - see section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.

I am requesting a reduction in search fees and charges  Yes  No

APPLICANT'S SIGNATURE

DATE  /  /

OFFICE USE ONLY

FOI REFERENCE NUMBER

RECEIVED ON  /  /

DEADLINE FOR RESPONSE  /  /

ACKNOWLEDGMENT SENT ON  /  /

Proof of Identity (If Applicable)

TYPE  SIGNED

**NOTES**

**FOI Applications**

- ◆ Please provide sufficient information to enable the correct document(s) to be identified.
- ◆ The Shire of Quairading may request proof of your identity.
- ◆ If you are seeking access to a document(s) on behalf of another person, the Shire of Quairading will require authorisation in writing.
- ◆ Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- ◆ The *Freedom of Information Act 1992* is available for purchase from the State Law Publisher, 10 William Street, Perth (telephone +61 8 6552 6000).
- ◆ Freedom of Information queries for the Department of Justice should be directed to [foi@justice.wa.gov.au](mailto:foi@justice.wa.gov.au) or +61 8 9264 9538 or +61 8 9264 1124.

**Forms of Access**

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the Shire of Quairading is unable to grant access in the form requested, access may be given in a different form.

**Fees and Charges**

- ◆ \$30.00 application fee (non-personal information ONLY).
- ◆ An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the *Rates and Charges (Rebates and Deferments) Act 1992* may be eligible for a reduction of 25% in the charges associated with the application. The concession does not refer to \$30 application fee
- ◆ No reduction is applicable to the application fee.

**Lodgement of Applications**

**By Post**

FOI Officer  
 Shire of Quairading  
 PO Box 38  
 QUAIRADING WA 6383

**In Person**

FOI Officer  
 Administration Centre  
 10 Jennaberring Road  
 QUAIRADING WA 6383

**By email** (Credit payment details required)

To [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au)  
 Attention: FOI Officer

**Phone**

(08) 9645 2400



**ITEM 13     MATTERS FOR CONSIDERATION – HEALTH & BUILDING**

*No matters for consideration*

**ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES**

**14.1 Update on Works & Services Programme**

**Responsible Officer** Natalie Ness, Chief Executive Officer

**Reporting Officer** Sarah Caporn, Executive Manager, Works & Services

**Attachments**

1. Roads to Recovery Map, R2R106 Stockpool Road [!\[\]\(a870788d6ed9b8fd294b7654a8c8526b\_img.jpg\)](#) [!\[\]\(18065afa4ef6662bca9f3f6088f7de30\_img.jpg\)](#)
2. Roads to Recovery Map, R2R007 Old Beverley Road West [!\[\]\(b985170eefb48b9b3ef593e79310e8f5\_img.jpg\)](#) [!\[\]\(65defa7fe6c24be84c2514c965593962\_img.jpg\)](#)
3. Roads to Recovery Map, R2R014 Badjaling North Rd [!\[\]\(fcdd23ff0d6d447f60ed83fa544a6d33\_img.jpg\)](#) [!\[\]\(702f22e7ad1b700defb72bcd0f4a3dad\_img.jpg\)](#)

**Voting Requirements** Absolute Majority

**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

**RESOLUTION: OCM 226-23/24**

Moved: Cr TJ Stacey

Seconded: Cr JC Hayes

1. That Council endorse the current status of the programme for Works & Services team to June 2024.
2. That Council endorse reallocating the underspend from R2R106 (Stockpool Rd) to the project codes R2R014 (Badjaling Nth Rd) and R2R007 (Old Beverley Rd).
3. That Council allocate any remaining monies from the Roads to Recovery jobs back to Schedule 12 (Transport, RM000) as they are municipal funds.

**FOR:** Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, RC Faltyn, JC Hayes and JR Hippisley

**AGAINST:** Nil

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**IN BRIEF**

- The majority of the Works Programme is now complete.
- Some discussion is provided around potential projects and items for Council to consider within the 2024/25 Budget.

**MATTER FOR CONSIDERATION**

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

**PROJECT UPDATES**

**Construction:**

***Regional Road Group - Quairading – Corrigin Road:***

As per the May OCM report, the Shire has enough funding to complete approximately 1.8km of reseal (another coat of emulsion and aggregate stone) on the Quairading-Corrigin Road. We prioritised the wetter areas through Salt River system (SLK 4.30-6.23). This will include extending the seal across the culverts and bridges which we expect will make the tie-ins smoother for travelling vehicles. Unfortunately, the works were unable to be completed within favourable weather conditions so will be delayed until September 2024 when the ground temperature is warm enough again. A purchase order has been issued to the preferred supplier and the EMWS has requested our final 20% of RRG funding be carried over into next financial year.

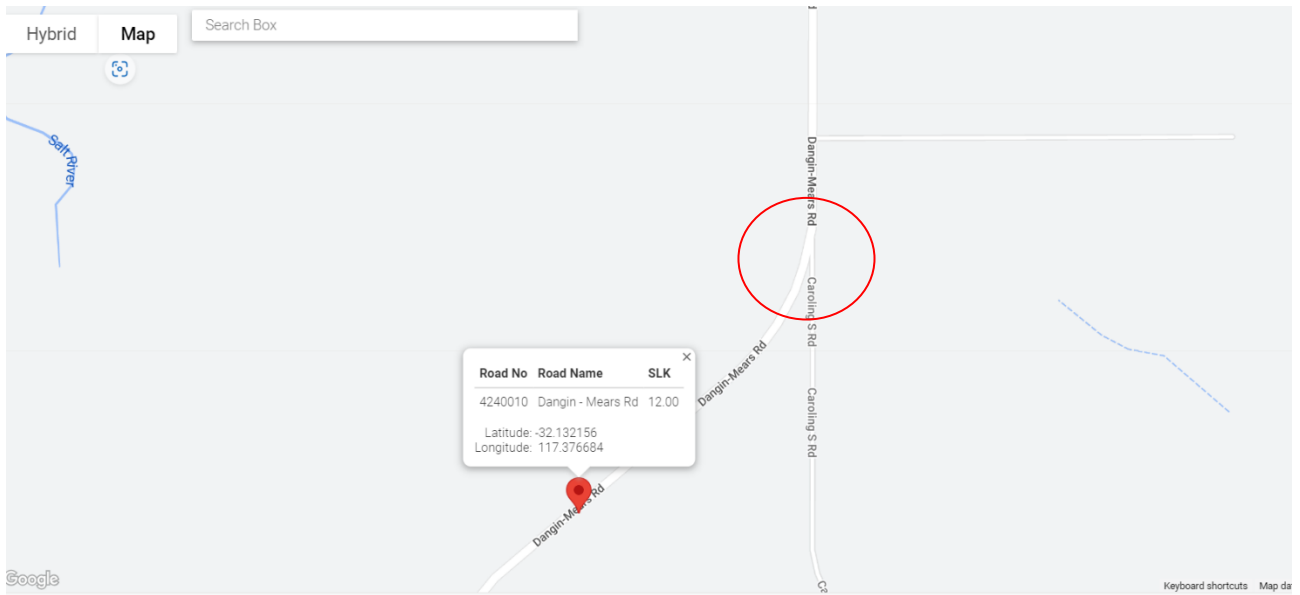
Our 2024/25 RRG project will be 3km of construction, equally split with 1.5km on the Old Beverley Rd East (SLK to) and 1.5km on Quairading-Bulyee Road (SLK to ).

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
RRG166B	RRRG - Quairading - Corrigin Road (Capital) 23/24	\$690,086.00	\$582,001.56	\$105,245.00	\$687,246.56	\$2,839.44

**Dangin Mears Development Works:** With the culvert complete, our minds turn to the next section of construction on the Dangin Mears Road under the Wheatbelt Secondary Freight Network funding. The Shire currently has an allocation for development works which funds all preparation costs including any survey and design and geotechnical analysis. The Shire was expecting to undertake 4km of reconstruction during 2024/25 between SLK 8.0-12.0 but as it contains a complex curve (SLK 8.30) and realignment of the Carolling South Rd intersection (circled in red below), final funds cannot be allocated by WSNF until the project is ‘shovel ready’. Rather than rushing, the Shire will delay the construction until the 2025/26 FY to allow for gravel testing results to come back and the full set of designs for both areas to be completed. The existing Development allocation will allow us to continue working to prepare other areas of this road for construction beyond 2024/25.



Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
WSF010D	WSFN Dangin-Mears Road – Development (survey, planning, geotechnical testing)	\$132,600.00	\$59,806.58	\$8,532.06	\$68,338.64	\$64,261.36



**Roads to Recovery (R2R):** This programme is 100% Federal Government funded (no Shire contribution required). The R2R funding is over a five-year program (current phase ran 2019 to 2024). The Shire is allocated a total amount and then averaged over the life of the five-year period for their annual allocation. The Shire can only spend their annual allocation but can contribute ‘own source expenditure’ from their Annual Budget. The Shire’s total allocation for 2019-2024 is \$1,782,650 for an annual allocation of \$356,530. Projects can be reconstruction works, widening, verge clearing, resealing, resheeting, etc. It is preferable to identify larger projects for R2R funding as it is easier to manage. We allocated 2023 R2R funding to complete the Corrigin Road last year and this year we’ve completed three gravel resheeting projects on local roads. Funds were initially allocated via an estimated construction cost but can be easily shuffled between approved R2R projects for acquittal purposes.

**Roads to Recovery, Stockpool Road:** Project complete. Map as per Attachment 1. When outstanding invoices are received, there is an underspend of ~\$62,500. The EMWS proposed that this be reallocated to the other Roads to Recovery projects which are currently overbudget.

**Roads to Recovery, Old Beverley Road West:** Project complete. Map as per Attachment 2. This project had the lowest initial budget allocation but has been the most complex to deliver. The Shire has installed 2 x new culverts along this section of road. One barrel replaces a pipe at the bottom of the floodway and the other barrel further west allows water from a ‘paddock puddle’ to move under the road and into the Nature Reserve. The Shire has dug a shallow channel to direct the water back down to the floodwater and natural water course and will work with surrounding land owners to clear what we can to get the water to flow.



**Roads to Recovery, Badjaling North Rd:** Project complete. Map as per Attachment 3. Due to the time constraints, Quairading Earthmoving were engaged to resheet from the York-Merredin Road north. We were able to achieve a new wear layer of 150mm for 4km for slightly more than allocated budget rather than the initially proposed 2km. This overspend will be covered by the proposed reallocation from R2R106.



Resheeting and new culvert on Badjaling North Rd

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
R2R106	Roads to Recovery, Stockpool Rd	\$128,253.00	\$32,184.75	\$27,000.00	\$59,184.75	\$69,068.24
R2R014	Roads to Recovery, Badjaling North Rd	\$139,734.00	\$2,226.40	\$166,222.28	\$168,448.74	-\$28,714.74
R2R007	Roads to Recovery, Old Beverley Rd West	\$108,163.00	\$55,809.16	\$80,300.00	\$136,109.16	-\$27,946.16
					\$363,742.65	\$12,407.34

The Shire has full expended the annual R2R allocation so any remaining (municipal) funds will be allocated to the RM000 ledger for other road maintenance. This proposal is reflected in the Officer Recommendation above.

Unfortunately, there was not sufficient unspent funds to allow for the proposed Kellberberrin-Yoting verge project as per the May OCM so this will be included in R2R works for 2024/25.

**Other Road Maintenance Costs:**

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
RM000	Road, Bridge and Drainage Maintenance	** adjusted	\$639,869.47	\$1,863.66	\$641,733.13	-\$16,092.13
BM000		\$625,641.00				
DM000						
SIGNS	Signs and Traffic Equipment	\$25,004.00	\$23,081.42	\$9,042.95	\$32,124.37	-\$7,120.37
SWEEP	Street Sweeping	** adjusted \$22,406.78	\$8,558.97	\$0.00	\$8,558.97	\$13,847.81
W13101	Noxious Weed Control (Rural Road Spraying)	\$10,200.00	\$2,768.92	\$0.00	\$2,768.92	\$7,431.08

**Maintenance Grading:** With the completion of the funded road works, the Shire can now commence our maintenance grading programme for the unsealed roads. The EMWS will keep Administration staff updated on current grader activity so that they can let community members know when they report through bad patches or works requests. We will also be training a new grader driver this year and are aiming to complete 100% of our roads this year by 1 September 2024, just a short 10 weeks away.

**Grounds & Gardens:**

Two new staff have now commenced within our Grounds and Gardens team so that’s promising for completing the projects that remain pending.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
W11300	Public Parks, Gardens and Reserves	\$110,102.06	\$93,559.72	\$3,641.75	\$97,201.47	\$12,900.59
W11323	Community Park, Kwirradging Koort (operational)	\$87,000.00	\$54,738.65	\$1,118.54	\$55,857.19	\$31,142.81
W11332	Oval & Grounds	** adjusted \$138,123.06	\$140,502.16	\$4,150.32	\$144,652.48	\$-6,529.42

**Town Hall Carpark (LRCI funded):** At the time of writing, the final section of asphalt around the generator on the western end of the Town Hall is being laid. The wheel stops have arrived and awaiting installation which is scheduled for 24 June. This will fully expend the funding. The EMWS tried multiple times but, frustratingly, no suppliers were forthcoming with a quote for a shade structure. Our Grounds and Gardens staff will update the planting scheme around the Shire’s Administration Office during 2024/25.



Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
OC11101	Town Hall Carpark	\$359,693.00	\$316,719.71	\$40,196.60	\$356,916.31	\$2,776.69

Another upgrade to the Town Hall is the addition of a mesh screen to the kitchen door and window. The EMWS has been trying to source a suitable supplier since October and was so pleased when Clearshield said they completed country jobs. Adam Duncan has hung new doors on the interior side of the door jam, and we are so pleased that the main kitchen door is operational again.

**Oval:** A lamp has fallen off the tallest light tower at the Oval. The EMWS has been sourcing a crane to reach the 25m needed to repair it. This will be a hired piece of equipment from a specialist supplier in Perth. Fortunately, we have staff trained with EWP tickets to repair things once the boom lift arrives in Quairading.



**Town Clock:** Councillors may have been approached regarding the Town Clock. Repair to the Town Clock has been monumentally difficult to complete. Clock repairers are a rare and dying art in Perth. Our initial contact has retired and left no forwarding contact details with their various guilds etc. The EMWS has finally found Nino Sardi, Master Watchmaker of Timepiece Creations. They’ve ordered a new motor and will be travelling to Quairading to reinstate our clock. They will be engaged for an annual service visit, so we hope it continues to be operational for many years to come.

**Waste Site:** Council will consider further information on the Waste Site operations during today’s Concept Forum. Further advice will be provided at the next OCM.

**Caravan Park:** The upgrade to the sewer system at the Caravan Park has now been completed. When the plumbers arrived on site, there were many aspects of our system not built to code which was likely causing a lot of our issues. For example, the electrical box associated with the macerating pumps was not fully submersible which then caused wiring to corrode when moisture intruded. This has now been rectified utilising Operational funds for the Caravan Park.

Currently the income and expenditure for each Cabin is reported separately. The EMWS wants to ask Council to consider rolling the General Ledger codes for the Cabins into one main job. It makes things administratively and operationally easier as all replacement linen and consumables like shampoos and soap can be costed to the Cabins as a collective rather than being divided to each unit, but it does mean the Shire will then report the income as a collective also. This is already the case for the Single Rooms. Our booking system should still report the number of nights hired on each venue should Council be interested but this is outside of the financial reporting system. This item will be raised again as a point within the Budget Preparation meetings.

**Properties & Projects:**

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
BC8610	Parker House	\$33,400.00	\$3,322.73	\$4,880.00	\$8,202.73	\$25,197.27
BC8600	Arthur Kelly Village, Communal Areas	** adjusted \$41,750.00	\$15,097.31	\$1,039.29	\$16,136.60	\$25,613.40
BC11703	Balkuling School	\$25,000.00	\$0.00	\$6,298.80	\$6,298.80	\$18,701.20
W13210	Toapin Weir	\$11,550.00	\$13,732.34	\$0.00	\$13,732.34	-\$2,182.34

**Toapin Weir** - After confirming no asbestos was on the site, BentNail Building has removed the fencing and door to the old pump house at Toapin Weir to create another feature for visitors. This completes the proposed upgrades to Toapin Weir now that a new BBQ, potable water tap, new branded signage and fire pit surrounds have all been completed.



**Parker House & Arthur Kelly Village** – The carport for AKV is being installed at time of writing. The design of the patio and the angles of the posts did not allow it to cover existing bays (cars pulling around the ring road would not have sufficient space to straighten up before entering) so we’ve moved it to the other side of the road and will install a small apron of asphalt underneath at a later stage.



**Daycare Centre** – The landscaping project at the Daycare Centre is scheduled for completion next week (24-28 June) with the whole of the Works staff. We look forward to sharing some updated images in our next report.

**Balkuling School** – This project is now complete. The building is now weathertight and can be listed on our Asset Register.



**Vet Surgery** – Northam Veterinary Services have confirmed that they are no longer able to service Quairading so will be relinquishing their licensing arrangement for our site. This project has now moved across to our Executive Manager of Economic Development to progress.

**Plant Updates:**

Our new Fuso tipper truck has arrived! We have also completed the purchase of a ute for our Supervisor of Construction. Both Supervisor utes will soon head to Perth for installation of bull bars, UHF radios and orange beacons. The underspend in plant purchases will remain in the Plant Reserve for future plant upgrades.



Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
2140411	<b>Plant – External Maintenance and Repairs</b> <i>22/23 Actual - \$113,152.96; 21/22 Actual - \$99,300.04</i>	<b>** adjusted</b> <b>\$118,050.00</b>	<b>\$136,690.10</b>	<b>\$15,435.25</b>	<b>\$152,125.35</b>	<b>-\$34,075.35</b>
PE12301	Mazda BT50 ute	<b>\$70,000</b>	<b>\$0.00</b>	<b>\$50,610.55</b>	<b>\$50,610.55</b>	<b>\$19,389.45</b>
PE12303	6 Wheel Tip Truck	<b>\$292,702.31</b>	<b>\$0.00</b>	<b>\$280,786.01</b>	<b>\$280,786.01</b>	<b>\$11,916.30</b>

**Training Updates:**

Our Supervisor of Grounds and Gardens has just completed five full days of Safety Officer training. Our Supervisor of Construction and a Plant Officer who have already completed the five days will attend a refresher in July.

The EMWS is absent from the meeting today as she is attending an Australian Flexible Pavements Association course on bitumen spray seals. This training was offered complimentary to smaller local governments.

Fire Extinguisher and Fire Warden training was booked but postponed last minute by our CESM (who was delivering the training) and not yet rescheduled due to his Acting duties.

Job	Description	Original Budget	YTD Actual	Order Value	Total Actual	Variance
2140304	Works, Training	** adjusted \$62,000.00	\$68,720.78	\$0.00	\$68,720.78	-\$6720.78

**ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

There are several requests from the EMWS for the reallocation of current budget funds to best utilise external grant funding on needed road upgrades. Property and project funding is within current allocations or covered by savings generated elsewhere within the Works portfolio.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

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

**CONSULTATION**

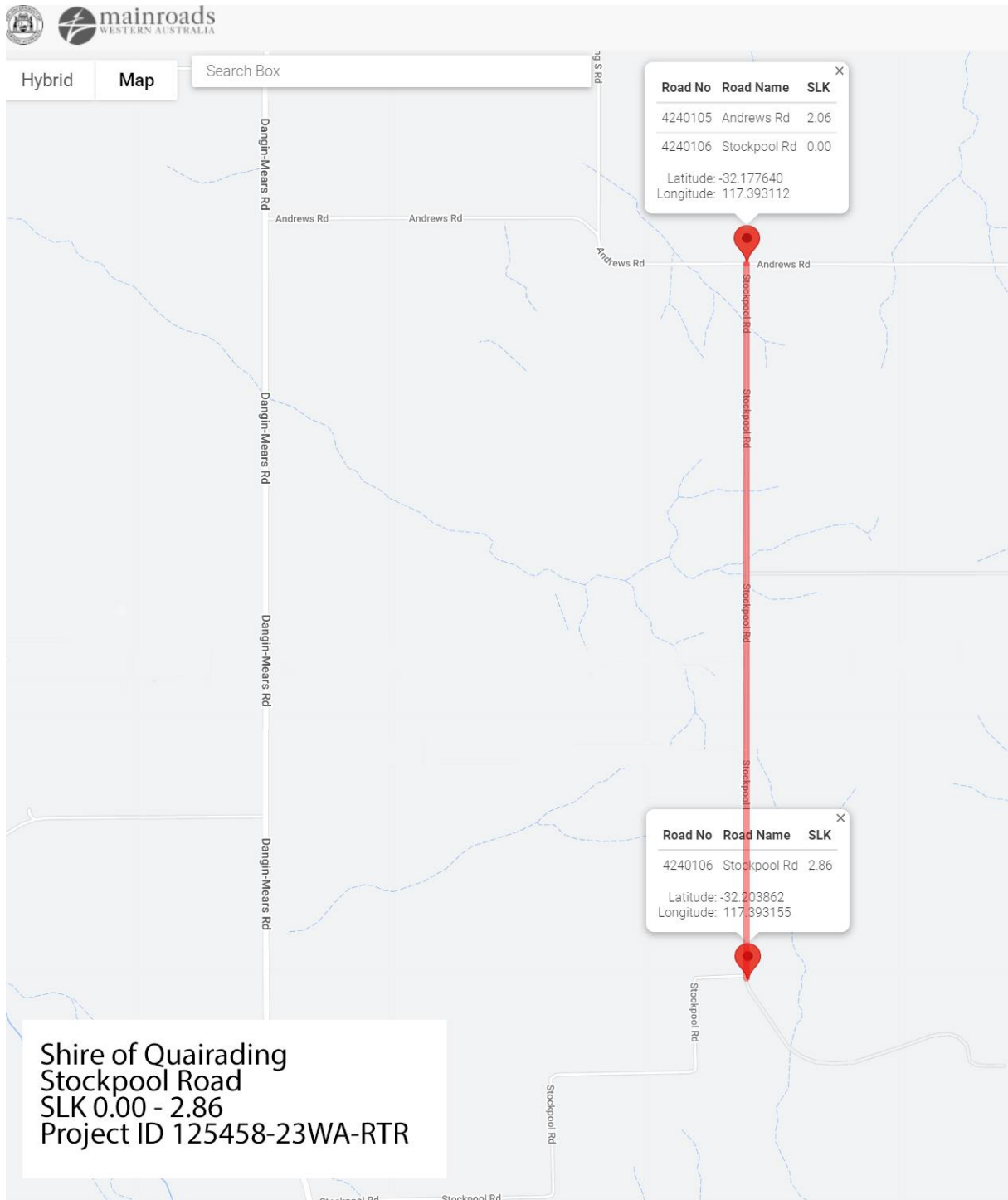
The Works team received a high level of customer requests which are immediately assessed by EMWS and responded to within a timely manner.

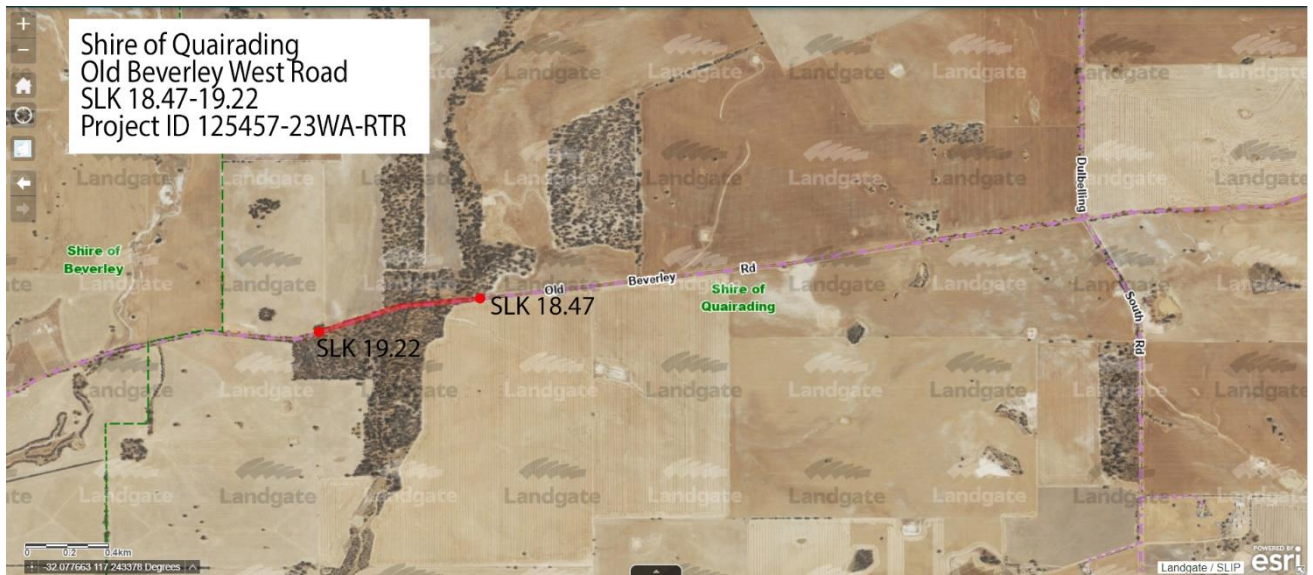
**RISK ASSESSMENT**

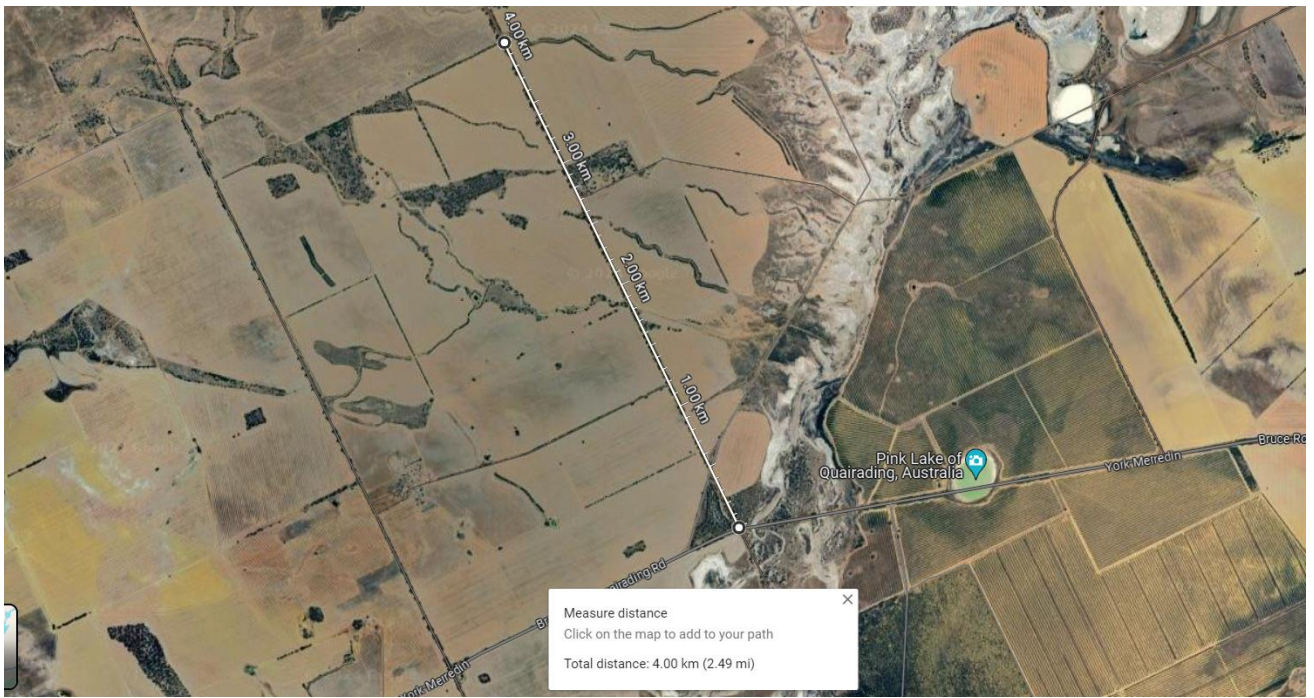
Financial	Moderate <i>The Works budget is a substantial investment into our town and the Shire’s assets. It needs to be properly allocated and have transparency for the community members and ratepayers.</i>
Health	N/A
Reputation	Medium <i>The Works team has strong visibility within the community and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







**ITEM 15     MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY**

*No matters for consideration*

**ITEM 16 URGENT COUNCILLOR'S BUSINESS**

Nil

At 2:34 PM, Ms Marion Haeusler, Mr Adrian Squires and Mr Greg Richards left the meeting.



**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) and (c) 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

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**RESOLUTION: OCM 227-23/24**

Moved: Cr JR Hippisley

Seconded: Cr BR Cowcill

That Council close the meeting to the public at 2.35 pm to consider the confidential reports listed below in accordance with Section 5.23(2) of the Local Government Act 1995:

**17.1 Executive Manager of Economic Development Appointment**

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, RC Faltyn, JC Hayes and JR Hippisley

AGAINST: Nil

**CARRIED 6/0**

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At 2:35 PM, Ms Natalie Ness, Ms Tricia Brown and Ms Jen Green left the meeting.

**17.1 Executive Manager of Economic Development Appointment****RESOLUTION: OCM 228-23/24**

Moved: Cr BR Cowcill

Seconded: Cr JR Hippisley

That Council accept the CEO's report on the recruitment and recommended appointment of Candidate 19 as the Executive Manager of Economic Development with the Shire of Quairading for a contract term of three years in accordance with Council's standard senior officer contract.

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, RC Faltyn, JC Hayes and JR Hippisley

AGAINST: Nil

**CARRIED 6/0**

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

**RESOLUTION: OCM 229-23/24**

Moved: Cr RC Faltyn

Seconded: Cr TJ Stacey

That the meeting be open to members of the public at 2.38 pm.

FOR: Crs JN Haythornthwaite, TJ Stacey, BR Cowcill, RC Faltyn, JC Hayes and JR Hippisley

AGAINST: Nil

**CARRIED 6/0**

At 2:38 PM, Ms Natalie Ness, Ms Tricia Brown, Ms Jen Green and Ms Marion Haeusler returned to the meeting.

**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.

There were no members of the public present and as such no resolution was read.

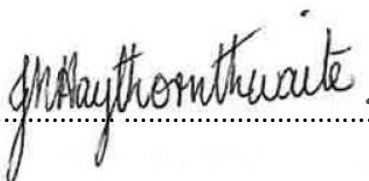
**ITEM 18 NEXT MEETING DATE**

The next Ordinary Council Meeting is scheduled to take place on Thursday 25 July 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 2.40 pm.

I certify the minutes of the Ordinary meeting of Council held on 27 June 2024 were confirmed 25 July 2024 as recorded on Resolution No. 002 - 24/25.

Confirmed.......... 25.07.2024