

# Ordinary Council Meeting

## Notice of Meeting | 31st August 2023

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on 31st August 2023 commencing at 2.00pm

Public are able to attend this meeting.

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

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED



**Nicole Gibbs**  
CHIEF EXECUTIVE OFFICER  
Date: 25 August 2023

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### Disclaimer

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

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## SHIRE OF QUAIRADING

### ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at \_\_\_\_\_ pm.

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

### ITEM 2 ATTENDANCE AND APOLOGIES

#### Councillors

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

#### Council Officers

Ms NJ Gibbs	Chief Executive Officer
Ms SE Caporn	Executive Manager, Works & Services
Ms NJ Ness	Executive Manager, Economic Development
Ms T Brown	Executive Manager, Corporate Services
Ms M Haeusler	Executive Officer

#### Observers/Visitor

#### Apologies

Nil

#### Leave of Absence Previously Granted

Nil

**ITEM 3 PUBLIC QUESTIONS**

*No matters for consideration*

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

*No matters for consideration*

**ITEM 5      APPLICATIONS FOR LEAVE OF ABSENCE**

*No matters for consideration*



**ITEM 6      DECLARATIONS OF INTEREST**

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

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

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

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

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

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

**ITEM 7      CONFIRMATION OF MINUTES AND BUSINESS ARISING**

**7.1            Confirmation of Minutes: Ordinary Council Meeting – 27 July 2023**

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**OFFICER RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held on the 27 July 2023 be confirmed as a true and accurate record.

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**BUSINESS ARISING**

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

**8.1            Reconciliation Action Plan Advisory Committee Meeting – 19 July 2023**

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**OFFICER RECOMMENDATION**

That Council receive the minutes of the Reconciliation Action Plan Advisory Committee for its meeting on 19 July 2023.

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*The minutes for the Reconciliation Action Plan Committee were provided to Council under separate cover. The minutes can be found on Council's website: [www.quairading.wa.gov.au](http://www.quairading.wa.gov.au).*

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

*No matters for consideration*

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**ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING****10.1 Kwirradig Koort Community Park****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Natalie Ness, Executive Manager Economic Development**Attachments** 1. Community Park Costing Breakdown (confidential)**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council note the response to queries related to the cost to construct Kwirradig Kort Community Park.

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**IN BRIEF**

The Shire of Quairading has been working towards the design and construction of Kwirradig Kort Community Park (the Park) for at least the last 10 years. It was a project of priority under the Shire of Quairading Strategic Community Park 2017-2021 and has remained a priority since. Construction of the Park commenced in December 2021 and was finally complete in August 2023.

At the July 2023 Ordinary Council Meeting, Council discussion and questions related to the budget for the construction of the Park indicated that the following additional information was needed for clarity:

- Council endorsed the design, size and scope of the project in 2020. The scope of the project could not be reduced once Lottery West funding was accepted unless Council wanted to return this funding.
- Council has contributed \$335,764.41 to the Park project. \$75,000 of this was from Reserves, as approved by Council. The remaining \$260,764.41 was funded through municipals by using internal resources to cut the costs of a stream of approved projects.
- The Shire contribution equates to 29%. The usual expectation of Lottery West is for Council to contribute 50%.
- The quotes for the Park were obtained in 2020. It is **usual** for infrastructure costs to increase over a three-and-a-half-year period.
- Over the period the Park was constructed, the National construction industry costs increased by 2.8 times, a record amount in over 30 years. Officers had no ability to control this uncontrolled variable.

- Although National growth remained 2.8 times higher than the pre-COVID five-year average of 3.6%, officers successfully limited the construction costs of the Park by using existing employees to build significant components of the Park. This placed enormous pressure on these employees who were already working at capacity, but they willingly contributed because it saved the Shire approximately \$500,000.
- COVID was also deemed responsible for a significant impact on supply and demand. Supply was continually delayed and the increase in fuel costs was transferred to freight costs.
- Despite using internal employees to off-set the construction costs of the Park, there was still insufficient funding to complete the Park. Rather than to go back to Council seeking additional funds from Reserves, internal resources were again used to off-set the costs associated with other LRCI projects and other contracted work, so that the underspend could be redirected back into the Park. This is how the \$260,764.41 was funded. To be clear, officers delivered on the entire suite of projects promised to the community (all of which had increased significantly in cost), without exceeding the annual organisational budget by using internal employees to offset costs.
- Council has not yet directed officers to seek funding for a skate park. Council may wish to review this position in the future.

### **MATTER FOR CONSIDERATION**

That Council consider noting the response to queries related to the construction costs of Kwirradging Kort Community Park.

### **BACKGROUND**

The construction period for Kwirradging Kort Community Park commenced in December 2021 and was finally complete in August 2023. The significant and continual delays and cost increases were as a result of uncontrolled variables (National and global) over which officers had no control.

Council endorsed the design, size and scope of the project in 2020. The Lottery West funding application process is a competitive process, with eligibility criteria that includes 'value for money' and 'need for project.' Once the funding is successfully secured, an organisation cannot change course midway through the project by claiming that the original responses to the 'value for money' and 'need for project' criteria were not accurate. The scope of the project could not be reduced once Lottery West funding was accepted unless Council wanted to return this funding.

Council has contributed \$335,764.41 to the Park project. This equates to 29%. The usual expectation of funding bodies would be for Council to contribute 50%. However, due to the expert negotiation of Sarah Caporn at the time, this expectation from Lottery West was waived.

The quotes for the Park were obtained in 2020. It is not unusual for infrastructure costs to increase over three-and-a-half-years. Over the period the Park was constructed, the National construction industry costs increased by 2.8 times, a record amount in over 30 years. Officers had no ability to control this uncontrolled variable.

According to Core Logic (independent provider of construction data analytics for Australia and New Zealand), in 2022/2023 CoreLogic's [Cordell Construction Cost Index \(CCCI\)](#) ended the year at a new high, climbing 11.9% over the 2022 calendar year, the largest annual increase on record, excluding the period impacted by the introduction of the GST. The figure was significantly higher than the 7.3% figure recorded over the 12 months to December 2021.

The most recent quarterly figures reflected the post-COVID operating period, which was being hampered by rising rates and high inflation. According to Core Logic, the industry has been through a very challenging 18 months to two years, with extreme periods of volatility in pricing due to restricted domestic supply chains, material and labour shortages. It was the lowest quarterly increase in the index since December 2021, and although there had been an improvement when compared to the runaway September figures, the quarterly rate of growth remained higher than the five-year average.

The biggest contributors were volatile timber prices, with fluctuations in structural timber costs and general increases to timber products. Prices for metal products such as gutters, lintels and fixings, used for roofing and structural purposes continued to increase. Concrete values also remained incredibly unstable.

Petrol rises were affecting cartage and delivery costs, notably concrete, however larger items such as rainwater tanks were also affected. Gravel, aggregates and fill had increased, possibly affected by the rise in petrol prices, while increasing costs for appliances and fittings were also noticed.

The quarterly index change ranged from a low of 1.7% in South Australia and 1.8% in New South Wales to a high of 2.0% in Western Australia and Queensland.

Unfortunately, the above uncontrolled variables could not be eliminated by officers and the only means of mitigating the impact of the variables was to use internal resources to complete large sections of the Park. This included performing the project management function rather than using a consultancy, constructing playground equipment, installing furniture and building the landscaping, grounds and gardens. This placed enormous pressure on these employees who were already working at capacity, but they willingly contributed because it saved the Shire approximately \$500,000.

Despite using internal employees to off-set the construction costs of the Park, there was still insufficient funding to complete the Park. Rather than to go back to Council seeking additional funds from Reserves, internal resources were again used to off-set the costs associated with other LRCI projects and roads projects, so that the underspend could be redirected back into the Park. This extraordinary effort by employees resulted in the Shire being able to deliver on the entire suite of projects promised to the community (all of which had increased significantly in cost), without exceeding the annual organisational budget.

It is also worthy to note that at this same time, these same employees were constructing the Old School Site, performing the works required to upgrade Toapin Weir and delivering on two years' worth of road construction. **All of this work is work that is not a part of the employee's Position Descriptions and had to be performed in addition to the employee's regular work loads.**

Council has not yet directed officers to seek funding for a skate park and so there was no consideration given to including it in the Park. Council may wish to review this position in the future.

Council has regularly been advised of the financial implications of the Park through the Financial Implications detailed in each OCM Agenda Item, as far as information that was available. Unfortunately, officers were often not made aware of the significance of the increased costs of the components of each piece of the Park until the point of engaging the supplier.

I'm sure Council is appreciative of the extraordinary achievement of the Shire's employees.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Environmental Protection Act 1986*

*Planning and Development Act 2005*

**POLICY IMPLICATIONS**

Community Engagement Policy

**FINANCIAL IMPLICATIONS**

Please refer to attached budget.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 2.2 Economy:** Build upon our “Take a Closer Look” brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 2.4 Economy:** Encourage local workforce participation
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 4.2 Natural Environment:** Conservation of our natural environment
- 4.3 Natural Environment:** Demonstrate sustainable practices of water, energy and waste management
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

**CONSULTATION**

There has been considerable consultation and input from the many demographics of our community including parents of young children, youth and Noongar families. Each group identified their wish list of inclusions which have been incorporated as best as possible, while also considering the long-term viability and ongoing maintenance of the park.

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

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



**RISK ASSESSMENT**

	Option 1
Financial	<p>Moderate</p> <p><i>The Kwirradig Kort budget is a substantial investment into our town and the Shire’s assets. It needs to be properly allocated and have transparency for the community members and ratepayers.</i></p>
Health	<p>Moderate</p> <p><i>Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles.</i></p>
Reputation	<p>High</p> <p><i>The Works team has strong visibility within the community and are committed to making sure Kwirradig Kort Community Park is a safe and beautiful place to visit and enjoy.</i></p>
Operations	<p>High</p> <p><i>A well-functioning Works &amp; Services Team ensures that Kwirradig Kort’s priority tasks are being completed in a timely and value for money method.</i></p>
Natural Environment	<p>Moderate</p> <p><i>The natural environment of the community park ensures the design delivers on a timeless place consisting of land, air, water, and plants, improving the liveability and amenity of Quairading.</i></p>

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.

**10.2 Edwards Way Vacant Block Strategy**

<b>Responsible Officer</b>	Nicole Gibbs, Chief Executive Officer
<b>Reporting Officer</b>	Nicole Gibbs, Chief Executive Officer
<b>Attachments</b>	1. Special Conditions Contract (confidential)
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council endorse:

1. Advising Quairading residents of the impending auction and offering residents the opportunity to purchase the lots for \$10,000, in advance, and in accordance with the Special Conditions, as per the attached.
2. Hosting a land auction for the lots that remain after 1. above has been enacted.
3. If 1. and/or 2. above strategies fail, approaching a developer to construct housing to enable a house and land package offer.
4. The attached Special Conditions which will apply to items 1-3 of this recommendation.

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**IN BRIEF**

Council has had 12 residential blocks for sale on Edwards Way/Reid Street for over 20 years. There has been Council discussion on innovative ways to generate interest in the blocks.

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

Council officers have developed a new advertising prospectus and strategy for the Edwards Way Residential Lots.

Dovetailing off the enormous success of the “search for a doctor” media campaign, officers proposed a similar media campaign, the interest being generated by selling the lots with a reserve of \$5 by hosting a land auction. Land cannot be sold for no money at all as this is illegal.

At the July 2023 Ordinary Council Meeting, Council adopted the following motion:

*“RESOLUTION: OCM 020-23/24*

*That Council establish a Land Auction Working Group to progress the Edwards Way Land Auction project for:*

1. 1 Edwards Way
2. 3 Edwards Way
3. 5 Edwards Way
4. 19 Reid Street

5. *21 Reid Street*

Councillors Hayes, Cowcill and Haythornthwaite self-nominated to join the Working Group.

The Housing Working Group convened its first meeting on the 08 August 2023 and, as an outcome, agreed to propose the following to Council:

1. Advising Quairading residents of the impending auction and offering residents the opportunity to purchase the lots for \$10,000, in advance, and in accordance with the Special Conditions, as per the attached.
2. Hosting a land auction for the lots that remain after 1. above has been enacted.
3. If 1. and/or 2. above strategies fail, approaching a developer to construct housing to enable a house and land package offer.

**MATTER FOR CONSIDERATION**

That Council considers providing the Housing Working Group with permission to:

1. Advise Quairading residents of the impending auction and offering residents the opportunity to purchase the lots for \$10,000, in advance, and in accordance with the Special Conditions, as per the attached.
2. Host a land auction for the lots that remain after 1. above has been enacted.
3. If 1. and/or 2. above strategies fail, approach a developer to construct housing to enable a house and land package offer.
4. Adopt the Special Conditions, as attached to this agenda item.

**BACKGROUND**

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

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

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

A search on [www.realestate.com](http://www.realestate.com) shows that Quairading houses in town sell from anywhere between \$195,000 - \$350,000 for a 3x1 or 3x2.

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

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

Council has committed to bringing new residents and businesses to town, and so selling these blocks should be a high priority. If the land can be sold and houses built, new people will come to town. This will help boost the economy for local businesses, increase rates income, improve health services, populate the school and childcare centre, increase new potential volunteers (to avoid volunteer burnout) and increase the number of employable people.

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

#### *The Proposed Strategy*

At the July 2023 OCM, officers proposed attempting to sell the lots through a highly publicised auction with a \$5 reserve. A caveat would be included to ensure builds would need to be complete within three years to avoid 'land banking.' Advice from Michael Southwell, Media and Political consultant, indicated that the auction strategy would be the one most likely to gain media support.

The work attached to the project is significant and includes:

- Community consultation;
- Instructing a legal firm in the development of property contracts with caveats;
- Facilitating a 'Quairading Day' on the day of the auction; and
- Facilitating auction day.

The risk is obvious, in that there is the danger that no lots will sell.

At the July 2023 Ordinary Council Meeting, Council adopted the following motion:

*"That Council establish a Land Auction Working Group to progress the Edwards Way Land Auction project for:*

1. 1 Edwards Way
2. 3 Edwards Way
3. 5 Edwards Way
4. 19 Reid Street
5. 21 Reid Street"

Councillors Hayes, Cowcill and Haythornthwaite self-nominated to join the Working Group.

The Housing Working Group convened the first meeting on the 08 August 2023 and agreed to propose the following to Council:

1. Advising Quairading residents of the impending auction and offering residents the opportunity to purchase the lots for \$10,000, in advance, and in accordance with the Special Conditions, as per the attached.
2. Hosting a land auction for the lots that remain after 1. above has been enacted.
3. If 1. and/or 2. above strategies fail, approaching a developer to construct housing to enable a house and land package offer.

The recommendation was crafted after much discussion, with a specific focus on:

1. Outcome, not process. The Working Group wants houses on land and people in the houses.
2. Whether there might be residents who have been planning to eventually build on one of the lots and might be blind-sided if outbid at the auction.
3. Whether there might be residents who want a better quality of housing and won't have anywhere to build this housing if all the lots are sold at auction (albeit only five lots will initially be on offer).
4. Whether Council can generate concern that 'people might miss out' (a sense of exclusivity).
5. The challenge of ensuring a decent quality of housing without deterring potential bidders.

### **Contractual Design Guide**

Officers propose including a Contractual Design Guide which specifies that houses must be complete within three years, contain at least three bedrooms and one bathroom, include a car port or garage, include a back or front veranda and include residential fencing around at least the back yard.

### **Estimated Cost**

The estimated cost to sell a lot is between \$500 to \$1500 per lot. Officers may be able to source a cheaper provider.

Officers are now at the juncture where there is no point in investing additional resource in the project if it is not a project Council supports.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Building Act 2011*

*Planning and Development Act 2005*

### **POLICY IMPLICATIONS**

Asset Management Policy

Community Engagement Policy

### **FINANCIAL IMPLICATIONS**

There is significant financial risk of investing money into this strategy with the chance of it not working, and no blocks selling.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

- 2.2 Economy:** Build upon our “Take a Closer Look” brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

**CONSULTATION**

- Michael Southwell (political/media strategist)
- Taylor Smart Lawyers

**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.

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

**RISK ASSESSMENT**

	Option 1
Financial	Low <i>The lots have been on sale for years without interest. While the financial risk may be considered significant, the potential outcome could bring new house builds and in turn, people to the community which is only positive for local employment, business, schools and health services.</i>
Health	N/A
Reputation	High <i>The residential blocks have been sitting vacant for many years which does not look good for Council. It is important for the community to see growth in the area.</i>
Operations	Medium <i>While much of the media work will be outsourced, this project has potential of tying up key staff members.</i>
Natural Environment	N/A

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


**COMMENT**

Nil.

**10.3 Toapin Weir - Reserves 17433 and 22358 - Negotiation with Water Corp Update**

**Responsible Officer** Nicole Gibbs, Chief Executive Officer

**Reporting Officer** Nicole Gibbs, Chief Executive Officer

**Attachments** 1. Letter from the Shire of Quairading to Water Corp [↓](#) 

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council direct the CEO to cease negotiations for possession of Toapin Weir - Reserves 17433 and 22358.

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**IN BRIEF**

Toapin Weir (Reserves 17433 and 22358) was constructed in 1912 and is owned by the Water Corporation, a holding dating back to when the Weir was used to supply the Shire with drinking and other purpose water. The Weir was decommissioned by the Water Corporation in the 1980s and was then repurposed by the Shire as a short stay recreational area for tourists.

On 24 February 2016, Council considered the vesting of Toapin Weir at its Ordinary Council Meeting because the Water Corporation was then receptive to the transfer of the land to the Shire. However, Council attached conditions to the transfer of the land, which the Water Corporation rejected (see Attachment [1]).

On the 02 May 2023 Natalie Ness (Executive Manager, Economic Development) and Nicole Gibbs (CEO), met with Kathy Bolt, Water Corporation. The Water Corporation is now receptive to continuing the negotiation.

At the May 2023 Ordinary Council Meeting, at the recommendation of the CEO, Council adopted the following motion:

*“RESOLUTION: OCM 236-22/23*

*That Council direct the CEO to attempt to negotiate possession of Toapin Weir - Reserves 17433 and 22358.”*

After further consultation with engineers specialising in dam construction, it has become apparent that there is no level of security or assurance that can be provided with regard to the structural integrity of the dam. The transfer of the land to the Shire will result in extreme liability and provide no obvious gain.

**MATTER FOR CONSIDERATION**

That Council consider directing the CEO to cease negotiations for possession of Toapin Weir - Reserves 17433 and 22358.



**BACKGROUND**

Toapin Weir (Reserves 17433 and 22358) is valuable to the residents of Quairading, the value being in:

- Personal use;
- Aboriginal significance; and
- As a prized tourist destination.

The Weir is owned by the Water Corporation because the Weir used to be a main water source for the Shire. The Weir was decommissioned by the Water Corporation over 30 years ago and was then repurposed by the Shire as a short stay recreational area for tourists. The venue continues to attract a growing number of tourists every year and has great marketing and promotion value.

In 2016, Council wanted the Water Corporation to transfer Reserves 17433 and 22358 to the Shire via a management order vested in the Shire. On 24 February 2016, Council considered the vesting of Toapin Weir at its Ordinary Council Meeting because the Water Corporation was then receptive to the transfer of the land to the Shire (Resolution 136-15/16). However, Council attached conditions to that transfer of the land, which the Water Corporation rejected (see Attachment [1]). The Water Corporation considered the proposed conditions 'onerous and unreasonable' for a piece of land they had no further interest in, and so the negotiation ceased.

On the 02 May 2023 Natalie Ness (Executive Manager, Economic Development) and Nicole Gibbs (CEO), met with Kathy Bolt, Water Corporation. The Water Corporation is now receptive to re-opening and continuing the negotiation.

The CEO has requested that the Water Corporation consider transferring Reserves 17433 and 22358 to the Shire on a freehold basis. As a condition of this transfer, the Water Corporation would be required to investigate and confirm the stability and safety of the Weir structure and remove the asbestos building.

At the May 2023 Ordinary Council Meeting, at the recommendation of the CEO, Council adopted the following motion:

*"RESOLUTION: OCM 236-22/23*

*That Council direct the CEO to attempt to negotiate possession of Toapin Weir - Reserves 17433 and 22358."*

After further consultation with engineers specialising in weir/dam construction and maintenance, it has become apparent that there is no level of security or assurance that can be provided with regard to the structural integrity of the Toapin Weir. The transfer of the land to the Shire will result in extreme liability and provide no obvious gain.

The Weir was constructed in 1912 and shows signs of water seepage. No engineer would be prepared to guarantee the structural integrity of the Weir now, let alone into the future. The Water Corporation has now repurposed the \$140,000 that it had set aside for Toapin Weir. The representative is now only offering a fraction of that fund for Toapin Weir. If the Weir collapses or simply requires remedial works, the Shire will need to fund the solution if it owns the land. There is also a high risk that if there is significant damage to the structure, people may be injured, and property destroyed.

If the Shire accepts the transfer of Reserves 17433 and 22358 the associated liability increases to become extreme. If the Shire does not accept the transfer of the land, it loses nothing. The Shire can continue to use, maintain and improve this valuable tourist destination without objection from the Water Corporation.

It is worth noting that officers were unable to locate another local government that manages and maintains its own weir without the financial or other support of the Water Corporation.

## **STATUTORY ENVIRONMENT**

*Work Health & Safety Act 2020*

## **POLICY IMPLICATIONS**

Risk Management Policy

Asset Management Policy

## **FINANCIAL IMPLICATIONS**

At this stage of negotiation there are no financial implications.

## **ALIGNMENT WITH STRATEGIC PRIORITIES**

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

## **CONSULTATION**

The CEO and EMED will continue consultation and negotiations with Water Corp until an agreement is reached that is satisfactory to both parties.

## **RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

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

**RISK ASSESSMENT**

	Option 1
Financial	<p><i>Low</i></p> <p><i>At this stage of the negotiation there are no financial implications.</i></p> <p><i>If Council accepts the transfer of the land, the financial implications are potentially extreme due to the risk associated with the dam failing.</i></p>
Health	N/A
Reputation	<p><i>Low</i></p> <p><i>Council is already managing and maintaining the Reserve, if Council takes over the reserve there will be minimal reputational risk.</i></p>
Operations	<p><i>Low</i></p> <p><i>There will be minimal impact on operations as Toapin Weir is already maintained by Council.</i></p>
Natural Environment	<p><i>Low</i></p> <p><i>Council will continue to maintain and look after the native flora and fauna, while still marketing Toapin Weir as a desirable tourist destination, whether the transfer is enacted or not.</i></p>

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

**COMMENT**

Nil.



# Shire of Quairading

10 Jennaberring Road, Quairading WA 6383 ~ P.O. Box 38, Quairading WA 6383

Telephone (08) 9645 1001 ~ Fax (08) 9645 1126

All correspondence to be addressed to Chief Executive Officer

Your Ref:

Our Ref: TOAPIN WEIR VESTING  
WAT 1

GAF: JLC

4<sup>th</sup> March 2016

Mr David Morgan  
Senior Property Planner  
Water Corporation  
P O Box 100  
**LEEDERVILLE WA 6902**

Dear David

### *Toapin Weir – Reserves 17433 and 22358*

I refer to your email dated 23<sup>rd</sup> February 2016 and advise that Council considered the Vesting of Toapin Weir (Reserves 17433 and 22358) at its Ordinary Meeting held on Wednesday 24<sup>th</sup> February 2016.

I advise that Council has resolved as follows: -

- 1. That Council authorise the Chief Executive Officer to request and sign a three (3) year extension of the existing Licence on the same Terms and Conditions.*
- 2. That Council request Vesting of the Reserve(s) subject to Terms and Conditions agreed to between the Parties.*
- 3. That the Shire's proposed usage of the site is: Passive Recreation, Community Interest as a point of Historical Significance, Tourist Attraction, Low Level Camping and Nature Presentation.*
- 4. That the Water Corporation undertake a full Site and Structural Assessment and undertake any necessary remedial work and provide a copy of the Report to Council.*
- 5. That the Water Corporation and Council reach agreement on meeting the costs of Long Term Maintenance Preservation.*
- 6. That subject to the Water Corporation's agreement to Points 2 to 5 above, the Chief Executive Officer publicise the proposal and invite Community Comment.*
- 7. That the Water Corporation is requested to fund preparation of a Master Plan for the site which includes Consultation with Council and Community input.*

.../2

I invite you to contact the Writer to further progress the Lease Extension and Vesting process.

Yours faithfully



**GRAEME A FARDON**  
Chief Executive Officer

**10.4 Toapin Weir Reserve - Pump Shed Museum**

<b>Responsible Officer</b>	Nicole Gibbs, Chief Executive Officer
<b>Reporting Officer</b>	Nicole Gibbs, Chief Executive Officer
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council agree to retain the pump shed at Toapin Weir and convert it into a small museum.

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**IN BRIEF**

Toapin Weir (Reserves 17433 and 22358) is owned by the Water Corporation, a holding dating back to when the Weir was used to supply the Shire with drinking and other purpose water. The Weir was constructed in 1912, decommissioned by the Water Corporation in the 1980s, and then repurposed by the Shire as a short stay recreational area for tourists.

The destination is now advertised widely on social media and its popularity with tourists continues to grow. In response, the Shire has improved the facility by refurbishing the picnic tables and chairs, installing a new BBQ, replacing the 1960s rubbish bins, replacing the walking chain link, installing designated fire pits, installing bollards and installing signage. The majority of this work was performed to ensure that Council was protected from liability should an accident, incident or fire occur.

As a final project, officers propose retaining the pump shed at Toapin Weir and converting it into a small museum.

**MATTER FOR CONSIDERATION**

That Council consider retaining the pump shed at Toapin Weir and converting it into a small museum.

**BACKGROUND**

Toapin Weir (Reserves 17433 and 22358) is valuable to the residents of Quairading, the value being in:

- Personal use;
- Aboriginal significance; and
- As a prized tourist destination.

The Weir is owned by the Water Corporation because the Weir used to be a main water source for the Shire. The Weir was decommissioned by the Water Corporation over 30 years ago and was then repurposed by the Shire as a short stay recreational area for tourists. The venue continues to attract a growing number of tourists every year and has great marketing and promotion value.

Over the past year, improvements to Toapin Weir (complete or underway) include:

- Removing broken walk rail and installing an Australian Standards rail;
- Removal of old fencing;
- Installation of new signage (including directing people to Quairading, fire prohibition dates and safety signage);
- New BBQ;
- New fire pits (repurposing existing concrete items);
- Installation of bollards to stop people driving over the rock;
- New bins.

Officers propose retaining the pump shed at Toapin Weir and converting it into a small museum. The museum would be simple, displaying the old pumps and appropriate photos and signage. The photos would include those taken in both the Edwardian and Modern Eras.

The cost of the project would be \$5,500 compared to the cost of \$5,500 to demolish the pump shed and remove it (both quotes provided by the same contractor, being Adam May).

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

Asset Management Policy

### **FINANCIAL IMPLICATIONS**

Due to the pump shed being a Work Health & Safety issue and an eyesore within the reserve, the shed will either have to be removed, or converted into a museum. As there is history that can be showcased in the shed, and to do so will cost the same to demolish, it is Officer's recommendation to convert the shed into a small museum.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 4.2 Natural Environment:** Conservation of our natural environment
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

### **CONSULTATION**

Water Corporation.

Multiple structural engineers.

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

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

**RISK ASSESSMENT**

	Option 1
Financial	Low <i>No significant value purchases are necessary.</i>
Health	N/A
Reputation	Low <i>Council is already managing and maintaining the Reserve, if Council take over the reserve there will be minimal reputational risk.</i>
Operations	Low <i>It is anticipated that there will be minimal impact on operations as Toapin Weir is already maintained by Council.</i>
Natural Environment	Low <i>Council will continue to maintain and look after the native flora and fauna, while still marketing Toapin Weir as a desirable tourist destination.</i>

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

**COMMENT**

Nil



**10.5 Aged Care Independent Living Units**

<b>Responsible Officer</b>	Nicole Gibbs, Chief Executive Officer
<b>Reporting Officer</b>	Natalie Ness, Executive Manager Economic Development
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council note the progress made with The Department of Planning, Lands and Heritage with the process of drafting a Briefing Note for the Minister for Lands' consideration for the permitted use of the conditional freehold Aged Accommodation inclusive of residential aged care and independent living for Lot 501 Suburban Road (Reserve 53242).

---

**IN BRIEF**

Through formal and informal engagement mechanisms, the community of Quairading has identified independent living units for aged people as a strategic priority.

Prior to December 2021, the previous Executive identified Lot 501 Suburban Road (Reserve 53242), Quairading for this purpose. The officers engaged Slavin Architects as a Quantity Surveyor to provide estimates of Probable Costs for both:

- The Independent Living Units (ILU) Precinct (Lot 501); and
- Refurbishment of the Arthur Kelly Units.

Budget Cost Indications were received in late 2021 to be presented to Strategic Planning Committee at the February 2022 Meeting. The costs were significant, being:

- Independent Living Units Precinct (Lot 501): \$9,854,495
- Refurbishment of the Arthur Kelly Units: \$3,083,219.

There was no funding source identified to pay for development/construction costs. In the absence of any funding source for this project, Officers have investigated joint-venture opportunities with the private sector, successfully commencing negotiation with a national provider of aged care facilities. The intent of the negotiation on our part was to provide land in exchange for the private provider contributing development/construction costs and then owning and managing the facility. The end-product would mimic the new retirement village in York (Balladong Retirement Village).

However, after initial productive negotiation, it was discovered that the Shire does not actually own the land and so cannot use it to leverage development/construction costs. Lot 501 was set aside as Crown Reserve No.53242 on 4 April 2018 with a management order issued in favour of the Shire for the designated purpose 'independent living/aged accommodation.' We have no authority to gift the land.

The Shire has been afforded powers under the management order to lease the land and any improvements thereon for a period of up to 21 years subject to approval by the Minister for Lands.

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

On the 2<sup>nd</sup> May the Shire of Quairading requested a quote for a Current Market Valuation (CUMV) for Reserve 53242, being Lot 501 on Deposited Plan 413203 from Acumentis (WA) Pty Ltd. The subject site is currently managed by the Shire of Quairading for the purpose of 'Independent Living/Aged Accommodation', however the Shire is seeking freehold disposal to facilitate the establishment of aged care independent living units.

On the 18<sup>th</sup> May the CEO met the valuer on site and the value of the land was assessed on this basis (CUMV). On the 24<sup>th</sup> May the Shire of Quairading received the Valuation Report from Acumentis (WA) Pty Ltd for Lot 501 Suburban Road with a Market value of \$52,000.00.

The Valuation Report was provided to the Department of Planning, Lands and Heritage (DPLH) who have now obtained clearance from the Department of Mines, Industry Regulation and Safety. On the 18<sup>th</sup> July 2023, Mr Steven De Haer, State Land Officer, DPLH, confirmed the DPLH Legal Team are in the process of preparing the draft Briefing Note for the Minister of Lands' consideration to confirm if the conditional freehold request is permitted use of the conditional freehold aged accommodation inclusive of residential aged care and independent living for Lot 501 Suburban Road (Reserve 53242). This may take up to two months to complete.

#### **MATTER FOR CONSIDERATION**

That Council note the progress made with the Department of Planning, Lands and Heritage with the process of drafting a Briefing Note for the Minister of Land's Consideration for the permitted use of the conditional freehold aged accommodation inclusive of residential aged care and independent living for Lot 501 Suburban Road (Reserve 53242)

#### **BACKGROUND**

Through formal and informal engagement mechanisms, the community of Quairading has identified independent living units for aged people as a strategic priority.

Prior to December 2021, the previous Executive identified Lot 501 Suburban Road (Reserve 53242), Quairading for this purpose. The officers engaged Slavin Architects as a Quantity Surveyor to provide estimates of Probable Costs for both:

- The Independent Living Units (ILU) Precinct (Lot 501); and
- Refurbishment of the Arthur Kelly Units.

Budget Cost Indications were received in late 2021 to be presented to Strategic Planning Committee at the February 2022 Meeting. The costs were significant, being:

- Independent Living Units Precinct (Lot 501): \$9,854,495
- Refurbishment of the Arthur Kelly Units: \$3,083,219.

There was no funding source identified to pay for development/construction costs.

Prior to 2018, local governments and not-for-profit organisations could secure approximately \$5M from the States' Royalties for Regions Fund and \$5M from the Commonwealths' Building Better Regions Fund to build independent living units for the aged. This was because government was focused on the aged care privatisation agenda. After privatisation there would be fewer beds in residential aged care. In recognition of this fact, government was prioritising funding for independent living units so that people could live at home longer without requiring the use of residential aged care. Unfortunately, both Royalties for Regions and Building Better Regions have since collapsed.

In the absence of any funding source for this project, officers have investigated joint-venture opportunities with the private sector, successfully commencing negotiation with a national provider of aged care facilities. The intent of the negotiation on our part was to provide land in exchange for the private provider contributing development/construction costs and then owning and managing the facility. The end-product would mimic the new retirement village in York (Balladong Retirement Village).

However, after initial productive negotiation, it was discovered that the Shire does not actually own the land and so cannot use it to leverage development/construction costs. Lot 501 was set aside as Crown Reserve No.53242 on the 4<sup>th</sup> April 2018 with a management order issued in favour of the Shire for the designated purpose 'independent living/aged accommodation.' We have no authority to gift the land.

The Shire has been afforded powers under the management order to lease the land and any improvements thereon for a period of up to 21 years subject to approval by the Minister for Lands.

Lot 510 has been classified 'Social Care Facilities' reserve in the Shire's new Local Planning Scheme No.3 with the primary objective of this Scheme reserve classification being the provision of a range of essential social care facilities which includes 'independent living/aged accommodation.'

There are no express provisions or standards under Local Planning Scheme No.3 for the development of any land classified 'Social Care Facilities' reserve; and

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

The private provider has no interest in vesting millions of dollars in land that it does not own. On the 24<sup>th</sup> January 2023 the Shire President wrote to the Hon John Carey, Minister for Lands, asking the Minister to transfer ownership of the land to the Shire of Quairading.

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

On the 2<sup>nd</sup> May the Shire of Quairading requested a quote for a Current Market Valuation (CUMV) for Reserve 53242, being Lot 501 on Deposited Plan 413203 from Acumentis (WA) Pty Ltd. The subject site is currently managed by the Shire of Quairading for the purpose of 'Independent Living/Aged Accommodation', however the Shire is seeking freehold disposal to facilitate the establishment of aged care independent living units.

On the 18<sup>th</sup> May the CEO met the valuer on site and the value of the land was assessed on this basis (CUMV). On the 24<sup>th</sup> May the Shire of Quairading received the Valuation Report from Acumentis (WA) Pty Ltd for Lot 501 Suburban Road with a Market value of \$52,000.00.

The Valuation Report was provided to the Department of Planning, Lands and Heritage (DPLH) who have obtained clearance from the Department of Mines, Industry Regulation and Safety. On the 18<sup>th</sup> July 2023, Mr Steven De Haer, State Land Officer, DPLH, confirmed the DPLH Legal Team are in the process of preparing the draft Briefing Note for the Minister of Lands' consideration to confirm if the conditional freehold request is permitted use of the conditional freehold aged accommodation inclusive of residential aged care and independent living for Lot 501 Suburban Road (Reserve 53242). This may take up to two months to complete.

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

- 1.1 Community:** Work collaboratively with local and regional service providers to engage the community as active citizens.
- 1.3 Community:** Advocate for the provision of quality health services, health facilities and programs in the Shire
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

### **CONSULTATION**

There will be no further community consultation until the Minister for Lands' confirms if the conditional freehold request is permitted use of the conditional freehold aged care accommodation inclusive of residential aged care and independent living for Lot 501 Suburban Road (Reserve 53242).

### **RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

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

**RISK ASSESSMENT**




	Option 1
Financial	<p>Low</p> <p><i>Officers have investigated joint-venture opportunities with the private sector, successfully commencing negotiation with a national provider of aged care facilities. The intent of the negotiation on our part was to provide land in exchange for the private provider contributing development/construction costs and then owning and managing the facility.</i></p>
Health	<p>High</p> <p><i>Through formal and informal engagement mechanisms, the community of Quairading has identified independent living units for aged people as a strategic priority.</i></p>
Reputation	<p>High</p> <p><i>This has been an on-going project for 10 years without an obvious resolution available.</i></p>
Operations	<p>High</p> <p><i>Given that the once available funding sources are no longer available, it will take significant internal resource to attempt to identify and secure funding.</i></p>
Natural Environment	<p>High</p> <p><i>The Shire of Quairading has developed and published the Shire’s Strategic Community Plan 2021-2031. The Plan sets the vision, aspirations and objectives of the community for a 10-year period including six areas of key focus including Natural Environment considerations.</i></p>

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

**COMMENT**

Nil

**ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT****11.1 Accounts for Payment - July 2023****Responsible Officer** Tricia Brown, Executive Manager, Corporate Services**Reporting Officer** Cynthia Lowe, Senior Finance Officer**Attachments**

1. (i) List of Accounts July 2023 [↓](#) 
2. (ii) Transport takings July 2023 [↓](#) 
3. (iii) Credit Card Statement July 2023 [↓](#) 

**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council note the following:

1. That schedule of accounts for July 2023 covering municipal vouchers 23968 to 23973 and EFT12930 to EFT13027 totalling \$343,004.02 be received (Attachment i);
2. That police licensing payments for the month of July 2023 totalling \$33697.55 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for July 2023 totalling \$2610.35 be received (Attachment iii); and
4. That net payroll payments for the month of July 2023 totalled \$139,165.26; and
5. That the lease payments for the month of July 2023 totalled \$2,423.73 for the CESM vehicle lease.

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**IN BRIEF**

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

**MATTER FOR CONSIDERATION**

Note the accounts paid during July 2023.

**BACKGROUND**

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

**STATUTORY ENVIRONMENT***Local Government (Financial Management) Regulations 1996*

*Local Government Act 1995*

**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 draft 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 July 2023 is included at **Attachment (i)**.

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

**11.1 (i) | List Of Accounts - July 2023**

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12930	04/07/2023	Crisp Wireless	MONTHLY INTERNET CONNECTION FOR JUNE 2023 - ADMIN, DEPOT, 50A SUBURBAN, 8 DALL STREET, 31 DALL STREET, 28 REID STREET, 19 HARRIS STREET & 19 CUBBINE STREET	1022.90	
EFT12931	13/07/2023	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS / CONTRIBUTIONS	253.33	FULLY
EFT12932	13/07/2023	GREG & JO HAYES (CR. JO HAYES)	COUNCILLOR SITTING FEE'S APRIL - JUNE 2023	816.00	
EFT12933	13/07/2023	CR. PETER DAVID SMITH	COUNCILLOR SITTING FEE'S APRIL - JUNE 2023	1509.00	
EFT12934	13/07/2023	CR. JONATHAN RICHARD HIPPISEY	COUNCILLOR SITTING FEES APRIL - JUNE 2023	738.00	
EFT12935	13/07/2023	AVON WASTE	AVON WASTE DOMESTIC & RECYCLE SERVICES - JUNE 2023	9310.00	
EFT12936	13/07/2023	QUAIRADING FARMERS CO-OP	CO-OP PURCHASES FOR JUNE 2023 - YOUTH, ADMIN, DEPOT, TIP,	775.12	
EFT12937	13/07/2023	AUSTRALIAN TAXATION OFFICE	BAS & PAYG MAY 2023	14645.93	
EFT12938	13/07/2023	QUAIRADING CLUB INC.	COUNCIL REFRESHMENTS	72.00	
EFT12939	13/07/2023	SURGICAL HOUSE	2 X CANNULA IV VENFLON - MEDICAL CENTRE	347.10	
EFT12940	13/07/2023	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR FUEL USAGE - JUNE 2023	44.33	FULLY
EFT12941	13/07/2023	BOB WADDELL & ASSOCIATES PTY LTD	6.25HRS ASSISATNCE PROVIDED BY TARA W/E 09.07.23 - PENSIONER PROCESSING & RATES EOY PREPERATION	1031.25	
EFT12942	13/07/2023	BENTNAIL BUILDING & MAINTENANCE	FLOORING, CEILING PAINT, SUNDRIES, LABOUR & DELIVERY - 64 CORALING STREET KWIRRADING KOORT DINGO / EXCAVATOR HIRE - LOTTERYWEST/LRCI	3704.36	PARTIAL
EFT12943	13/07/2023	RAC BUSINESS WISE	Q458 BUSINESS WISE ABSOLUTE - FUSO BUS	210.00	
EFT12944	13/07/2023	CR. TREVOR STACEY	COUNCILLOR SITTING FEE'S APRIL - JUNE 2023	894.00	
EFT12945	13/07/2023	DIGGING DOCKER	KWIRRADING KOORT - LIMESTONE WALLS FOR PARK SIGNS - LOTTERYWEST/LRCI FUNDED PROJECT	4000.00	PARTIAL
EFT12946	13/07/2023	CR. JO HAYTHORNTHWAITE	COUNCILLOR SITTING FEE'S APRIL - JUNE 2023	894.00	
EFT12947	13/07/2023	WA CONTRACT RANGER SERVICES PTY LTD	CAT CULLING UNTIL THE END OF JUNE 2023 - RECYCLE CENTRE	522.50	
EFT12948	13/07/2023	AVON VALLEY ISUZU UTE	CARRY OUT COMPRESSION TEST AND SLOW BURN ON THE DIESEL PARTICULATE DIFUSER - 2018 ISUZU UTE	1008.94	
EFT12949	13/07/2023	CWB ELECTRICAL & A/C	SUPPLY AND REPLACE LED FLOOD LIGHTS FOR BASKETBALL COURTS	16225.00	
EFT12950	13/07/2023	IMPRINT PLASTIC	BLACK DESK SIGN - ADMIN CSO	46.20	
EFT12951	13/07/2023	OFFICEWORKS	STATIONERY PURCHASES FOR MEDICAL & DEPOT (NAVMAN, SD CARDS, TONERS, BLUTAC, CHUPPA CHUPS, CHARGER, PAPER CUPS, BINDER, CLOCK, LAMINATING POUCHES)	930.45	

**11.1 (i) | List Of Accounts - July 2023**

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12952	13/07/2023	SHERRIN RENTALS PTY LTD	HIRE OF 15 TONNE SMOOTH DRUM ROLLER - RRG166 & RRG166A QUAIRADING CORRIGIN ROAD	2013.00	PARTIAL
EFT12953	13/07/2023	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES FOR THE FINANCIAL YEAR 2022/2023.	1233.45	
EFT12954	13/07/2023	Nutrien Ag Solutions	RECHARGABLE BACKPACK SPRAYER - PARKS & GARDENS	203.50	
EFT12955	13/07/2023	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES - JUNE 2023 & MEDICAL PRACTICE & ADMIN POSTAGE & STATIONERY - JUNE 2023	2384.64	
EFT12956	13/07/2023	FARMARAMA PTY LTD	TORK JUMBO TOILET ROLL 12 PACK - PUBLIC TOILETS GREY CEMENT, VARIOUS ADAPTERS - PARKS & GARDENS	453.44	
EFT12957	13/07/2023	PLAY CHECK	PLAYGROUND EQUIPMENT AUDIT - KWIRRADING KOORT - LOTTERYWEST/LRCI FUNDED PROJECT	1430.00	PARTIAL
EFT12958	13/07/2023	RESONLINE PTY LTD	ROOM MANAGER (CARAVAN PARK BOOKING SYSTEM) MONTHLY FEE: JUNE 2023	242.00	
EFT12959	13/07/2023	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	UNLEADED FUEL PURCHASES FOR JUNE 2023 - DEPOT & QO	781.70	
EFT12960	13/07/2023	BUNNINGS GROUP LIMITED	KEYS CUT - COMMUNITY BUILDING, STEP FOR SITE OFFICE - RECYCLE CENTRE & PAINT FOR RAILINGS - PARKS & GARDENS	284.54	
EFT12961	13/07/2023	CR. EEJUN CHEANG	COUNCILLOR SITTING FEE'S APRIL - JUNE 2023	816.00	
EFT12962	13/07/2023	COMPLETE OFFICE SUPPLIES PTY LIMITED	4 PERSONALISED SELF - INKING STAMPS FOR NEW DR - MEDICAL PRACTICE VARIOUS STATIONERY SUPPLIES - DEPOT & ADMIN	677.72	
EFT12963	13/07/2023	JASON KEITH LILLEYMAN	SUPPLY AND DELIVER 75T OF CRACKER DUST - OLD BEVELEY WEST ROAD, TRANSPORTING OF EXCAVATOR	3520.00	
EFT12964	13/07/2023	FITONIA PTY ATF THE SILVERSPRING TRUST T/AS T J DEPIAZZI & SONS	SAND, MULCH, SOIL CONDITIONER FOR KWIRRADING KOORT - LOTTERYWEST / LRCI FUNDED PROJECT	2307.03	PARTIAL
EFT12965	13/07/2023	MARZOCCHI CONTRACTING	VACATE CLEAN OF 64 CORALING STREET, QUAIRADING	1834.80	
EFT12966	13/07/2023	GREENWAY TURF SOLUTIONS	OVAL LINE MARKING PAINT	220.28	
EFT12967	13/07/2023	BELINDA KNIGHT	DEVELOPMENT OF THE DELEGATION REGISTER	4290.00	
EFT12968	13/07/2023	NEWGROUND WATER SERVICES	KWIRRADING KOORT RELOCATE EXISTING IRRIGATION CONTROLLER - LOTTERYWEST / LRCI FUNDED PROJECT	1188.00	PARTIAL
EFT12969	13/07/2023	ELDERS QUAIRADING	SELLEY'S SILICON - PARKS & GARDENS	29.70	
EFT12970	13/07/2023	CR.B COWCILL - SITTING FEE'S	COUNCILLOR SITTING FEE'S APRIL - JUNE 2023	816.00	
EFT12971	13/07/2023	TOTAL TOOLS	TTI 900KG SWIVEL UTE CRANE - DEPOT	356.00	

**11.1 (i) | List Of Accounts - July 2023**

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12972	13/07/2023	ENVIRO SWEEP - EFTSURE VERIFIED	STREET SWEEPING THE STREETS	3320.28	
EFT12973	13/07/2023	MCMILES INDUSTRIES PTY LTD	REFURBISHMENT OF SHIRE'S SPRAY UNIT - P651 ISUZU D-MAX	12995.70	
EFT12974	13/07/2023	AMAZON ONLINE - EFTSURE VERIFIED	TRAIL SIGNS FOR NATURE RESERVE - DANGIN HERITAGE	973.19	
EFT12975	13/07/2023	GT & NJ HUMPHREY - EFTSURE VERIFIED	FLOATING OF 20 TONNE EXCAVATOR, VERGE MULCHING - RM120 HUGHES ROAD	880.00	
EFT12976	13/07/2023	SANDRA TYLER	REFUND OF CARAVAN PARK BOOKING #11762766 - 2 NIGHT STAY 08.09.23	60.00	
EFT12977	13/07/2023	LESLEY HAYWARD	REFUND OF CARAVAN PARK BOOKING #11963616 1 NIGHT STAY 07.07.23	140.00	
EFT12978	13/07/2023	NORTHAM DISTRICT GLASS SERVICE	TO FIT CLIENTS OWN GLASS TO GRADER DOOR X 2 INCL TRAVEL	2130.00	
EFT12979	28/07/2023	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS / CONTRIBUTIONS	244.85	FULLY
EFT12980	28/07/2023	PUBLIC TRUSTEE	PUBLIC TRUSTEE (ON BEHALF OF A.KELLY) REFUND OF TOWN HALL BUILDING BOND 21.07.23	875.00	FULLY
EFT12981	28/07/2023	TELSTRA	TELSTRA ACCOUNT #3147560712 16.06.23 - 15.08.2023 - MOBILE CHARGES FOR ADMIN, MEDICAL, CARAVAN PARK, CESM, RECYCLE CENTRE, DEPOT TELSTRA ACCOUNT #3147560738 - WAP / INTERNET CHARGES 02.07.23 - 01.08.23 TELSTRA ACCOUNT #4866080200 - MEDICAL CALLS & CHARGES 29.06.23 - 28.07.23 TELSTRA ACCOUNT # 3147560795 - CALLS & CHARGES 04.07.23 - 03.08.23 - CESM EMERGENCY SATELLITE PHONE	1037.80	
EFT12982	28/07/2023	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL TRANSPORT PTY LTD)	ROAD TRANSPORT FROM SURGICAL HOUSE - MEDICAL PRACTICE	15.75	
EFT12983	28/07/2023	COUNTRY COPIERS NORTHAM	COLOUR COPIER METRE READING 05/06/2023 - 05.07.2023	122.12	
EFT12984	28/07/2023	IT VISION	ANNUAL LICENCE FEE, IT VISION SOFTWARE SYSTEM, ALTUS PLATFORM - EARLY ADAPTER UPLIFT & ANNUAL LICENCE FEE - SYNERGYSOFT	78791.11	
EFT12985	28/07/2023	COMMUNITY RESOURCE CENTRE - QUAIRADING	GYM MANAGEMENT FEE, BUILDING MANAGEMENT FEE, CRC MEMBERSHIP 23/24 QUAIRADING WEBSITE REDEVELOPMENT FORKLIFT TRAINING FOR JOSHUA THOMPSON AND JARAD WYATT, BOOKING AND ADMIN FEE VARIOUS PRINTING / PHOTCOPYING, BAKSIA BULLETIN JULY EDITION	17476.42	
EFT12986	28/07/2023	JASONS SIGNMAKERS	AIRSTRIIP FINGER BOARD	82.63	

**11.1 (i) | List Of Accounts - July 2023**

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12987	28/07/2023	SURGICAL HOUSE	PACK INSTRUMENT SUTURE #5 STERILE DISP & SUTURE DAFILON 3/0 24MM 45CM NON-ABSORB (12) - MEDICAL PRACTICE	475.97	
EFT12988	28/07/2023	SUNNY SIGN COMPANY PTY LTD	NATURE RESERVE SIGNAGE - INTERPRETIVE & DIRECTIONAL	5325.43	
EFT12989	28/07/2023	QUAIRADING MEDICAL PRACTICE (GREAT CARE HEALTH)	ADMIN PRE EMPLOYMENT MEDICAL - CSO	150.70	
EFT12990	28/07/2023	GREENACRES TURF FARM	TURF SUPPLY - KWIRRAIDING KOORT - LOTTERYWEST / LRCI FUNDED PROJECT	1236.00	PARTIAL
EFT12991	28/07/2023	WATER CORPORATION	ACCOUNT #9007642015 WATER CHARGES 01.07.2023 - 31.08.2023 - STANDPIPES	50.87	
EFT12992	28/07/2023	BOB WADDELL & ASSOCIATES PTY LTD	2023/2024 RATES MANAGEMENT: 9HRS ASSISTANCE PROVIDED BY TARA W/E 30.06.2023 PENSIONER CLAIMS, APPLICATIONS & LETTERS, LANDGATE REQUESTS ASSISTANCE WITH MONTHLY FINANCIAL STATEMENTS & REPORTS ASSISTANCE WITH RATES EOY PROCESSING & COMPLETION	3217.50	
EFT12993	28/07/2023	SYNERGY	SYNERGY ACCOUNT 857387870 - POWER USAGE & SUPPLY - 25.05.23 - 24.06.23 STREET LIGHT TARIFF SYNERGY ACCOUNT #404791220 - POWER USAGE & SUPPLY 10.05.23 - 07.07.23 - 64 CORALING STREET SYNERGY ACCOUNT #207862210 - POWER USAGE & SUPPLY 10.05.23 - 07.07.23 - YOUTH CENTRE SYNERGY ACCOUNT #187804760 - POWER USAGE & SUPPLY 10.05.23 - 07.07.23 - RECYCLE CENTRE SYNERGY ACCOUNT #765171390 - POWER USAGE & SUPPLY - CARAVAN PARK SYNERGY ACCOUNT #137839080 POWER USAGE & SUPPLY 14.06.23 - 11.07.2023 - QUAIRADING CRC	6029.07	
EFT12994	28/07/2023	BENTNAIL BUILDING & MAINTENANCE	TRAMPOLINE REPAIRS, EXCAVATOR HIRE TO INSTALL Q" IN PARK 7 TIMBER AND BUGLE BATTEN SCREWS - KWIRRAIDING KOORT LOTTERYWEST / LRCI FUNDED PROJECT" DINGO HIRE PER DAY, EXCAVATOR HIRE PER DAY, REPAIR LAYBY CEILING	2680.68	PARTIAL
EFT12995	28/07/2023	WHEATBELT ABORIGINAL HEALTH SERVICE	WAHS - REFUND OF BOND FOR COMMUNITY BUILDING - 18/07/2023	745.00	FULLY
EFT12996	28/07/2023	J.A. GIMBEL PAINTING	PATCHING AND PAINTING FOR ENTIRE OF SHIRE ADMINISTRATION OFFICE EXTERIOR	16280.00	
EFT12997	28/07/2023	JENNIFER GREEN	REIMBURSEMENT FOR MAP DRAWING FOR WASTE & RECYCLE CENTRE SIGNS	142.95	

**11.1 (i) | List Of Accounts - July 2023**

Chq/EFT	Date	Name	Description	Amount	Funded
EFT12998	28/07/2023	REDFISH TECHNOLOGIES PTY LTD	CCTV MAINTENANCE FOR THE 2023/24 FY	7645.00	
EFT12999	28/07/2023	YORK LANDSCAPE SUPPLIES	7 CUBIC METERS OF BLACK MULCH (INCLUDES LOADING) - HEAL STREET GARDENS	1127.00	
EFT13000	28/07/2023	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 13/06/23 & 20/06/23 (CAT CULLING AT THE TIP) CONTRACT RANGER SERVICES FOR THE MONTH OF JULY 2023 - DATE SERVICED 04/07/2023 & 10.07.2023	2246.75	
EFT13001	28/07/2023	LGIS RISK MANAGEMENT	MOTOR VEHICLE CONTRIBUTION ADJUSTMENT FOR THE 2022-2023 INSURANCE PERIOD (ENDORSEMENT PERIOD 30.06.22 - 30.06.23)	2337.59	
EFT13002	28/07/2023	MARKET CREATIONS	COUNCIL CONNECT WEBSITE SOLUTION & HOSTING	857.08	
EFT13003	28/07/2023	QUEST INNALOO	ACCOMMODATION FOR DoT TRAINING - CSO FROM 09/07/2023 - 14/07/2023 WITH PAID PARKING	930.00	PARTIAL
EFT13004	28/07/2023	K2 AUDIOVISUAL PTY LTD	8 - INCH WALL & TABLE MOUNT PoE TOUCH PANEL KRAMER KT-208 (AUDIO VISUAL SYSTEM), CONTROL SYSTEM/AUDIO DSP PROGRAMMING & CONFIGURATION, 1 HOUR PROGRAMMING LABOUR - SHIRE HALL	2274.80	
EFT13005	28/07/2023	R.E.S.T. A WHILE COFFEE	REFRESHMENTS FOR OLD SCHOOL SITE OPENING	330.00	
EFT13006	28/07/2023	ADVANCE PRESS	PLAIN FACE ENVELOPES - ADMIN	352.00	
EFT13007	28/07/2023	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	6 WHEEL WATER TRUCK, 8 WHEEL WATER TRUCK - RRG166A - QUAIRADING CORRIGIN ROAD	23905.75	PARTIAL
EFT13008	28/07/2023	COMPLETE OFFICE SUPPLIES PTY LIMITED	STATIONERY (INK, MEMO CUBE HOLDER, TOASTER) - ADMIN,	186.41	
EFT13009	28/07/2023	FITONIA PTY ATF THE SILVERSPRING TRUST T/AS T J DEPIAZZI & SONS	ADDITIONAL MULCH FOR KWIRRADING KOORT - LOTTERYWEST / LRCI FUNDED PROJECT	3726.80	PARTIAL
EFT13010	28/07/2023	RURAL INFRASTRUCTURE SERVICES	CONSULTANCY SERVICES - DEPOT	941.38	
EFT13011	28/07/2023	NEWGROUND WATER SERVICES	IRRIGATION SUPPLY AND INSTALL KWIRRADING KOORT - LOTTERYWEST / LRCI FUNDED PROJECT OVAL FERTILISING	37846.60	PARTIAL
EFT13012	28/07/2023	CITY OF KALAMUNDA	BUILDING SERVICES FOR JANUARY - JUNE 2023	277.46	
EFT13013	28/07/2023	ELDERS QUAIRADING	OMO 8KG, REVIVE 20L, TORK TOILET ROLLS CTN - CARAVAN PARK	253.00	
EFT13014	28/07/2023	MISS YT & CREWZ KITCHEN	DINNER FOR STREET SWEEPER CONTRACTOR	40.00	
EFT13015	28/07/2023	TOOL KIT DEPOT	RATCHET TIE DOWN STRAPS, MAXISAFE BOLLARD BASE WEIGHTS, 2 x MAKITA 18V PRUNING SAW SKINS - DEPOT	1046.51	
EFT13016	28/07/2023	SIGNWOMAN PTY LTD T/A SIGNMAN	PRINT AND INSTALL OF ABLUTION BLOCK MURAL KWIRRADING KOORT - LOTTERYWEST / LRCI FUNDED PROJECT	6199.60	PARTIAL

**11.1 (i) | List Of Accounts - July 2023**

Chq/EFT	Date	Name	Description	Amount	Funded
EFT13017	28/07/2023	MELANIE GRAGE	SCHOOL SPORTS WA AFL 15'S - MONETARY SPONERSHIP	250.00	
EFT13018	28/07/2023	TENDERFOOT REVOLUTION LINEDANCE CLUB	GINA PIERCY - LINE DANCE CLASSES - REFUND OF TOWN HALL KEY AND BUILDING BOND - 26.04.23	400.00	FULLY
EFT13019	28/07/2023	AGRI BATE CONTRACTING	AVON SOUTH LOCAL ACTION GROUP - SKELETON WEED PROGRAM 2023	7674.73	PARTIAL
EFT13020	28/07/2023	PAT RICHARDS	REFUND OF C/PARK BOOKING #11996807 - 4 NIGHT STAY (16.07 - 20.07)	85.50	
EFT13021	28/07/2023	MARION HAEUSLER	REIMBURSEMENT FOR POLICE CLEARANCE FOR DoT TRAINING - SAO	58.70	PARTIAL
EFT13022	28/07/2023	CAMERON DEANS	REIMBURSEMENT OF DAMAGED TYRE & RIM ON QUAIRADING CORRIGIN ROAD WAMENUSKING 25/06/2023	389.00	
EFT13023	28/07/2023	DEBORAH MCGUIRE	REFUND OF BOOKING #12006028, CANCELLATION OF SINGLE ROOM FOR 2 NIGHTS	155.00	
EFT13024	28/07/2023	MARK ALLISON	REFUND OF BOOKING #12010803 CANCELLED 1 WEEK STAY 28.08.23 - 04.09.23	170.03	
EFT13025	28/07/2023	JASON MASHFORD	REIMBURSEMENT FOR MEALS AT DoT TRAINING - IGA & SPICE MARKET - CSO	165.80	PARTIAL
EFT13026	28/07/2023	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES - MA2023 104 - 2023/24	396.00	
EFT13027	28/07/2023	PLUMBERJ'S MOBILE PLUMBING	SERVICING OF GAS APPLIANCES & REPAIR SHOWER TAPS AND RENEW SHOWER ROSE	385.00	
23968	04/07/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	185.40	
23969	13/07/2023	SHIRE OF QUAIRADING	CONNTAINERS FOR CHANGE FLOAT	175.40	

**11.1 (i) | List Of Accounts - July 2023**

Chq/EFT	Date	Name	Description	Amount	Funded
23970	18/07/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	200.00	
23971	19/07/2023	SHIRE OF QUAIRADING	PETTY CASH FLOAT - TIP (PETTY CASH WAS USED FOR C4C)	79.10	
23973	28/07/2023	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	149.40	
				<b>\$343,004.02</b>	



**TRANSPORT TAKINGS FOR THE MONTH ENDING**  
**31 JULY 2022** *Attachment 11.1 (ii)*

<b>ACTUAL TOTAL TAKINGS</b>		
<b>DATE OF TAKINGS</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
5 Jul 2023	TRANSPORT TAKINGS	\$1,621.15
6 Jul 2023	TRANSPORT TAKINGS	\$182.50
7 Jul 2023	TRANSPORT TAKINGS	\$163.50
10 Jul 2023	TRANSPORT TAKINGS	\$240.20
11 Jul 2023	TRANSPORT TAKINGS	\$152.15
12 Jul 2023	TRANSPORT TAKINGS	\$1,475.70
13 Jul 2023	TRANSPORT TAKINGS	\$1,408.05
14 Jul 2023	TRANSPORT TAKINGS	\$377.95
17 Jul 2023	TRANSPORT TAKINGS	\$1,093.40
19 Jul 2023	TRANSPORT TAKINGS	\$692.20
20 Jul 2023	TRANSPORT TAKINGS	\$719.55
21 Jul 2023	TRANSPORT TAKINGS	\$820.55
24 Jul 2023	TRANSPORT TAKINGS	\$332.60
25 Jul 2023	TRANSPORT TAKINGS	\$1,498.25
26 Jul 2023	TRANSPORT TAKINGS	\$2,590.10
27 Jul 2023	TRANSPORT TAKINGS	\$3,500.40
28 Jul 2023	TRANSPORT TAKINGS	\$1,943.00
31 Jul 2023	TRANSPORT TAKINGS	\$2,195.05
<b>TAKINGS RECEIVED IN THE BANK - JULY 2023</b>		<b>\$21,006.30</b>

<b>AMOUNTS YET TO BE DRAWN</b>		
<b>DATE OF TAKINGS</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
1 Aug 2023	TRANSPORT TAKINGS	\$555.65
2 Aug 2023	TRANSPORT TAKINGS	\$12,135.60
<b>JULY TAKINGS RECEIVED IN THE BANK - AUGUST 2023</b>		<b>\$12,691.25</b>

**Shire of Quairading**  
**Credit Card Reconciliation - Page 1**

Statement From 28/06/2023 Statement Total  
Statement To 27/07/2023 \$ 2,610.35



Credit Card Summary			
Card Name	Title	Card Ending	Amount Spent
Nicole Gibbs	CEO	1475	\$ 1,617.00
Tricia Brown	EMCS	1336	\$ 465.86
Benjamin Davies	CESM	8917	\$ 246.67
Sarah Caporn	EMWS	3585	\$ 280.82

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


Credit Card Transaction - GL Entry			
GL Code	Amount (incl GST)	GST (\$)	Narration/Summary
POQ1.2610.4001	\$ 115.02	\$ 10.46	PETROL EMCS VEHICLE OQ
PROU002.2610.4000	\$ 246.67	\$ 22.42	FUEL PURCHASE CESM VEHICLE
PQ5480.2610.4000	\$ 336.23	\$ 30.57	DIESEL PURCHASE CEO VEHICLE
W13216.2400.2101	\$ 44.00	\$ 4.00	SOCIAL MEDIA ADVERT SUBSCRIPTION
EV11703.2400.2100	\$ 271.50	\$ 24.68	NAIDOC WEEK
2140203.2400.2001	-\$ 76.96	-\$ 7.00	UNIFORM PURCHASE REFUND
2140203.2400.2003	\$ 869.62	\$ 79.06	UNIFORM PURCHASE
2140220.2400.2100	\$ 108.90	\$ 9.90	SMS MESSAGE MEDIA SUBSCRIPTION
BO10102.2400.2101	\$ 79.34	\$ 7.21	C4C POSTERS
2040187.2100	\$ 68.00	\$ 6.18	SPECIAL COUNCIL MEETING
2040211.2101	\$ 15.00	\$ 1.36	REFRESHMENTS - COOP WORKERS
2040211.2101	\$ 14.00	\$ 1.27	REFRESHMENTS - BALLARDONG GROUP
W13214.2400.2104	\$ 40.23	\$ 3.66	FLYERS & PAMPHLETS - C / PARK
LRC11322.2980.2100	\$ 169.98	\$ 15.45	KWIRRADING KOORT BANNER
2140241.2345.2100	\$ 28.00	\$ 2.55	CEO ONLINE SUBSCRIPTIONS
W13220.2400.2101	\$ 148.50	\$ 13.50	PRE EMPLOYMENT MEDICAL
BO12201.2400.2101	\$ 39.00	\$ 3.55	DRAINAGE PLUMBING DIAGRAMS FOR DEPOT
BO12201.2400.2101	\$ 36.32	\$ 3.30	KEY CUTTING FOR DEPOT
W13220.2400.2980	\$ 57.00	\$ 5.18	BAGLESS VACUUM CLEANER & KNIVES FOR C/PARK
		\$ -	
		\$ -	
9130001.00	-\$ 2,610.35		Bring credit card expenses into muni - July 2023 - evidence in Credit Card File

<b>Totals</b>	<b>\$ 2,610.35</b>	<b>\$ 237.30</b>
---------------	--------------------	------------------

Shire Confirmation

  
Nicole Gibbs, Chief Executive Officer

Council Approval

  
Jo Haythornthwaite, Chair A&R Committee

**ACCOUNTS PROCESSING**

Journal Date (DD):

Journal Number:

Journal Batch:

Journal Posting Period:



**BusinessChoice Everyday Mastercard® Statement**

SHIRE OF QUAIRADING  
LEAH HORTON  
PO BOX 38  
QUAIRADING WA 6383

SHIRE OF QUAIRADING	FILE NO:
	U & AUG 2023
	TO: COPY TO:

Billing Account Number  
5163 2800 9109 9937

Payment Due Date  
21 AUGUST 2023

Closing Balance  
\$2,610.35

Minimum Payment Due  
\$79.00

Amount Paid (Details on the reverse)  
\$

+5163280091099937+

*(Cut along this dotted line)*

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

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

<b>Company Name</b>	<b>Number of Cards</b>	<b>Facility Number</b>	<b>Annual Cash % Rate</b>	<b>Annual Purchase % Rate</b>		
Shire Of Quairading	4	02752751	19.96%	14.25%		
<b>Contact Name</b>	<b>Billing Account Number</b>	<b>Opening Balance</b>	<b>Credit Limit</b>			
Leah Horton	5163280091099937	3,265.25	10,000			
<b>Statement From</b>	<b>Statement To</b>	<b>Payment Due Date</b>	<b>Opening Balance</b>	<b>Minimum Payment Due</b>	<b>Closing Balance</b>	<b>Available Credit</b>
28 JUN 2023	27 JUL 2023	21 AUG 2023	3,265.25	79.00	2,610.35	7,389.65

**Summary of Changes in Your Account Since Last Statement**

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
3,265.25	3,265.25 -	0.00	0.00	0.00	2,610.35	2,610.35	0.00	79.00

S002861 / M002861 / 203 / CN1VPCP2

**Important:**

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

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



**Choose the payment method that suits you best**



**By Mail**

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



**Via Westpac Internet Banking**

At [www.westpac.com.au](http://www.westpac.com.au) if you have another Westpac account.



**Using Card Autopay**

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



**Using BPAY**

Contact any participating institution to make this payment from your cheque or savings account. When prompted, simply enter the biller code (5181) and your Payment Account Number as your reference number.



**By Telephone Banking**

Call 132 032 if you have another Westpac account.



**In Person**

At any of our Westpac branches in Australia.

S002861 / M002861 / 209 / CN11VPCP2

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

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

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

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

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



Summary of Billing Account Transactions		
Date of Transaction	Description	Debits/Credits
12 JUL	<b>Payments</b> AUTOMATIC PAYMENT	
	<b>Sub Total:</b>	3,265.25 - <b>3,265.25 -</b>
27 JUL	<b>Miscellaneous Transactions</b> TRICIA BROWN 5163 2800 0107 6777 Monthly Balance	465.86
27 JUL	NICOLE GIBBS 5163 2800 0122 7651 Monthly Balance	1,617.00
27 JUL	SARAH CAPORN 5163 2800 0153 8917 Monthly Balance	280.82
27 JUL	BENJAMIN DAVIES 5163 2800 0197 3585 Monthly Balance	246.67
	<b>Sub Total:</b>	<b>2,610.35</b>
	<b>Grand Total:</b>	<b>654.90 -</b>

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

To help you learn how you can protect your card against unauthorised transactions, you can find more information at [westpac.com.au/businessdispute](https://westpac.com.au/businessdispute)

**Important update to your Terms and Conditions**

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

**Complaints**

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

Online: [www.afca.org.au](https://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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

S002862 / M002862 / 209 / CN1VPCP2



**BusinessChoice Everyday Mastercard® Statement**

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

SHIRE OF QUAIRADING	FILE NO:
	04 AUG 2023
	TO: COPY TO:

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

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

**Card Account Transaction Details**

<b>Account Name</b>	<b>Card Number</b>	<b>Credit Limit</b>	<b>Available Credit</b>
Miss N Gibbs	5163 2800 0122 7651	5,000	5,000.00
<b>Statement From</b>	<b>Statement To</b>	<b>Facility Number</b>	
28 JUN 2023	27 JUL 2023	02752751	

**Summary of Changes in Your Account Since Last Statement**

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	1,617.00	0.00	0.00	1,617.00 -	0.00	0.00	0.00

S1002865 / M1002865 / 209 / CN1 VPCP2

CSF VPC

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Page 1 of 3  
 WBCA4WFGI 0919 2484

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

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

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

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

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


BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
28 JUN	<b>Purchases</b> iStock.com New York AUS	44.00	
02 JUL	COMMERICAL PHOTOGRAPHY, ART AMPOL MUNDARING 55498F MUNDARING SERVICE STATIONS AUS	111.94	
04 JUL	Vistaprint Australia P Derrimut BUSINESS SERVICES NOT ELSEWH AUS	169.98	
07 JUL	BP KENWICK 9030 WATTLE GROVE SERVICE STATIONS AUS	107.14	
14 JUL	MessageMedia Melbourne COMPUTER NETWORK/INFORMATION AUS	108.90	
14 JUL	Just group Australia Melbourne WOMEN'S READY-TO-WEAR STORES AUS	869.62	
16 JUL	QUAIRADING CLUB INC DRINKING PLACES (ALCOHOLIC B WANESDITI Osborne Park AUS	68.00	
17 JUL	MISCELLANEOUS PUBLISHING AND Vistaprint Australia P Derrimut BUSINESS SERVICES NOT ELSEWH AUS	28.00	
18 JUL	Vistaprint Australia P Derrimut BUSINESS SERVICES NOT ELSEWH AUS	40.23	
18 JUL	Just group Australia Melbourne WOMEN'S READY-TO-WEAR STORES AUS	76.96 -	
18 JUL	THE GLDN GRN CAF BKR EATING PLACES, RESTAURANTS QUAIRADING AUS	14.00	
19 JUL	THE GLDN GRN CAF BKR EATING PLACES, RESTAURANTS QUAIRADING AUS	15.00	
23 JUL	PUMA ENERGY SAWYERS SERVICE STATIONS SAWYERS VALLE AUS	117.15	
	<b>Sub Total:</b>	<b>1,617.00</b>	
27 JUL	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	1,617.00 -	

S002885 / M002885 / 209 / CN1VPCP2




BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	<b>Sub Total:</b>	<b>1,617.00 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

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

Cardholder Signature  Date 8/8/23

Transactions examined and approved.

Manager/Supervisor Signature  Date 10/08/2023.

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

To help you learn how you can protect your card against unauthorised transactions, you can find more information at [westpac.com.au/businessdispute](http://westpac.com.au/businessdispute)

**Important update to your Terms and Conditions**

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

**Complaints**

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

Online: [www.afca.org.au](http://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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

S002866 / M002866 / 209 / CN1VPCP2

CSF VPC

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**BusinessChoice Everyday Mastercard® Statement**

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

SHIRE OF QUAIRADING	FILE NO:
	04 AUG 2023
	TO: COPY TO:

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

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

**Card Account Transaction Details**

<b>Account Name</b>	<b>Card Number</b>	<b>Credit Limit</b>	<b>Available Credit</b>
Tricia Brown	5163 2800 0107 6777	1,000	1,000.00
<b>Statement From</b>	<b>Statement To</b>	<b>Facility Number</b>	
28 JUN 2023	27 JUL 2023	02752751	

**Summary of Changes in Your Account Since Last Statement**

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balance	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	465.86	0.00	0.00	465.86 -	0.00	0.00	0.00

S002563 / M002563 / 209 / CN1VPCP2

CSF VPC

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Page 1 of 3

WBCA4WFGI 0919 2482

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

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

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

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

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BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
04 JUL	<b>Purchases</b> WARRRL PERTH AUS	79.34	
06 JUL	MISCELLANEOUS PUBLISHING AND BP QUAIRADING 6561 QUAIRADING AUS	44.95	
09 JUL	AMPOL DAWESVILL 55215F DAWESVILLE AUS SERVICE STATIONS	70.07	
24 JUL	SPOTLIGHT PTY LTD STH MELBOURNE AUS HOME SUPPLY WAREHOUSE STORES	271.50	
	<b>Sub Total:</b>	<b>465.86</b>	
27 JUL	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	465.86 -	
	<b>Sub Total:</b>	<b>465.86 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

S002863 / M002863 / 208 / CN1VPCP2

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

Cardholder Signature \_\_\_\_\_ Date 7/8/23

Transactions examined and approved.

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_



**BusinessChoice Everyday Mastercard® Statement**

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

SHIRE OF QUAIRADING	FILE NO:
	04 AUG 2023
	TO: COPY TO:

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

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

**Card Account Transaction Details**

<b>Account Name</b>	<b>Card Number</b>	<b>Credit Limit</b>	<b>Available Credit</b>
Mrs Sarah Elizabeth Caporn	5163 2800 0153 8917	1,000	1,000.00
<b>Statement From</b>	<b>Statement To</b>	<b>Facility Number</b>	
28 JUN 2023	27 JUL 2023	02752751	

**Summary of Changes in Your Account Since Last Statement**

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balance	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	280.82	0.00	0.00	280.82 -	0.00	0.00	0.00

S002867 / M002867 / 209 / CN1VPCP2

CSF VPC

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**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

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

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

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

**BusinessChoice Everyday Mastercard®**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
30 JUN	<b>Purchases</b> KMART 3341 NORTHAM AUS	57.00	
30 JUN	DISCOUNT STORES YORK GENERAL PRACTIC YORK AUS	148.50	
25 JUL	MEDICAL SERVICES NOT ELSEWHE DMIRS EAST PERTH EAST PERTH AUS	39.00	
26 JUL	GOVERNMENT SERVICES NOT ELSE THE SHOE KINGS GROUP MIDLAND AUS	36.32	
	<b>Sub Total:</b>	<b>280.82</b>	
27 JUL	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	280.82 -	
	<b>Sub Total:</b>	<b>280.82 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

S002867 / M002867 / 209 / CN1VPCP2

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

Cardholder Signature Slayton

Date 8.8.23.

Transactions examined and approved [Signature]

Manager/Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_



**BusinessChoice Everyday Mastercard® Statement**

BENJAMIN DAVIES  
SHIRE OF QUAIRADING  
14 ROBYN ST  
CUNDERDIN WA 6407

SHIRE OF QUAIRADING	FILE NO:
	04 AUG 2023
	TO: COPY TO:

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

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

**Card Account Transaction Details**

<b>Account Name</b>	<b>Card Number</b>	<b>Credit Limit</b>	<b>Available Credit</b>
Benjamin Davies	5163 2800 0197 3585	1,000	1,000.00
<b>Statement From</b>	<b>Statement To</b>	<b>Facility Number</b>	
28 JUN 2023	27 JUL 2023	02752751	

**Summary of Changes in Your Account Since Last Statement**

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balance	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	246.67	0.00	0.00	246.67 -	0.00	0.00	0.00

S902869 / M002869 / 209 / CNTVPCF2

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

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

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


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

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

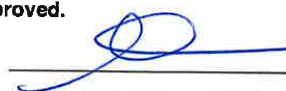
BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
07 JUL	<b>Purchases</b> DUNNINGS TOODYAY JUN TOODYAY AUS	147.67	
10 JUL	SERVICE STATIONS BP BEACON OPT BEACON AUS	99.00	
	FUEL DISPENSER, AUTOMATED		
	<b>Sub Total:</b>	<b>246.67</b>	
27 JUL	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	246.67 -	
	<b>Sub Total:</b>	<b>246.67 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

S002869 / M002869 / 209 / CN1VPCP2

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

Cardholder Signature  Date 7/8/23


Transactions examined and approved.

Manager/Supervisor Signature  Date \_\_\_\_\_

**11.2 Adoption of the 2023-2024 Statutory Budget**

**Responsible Officer** Nicole Gibbs, Chief Executive Officer

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

**Attachments** 1. (i) Statutory Budget 2023-2024 [↓](#) 

**Voting Requirements** Absolute Majority

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

**OFFICER RECOMMENDATION 1**

That Council Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, Council adopt the Budget as contained included at page 1 to 27 in attachment (1) of this agenda, for the 2023/2024 financial year which includes the following:

- Statement of Comprehensive Income by Nature or Type
- Statement of Cash Flows
- Statement of Financial Activity
- Index of Notes to the Budget
- Budget Program Schedules as detailed in notes.

**OFFICER RECOMMENDATION 2**

1. That Council for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Recommendation 1 above, Council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential rates and minimum payments on Gross Rental (GRV) and Unimproved (UV) Values.

1.1 General Rates\*

- GRV – Residential 15.3020 cents in the dollar
- GRV – Industrial 15.3020 cents in the dollar
- GRV – Commercial 15.3020 cents in the dollar
- UV – Rural 0.8259 cents in the dollar

1.2 Minimum Rates

- GRV – Residential \$720
- GRV – Industrial \$720
- GRV – Commercial \$720
- UV – Rural \$720

2. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulation 1996*, Council nominates the following due dates for the payment in full or by instalments:

- **Option 1 (Full Payment)**  
Full amount of rates and charges including arrears, to be paid on or before **Monday 9 October 2023** or 35 days after the date of service appearing on the rate notice whichever is the later.

- **Option 2** (Four Equal Instalments at intervals of two calendar months)
  - First instalment to be made on or before **Monday 9 October 2023** or 35 days after the date of service appearing on the rate notice, whichever is later and including all arrears and a quarter of the current rates and services charges;
  - Second instalment to be made on or before **Monday 11 December 2023**, or 2 months after the due date of the first instalment, whichever is later;
  - Third instalment to be made on or before **Monday 12 February 2024**, or 2 months after the due date of the second instalment, whichever is later; and
  - Fourth instalment to be made on or before **Monday 15 April 2024**, or 2 months after the due date of the third instalment, whichever is later.
- **Option 3** (Alternate payment arrangements as agreed to by the Chief Executive Officer and the Ratepayer)
  3. Pursuant to Section 6.45 of the *Local Government Act 1995*, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of **\$5 for each instalment** after the initial instalment is paid.
  4. Pursuant to Section 6.45 of the *Local Government Act 1995*, Council adopts an alternate payment administration charge where the owner has elected to pay rates (and service charges) through an **alternate payment arrangement of \$25** to recover administration and management costs.
  5. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an **interest rate of 3%** where the owner has elected to pay rates and service charges through an instalment option.
- 1. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an **interest rate of 11%** for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.

### OFFICER RECOMMENDATION 3

That Council Pursuant to Section 6.16 of the *Local Government Act 1995* and other relevant legislation, Council adopt the Fees and Charges included at page 27 to 35 inclusive of the draft 2023-2024 budget included as Attachment (i) of this agenda, which includes the following:

- \$332 per annum per rubbish service, which incorporates the weekly removal of one 240 litre mobile garbage bin and fortnightly removal of one 240 litre recycling bin,

\$332 per annum waste and recycling charge for commercial properties not serviced with a mobile garbage bin.

### OFFICER RECOMMENDATION 4

That Council In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, the level to be used in statements of financial activity in 2023/2024 for reporting material variances shall be 10% or greater and \$10,000 or more.



**IN BRIEF**

The 2023/2024 Statutory Budget documentation has been prepared in accordance with Council direction and taking into account the Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan.

The proposed rates in the dollar will raise \$2,101,109.75 on unimproved value (UV) properties, and \$522,848.44 on gross rental value (GRV) properties, which totals \$2,623,958.19 in gross rates levied. This compares with \$2,479,194 raised in the 2022/2023 budget, an increase of 5.84%

The split of UV/GRV is UV 80% / GRV 20% based on gross rates levied has been maintained.

Fees and Charges have been reviewed in response to escalating costs incurred, such as CPI increases passed on for contracts at 6.0%, salaries and wages increasing in line with the Local Government Industry Award 2020, changes to regulated charges, the rental market and various other influences.

**MATTER FOR CONSIDERATION**

To consider and adopt the Municipal Fund Budget for the 2023/2024 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, establishment of new reserve funds, and other consequential matters arising from the budget papers.

**BACKGROUND**

Council has held two workshops to consider/amend the draft budget and have input into the finalisation of the 2023/2024 budget and schedule of fees and charges.

**STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

*Local Government Act 1995*

*Local Government (Audit) Regulations 1996*

LGA S6.2 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2023/2024 budget as presented is considered to meet statutory requirements.

Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* enables a local government to impose an annual charge in respect of premises with a waste service by the local government.

**POLICY IMPLICATIONS**

Nil

There are no known policy implications arising from this report.

**FINANCIAL IMPLICATIONS**

Specific financial implications are as outlined in the body of this report and as itemised in the draft 2023/2024 budget attached for adoption.

Council's adopted budget underpins all Council's projects and programs for the 2023/2024 year.

The 2023/2024 budget provides for overall increase of 6% in the gross rates levied and a 5.88% increase in the minimum rate to \$720. Council's fees & charges have been reviewed.

The 80% UV and 20% GRV Split has been maintained.

The capital budget totals \$4,767,924 compared to \$3.8M at 2022/2023 budget adoption.

The budget proposes that \$135,000 be transferred to reserve funds and \$1,088,825 be utilised from the various reserves, leaving a projected reserve fund balance at the 30<sup>th</sup> June 2024 of \$3,224,613.

Based on predicted revenue and expenditure for 2023/2024, the expected closing position is \$30,190 to 30 June 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**

While no specific consultation has occurred on the draft 2023/2024 budget, community consultation and engagement has previously occurred during the development of the Strategic Community Plan from which the Corporate Business Plan was developed.

Extensive internal consultation has occurred with all business areas and through briefings and workshops with elected members.

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

**RISK ASSESSMENT**

Option 1	
Financial	Low <i>The budget outlines the expenditure and income for the 2023/2024 financial year and has been developed following consultation with the Executive Management Team and Councillors</i>
Health	Low
Reputation	Low <i>All projected expenditure &amp; income have been included in both the project and operational budgets. The budget has been prepared taking into account the Strategic Community Plan and supporting Integrated Planning documents.</i>
Operations	Low
Natural Environment	Low

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

**COMMENT**

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulation 1996* and Australian Accounting Standards. The main features of the draft budget include:

- The budget has been prepared with a 6% overall rate increase on the basis of raising the revenue to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received other than rates.
- The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the Government services/facilities.
- Fees and charges have been increased by varying amounts in response to CPI (6%) increases passed on by contracts, increased labour costs, increased utility costs and applicable legislation.
- Domestic and commercial rubbish bin collection fees have increased by 6% (CPI), in response to the CPI increase passed on by the waste contractor.

- A capital works program totalling \$4,767,924 for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment as planned. Expenditure on road infrastructure is the major component of this (\$2.87mil).
- There are no new loan borrowings proposed for 2023/2024, however \$96,161 is budgeted in principal repayments for all loans and leases.
- Transfer from reserves are budgeted at \$1,088,825, and transfers to reserves are budgeted at \$135,000.
- An estimated surplus of \$2.2m is to be brought forward from 30 June 2023. However, this is unaudited and may change. Any change will be addressed as part of a future budget review.
- The estimated closing position for 2023/2024 is \$30,190, resulting in a small surplus.

The draft 2023/2024 budget continues to deliver on other strategies adopted by Council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well as on renewing all assets at sustainable levels.

**SHIRE OF QUAIRADING**  
**ANNUAL BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2024**

LOCAL GOVERNMENT ACT 1995

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**SHIRE'S 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.”*

**SHIRE OF QUAIRADING  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	2023/24 Budget	2022/23 Actual	2022/23 Budget
<b>Revenue</b>		\$	\$	\$
Rates	2(a)	2,642,443	2,492,164	2,488,487
Grants, subsidies and contributions	11	437,716	3,019,218	720,087
Fees and charges	18	616,835	597,028	543,171
Interest revenue	12(a)	118,855	137,950	31,127
Other revenue	12(b)	413,189	381,760	364,559
		4,229,038	6,628,120	4,147,431
<b>Expenses</b>				
Employee costs		(2,269,697)	(2,061,226)	(2,382,510)
Materials and contracts		(2,175,621)	(1,929,082)	(1,865,960)
Utility charges		(268,450)	(274,122)	(199,750)
Depreciation	6	(3,152,353)	(3,078,032)	(3,152,569)
Finance costs	12(d)	(13,248)	(10,399)	(14,661)
Insurance		(199,849)	(238,147)	(198,267)
Other expenditure		(134,755)	(88,135)	(165,251)
		(8,213,973)	(7,679,143)	(7,978,968)
		(3,984,935)	(1,051,023)	(3,831,537)
Capital grants, subsidies and contributions	11	2,273,038	1,657,006	2,610,017
Profit on asset disposals	5	42,582	24,900	0
Loss on asset disposals		(75,359)	(31,746)	(229,131)
		2,240,261	1,650,160	2,380,886
<b>Net result for the period</b>		<b>(1,744,674)</b>	<b>599,137</b>	<b>(1,450,651)</b>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
<b>Total other comprehensive income for the period</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income for the period</b>		<b>(1,744,674)</b>	<b>599,137</b>	<b>(1,450,651)</b>

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

**SHIRE OF QUAIRADING  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2024**

	NOTE	2023/24 Budget	2022/23 Actual	2022/23 Budget
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		\$ 2,642,443	\$ 2,440,951	\$ 2,490,537
Grants, subsidies and contributions		961,711	2,283,293	717,037
Fees and charges		616,835	597,028	543,171
Interest revenue		118,855	137,950	31,127
Goods and services tax received		405,962	336,502	391,895
Other revenue		413,189	381,760	364,559
		5,158,995	6,177,484	4,538,326
<b>Payments</b>				
Employee costs		(2,269,697)	(2,078,389)	(2,382,510)
Materials and contracts		(2,248,701)	(1,111,204)	(1,764,160)
Utility charges		(268,450)	(274,122)	(199,750)
Finance costs		(13,248)	(12,088)	(14,661)
Insurance		(199,849)	(238,147)	(198,267)
Goods and services tax paid		(405,962)	(405,962)	(391,895)
Other expenditure		(134,755)	(88,135)	(165,251)
		(5,540,662)	(4,208,047)	(5,116,494)
<b>Net cash provided by (used in) operating activities</b>	4	(381,667)	1,969,437	(578,168)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	5(a)	(1,710,450)	(335,644)	(496,223)
Payments for construction of infrastructure	5(b)	(3,057,474)	(2,720,177)	(3,314,395)
Capital grants, subsidies and contributions		1,887,983	1,658,185	2,145,017
Proceeds from sale of land held for resale	5(c)	0	70,000	0
Proceeds from sale of property, plant and equipment	5(a)	335,000	56,319	96,100
Proceeds on financial assets at amortised cost - self supporting loans	7(a)	0	1,787	1,786
<b>Net cash provided by (used in) investing activities</b>		(2,544,941)	(1,269,530)	(1,567,715)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	7(a)	(64,364)	(66,151)	(66,150)
Payments for principal portion of lease liabilities	8	(31,797)	(29,397)	(40,850)
<b>Net cash provided by (used in) financing activities</b>		(96,161)	(95,548)	(107,000)
<b>Net increase (decrease) in cash held</b>		(3,022,769)	604,359	(2,252,883)
Cash at beginning of year		6,725,895	6,121,536	6,115,962
<b>Cash and cash equivalents at the end of the year</b>	4	<b>3,703,126</b>	<b>6,725,895</b>	<b>3,863,079</b>

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

**SHIRE OF QUAIRADING  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE YEAR ENDED 30 JUNE 2024**

		2023/24	2022/23	2022/23
	NOTE	Budget	Actual	Budget
<b>OPERATING ACTIVITIES</b>				
<b>Revenue from operating activities</b>				
General rates	2(a)	\$ 2,623,958	\$ 2,479,194	\$ 2,475,517
Rates excluding general rates	2(a)	18,485	12,970	12,970
Grants, subsidies and contributions	11	437,716	3,019,218	720,087
Fees and charges	18	616,835	597,028	543,171
Interest revenue	12(a)	118,855	137,950	31,127
Other revenue	12(b)	413,189	381,760	364,559
Profit on asset disposals	5	42,582	24,900	0
		<b>4,271,620</b>	<b>6,653,020</b>	<b>4,147,431</b>
<b>Expenditure from operating activities</b>				
Employee costs		(2,269,697)	(2,061,226)	(2,382,510)
Materials and contracts		(2,175,621)	(1,929,082)	(1,865,960)
Utility charges		(268,450)	(274,122)	(199,750)
Depreciation	6	(3,152,353)	(3,078,032)	(3,152,569)
Finance costs	12(d)	(13,248)	(10,399)	(14,661)
Insurance		(199,849)	(238,147)	(198,267)
Other expenditure		(134,755)	(88,135)	(165,251)
Loss on asset disposals	5	(75,359)	(31,746)	(229,131)
		<b>(8,289,332)</b>	<b>(7,710,889)</b>	<b>(8,208,099)</b>
Non-cash amounts excluded from operating activities	3(b)	3,188,687	3,089,545	3,382,164
<b>Amount attributable to operating activities</b>		<b>(829,025)</b>	<b>2,031,676</b>	<b>(678,504)</b>
<b>INVESTING ACTIVITIES</b>				
<b>Inflows from investing activities</b>				
Capital grants, subsidies and contributions	11	2,273,038	1,657,006	2,610,017
Proceeds from disposal of assets	5	335,000	126,319	96,100
Proceeds from financial assets at amortised cost - self supporting loans	7(a)	0	1,787	1,786
		<b>2,608,038</b>	<b>1,785,112</b>	<b>2,707,903</b>
<b>Outflows from investing activities</b>				
Payments for property, plant and equipment	5(a)	(1,710,450)	(335,644)	(496,223)
Payments for construction of infrastructure	5(b)	(3,057,474)	(2,720,177)	(3,314,395)
		<b>(4,767,924)</b>	<b>(3,055,821)</b>	<b>(3,810,618)</b>
<b>Amount attributable to investing activities</b>		<b>(2,159,886)</b>	<b>(1,270,709)</b>	<b>(1,102,715)</b>
<b>FINANCING ACTIVITIES</b>				
<b>Inflows from financing activities</b>				
Transfers from reserve accounts	9(a)	1,088,825	351,900	351,900
		<b>1,088,825</b>	<b>351,900</b>	<b>351,900</b>
<b>Outflows from financing activities</b>				
Repayment of borrowings	7(a)	(64,364)	(66,151)	(66,150)
Payments for principal portion of lease liabilities	8	(31,797)	(29,397)	(40,850)
Transfers to reserve accounts	9(a)	(220,000)	(850,665)	(570,000)
		<b>(316,161)</b>	<b>(946,213)</b>	<b>(677,000)</b>
<b>Amount attributable to financing activities</b>		<b>772,664</b>	<b>(594,313)</b>	<b>(325,100)</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>				
<b>Surplus or deficit at the start of the financial year</b>	3	2,246,437	2,079,783	2,127,487
Amount attributable to operating activities		(829,025)	2,031,676	(678,504)
Amount attributable to investing activities		(2,159,886)	(1,270,709)	(1,102,715)
Amount attributable to financing activities		772,664	(594,313)	(325,100)
<b>Surplus or deficit at the end of the financial year</b>	3	<b>30,190</b>	<b>2,246,437</b>	<b>21,168</b>

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



**SHIRE OF QUAIRADING  
FOR THE YEAR ENDED 30 JUNE 2024  
INDEX OF NOTES TO THE BUDGET**

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**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**1(a) BASIS OF PREPARATION**

The annual budget is a forward looking document and has been prepared in accordance with the Local Government Act 1995 and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the annual budget be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this annual budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the annual budget has 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 Shire controls resources to carry on its functions have been included in the financial statements forming part of this annual budget.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 17 to the annual budget.

**2022/23 actual balances**

Balances shown in this budget as 2022/23 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

**Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

**Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

**Rounding off figures**

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

**Initial application of accounting standards**

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- AASB 2021-2 Amendments to Australian Accounting Standards
  - Disclosure of Accounting Policies or Definition of Accounting Estimates
- AASB 2021-6 Amendments to Australian Accounting Standards
  - Disclosure of Accounting Policies: Tier 2 and Other Australian Accounting Standards
- AASB 2022-7 Editorial Corrections to Australian Accounting Standards and Repeal of Superseded and Redundant Standards

It is not expected these standards will have an impact on the annual budget.

**New accounting standards for application in future years**

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards
  - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2020-1 Amendments to Australian Accounting Standards
  - Classification of Liabilities as Current or Non-current
- AASB 2021-7c Amendments to Australian Accounting Standards
  - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-5 Amendments to Australian Accounting Standards
  - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards
  - Non-current Liabilities with Covenants
- AASB 2022-10 Amendments to Australian Accounting Standards
  - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

It is not expected these standards will have an impact on the annual budget.

**Judgements, estimates and assumptions**

The preparation of the annual budget 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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**1(b) KEY TERMS AND DEFINITIONS - NATURE OR TYPE**

**REVENUES**

**RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum payment, interim rates, back rates, ex-gratia rates, less discounts offered.

Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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.

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

**FEES AND CHARGES**

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 the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water.

Exclude rubbish removal charges which should not be classified as a service charge. 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 EARNINGS**

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 cannot be classified under the above headings, includes dividends, discounts, rebates etc.

**PROFIT ON ASSET DISPOSAL**

Gain on the disposal of assets including gains on the disposal of long-term investments.

**EXPENSES**

**EMPLOYEE COSTS**

All costs associated 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.

Note *AASB 119 Employee Benefits* provides a definition of employee benefits which should be considered.

**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 (such as telephone and internet charges), 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 and rental or lease expenditures.

**UTILITIES (GAS, ELECTRICITY, WATER)**

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 ON NON-CURRENT ASSETS**

Depreciation and amortisation expenses 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 levies including DFES levy and State taxes. Donations and subsidies made to community groups.

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**2. RATES AND SERVICE CHARGES**

**(a) Rating Information**

Rate Description	Basis of valuation	Rate in	Number of properties	Rateable value	2023/24 Budgeted rate revenue	2023/24 Budgeted interim rates	2023/24 Budgeted back rates	2023/24 Budgeted total revenue	2022/23 Actual total revenue	2022/23 Budget total revenue
		\$		\$	\$	\$	\$	\$	\$	\$
<b>(i) General rates</b>										
GRV - Residential	Gross rental valuation	0.153020	316	2,567,764	392,919	0	0	392,919	371,764	371,764
GRV - Industrial	Gross rental valuation	0.153020	22	280,765	42,963	0	0	42,963	40,649	40,649
GRV - Commercial	Gross rental valuation	0.153020	11	248,376	38,006	0	0	38,006	35,960	35,960
UV - Rural	Unimproved valuation	0.008259	359	249,782,000	2,062,950	0	0	2,062,950	1,951,941	1,948,264
Non Rateable			228	294,438	0			0		0
<b>Total general rates</b>			936	253,173,343	2,536,838	0	0	2,536,838	2,400,314	2,396,637
<b>(ii) Minimum payment</b>										
		\$								
GRV - Residential	Gross rental valuation	720	61	62,032	43,920	0	0	43,920	41,480	41,480
GRV - Industrial	Gross rental valuation	720	7	9,115	5,040	0	0	5,040	3,400	3,400
GRV - Commercial	Gross rental valuation	720	0	0	0	0	0	0	0	0
UV - Rural	Unimproved valuation	720	53	2,200,062	38,160	0	0	38,160	34,000	34,000
<b>Total minimum payments</b>			121	2,271,209	87,120	0	0	87,120	78,880	78,880
<b>Total general rates and minimum payments</b>			1,057	255,444,552	2,623,958	0	0	2,623,958	2,479,194	2,475,517
<b>(iv) Ex-gratia rates</b>										
CBH Receival Bin	Tonnage		1	398,070	18,485	0	0	18,485	12,970	12,970
<b>Total ex-gratia rates</b>			1	398,070	18,485	0	0	18,485	12,970	12,970
					2,642,443	0	0	2,642,443	2,492,164	2,488,487
<b>Total rates</b>					2,642,443	0	0	2,642,443	2,492,164	2,488,487

The Shire did not raise specified area rates for the year ended 30th June 2024.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all other properties are rated according to their Unimproved Valuation (UV).

The general rates detailed for the 2023/24 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than general rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**2. RATES AND SERVICE CHARGES (CONTINUED)**

**(b) Interest Charges and Instalments - Rates and Service Charges**

The following instalment options are available to ratepayers for the payment of rates and service charges.

**Option 1 (Full Payment)**

Full amount of rates and charges including arrears, to be paid on or before 9 October 2023 or 35 days after the date of issue appearing on the rate notice, whichever is the later.

**Option 2 (Four Instalments)**

First instalment to be made on or before 9 October 2023 or 35 days after the date of issue appearing on the rate notice, whichever is the later including all arrears and a quarter of the current rates and service charges;  
Second instalment to be made on or before 11 December 2023 or 2 months after the first instalment, whichever is the later;  
Third instalment to be made on or before 12 February 2024 or 2 months after the second instalment, whichever is the later; and  
Fourth instalment to be made on or before 15 April 2024 or 2 months after the third instalment, whichever is the later.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
<b>Option one</b>				
Single full payment	9/10/2023	0	0.00%	11.00%
<b>Option two</b>				
First instalment	9/10/2023	0	0.00%	11.00%
Second instalment	11/12/2023	5	3.00%	11.00%
Third instalment	12/02/2024	5	3.00%	11.00%
Fourth instalment	15/04/2024	5	3.00%	11.00%

	2023/24 Budget revenue	2022/23 Actual revenue	2022/23 Budget revenue
	\$	\$	\$
Instalment plan admin charge revenue	1,500	1,415	1,700
Instalment plan interest earned	3,000	2,239	3,000
Interest on ESL	650	641	650
Interest on deferred rates	200	0	400
Unpaid rates and service charge interest earned	15,000	14,985	15,000
	20,350	19,280	20,750

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**2. RATES AND SERVICE CHARGES (CONTINUED)**

**(c) Specified Area Rate**

The Shire did not raise specified area rates for the year ended 30th June 2024.

**(d) Service Charges**

The Shire did not raise service charges for the year ended 30th June 2024.

**(e) Early payment discounts**

The Shire does not provide for early payment discounts for the year ended 30th June 2024.

**(f) Waivers or concessions**

The Shire does not anticipate any waivers or concessions for the year ended 30th June 2024.

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**3. NET CURRENT ASSETS**

**(a) Composition of estimated net current assets**

Note	2023/24 Budget 30 June 2024	2022/23 Actual 30 June 2023	2022/23 Budget 30 June 2023
	\$	\$	\$
<b>Current assets</b>			
Cash and cash equivalents	3,703,126	6,725,895	3,863,079
Receivables	539,764	581,814	295,828
Contract assets	332,395	837,395	187,708
Inventories	5,679	3,174	15,334
Other assets	4,431	4,431	7,770
	4,585,395	8,152,709	4,369,719
<b>Less: current liabilities</b>			
Trade and other payables	(952,588)	(1,023,163)	(418,606)
Contract liabilities	(169,122)	(192,177)	(2,704)
Capital grant/contribution liability	(87,654)	(472,709)	(3,276)
Lease liabilities	(31,797)	(31,797)	(3,252)
Employee provisions	(246,086)	(246,086)	(276,993)
Other provisions	0	0	(1,298)
	(1,487,247)	(2,030,296)	(706,129)
<b>Net current assets</b>	3,098,148	6,122,413	3,663,590
<b>Less: Total adjustments to net current assets</b>	(3,067,958)	(3,875,976)	(3,642,422)
<b>Net current assets used in the Rate Setting Statement</b>	30,190	2,246,437	21,168

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**3. NET CURRENT ASSETS (CONTINUED)**

**EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)**

**Items excluded from calculation of budgeted deficiency**

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

**(b) Non-cash amounts excluded from operating activities**

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with *Financial Management Regulation 32*.

Note	2023/24 Budget 30 June 2024	2022/23 Actual 30 June 2023	2022/23 Budget 30 June 2023
	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(42,582)	(24,900)	0
Add: Loss on asset disposals	75,359	31,746	229,131
Add: Depreciation	3,152,353	3,078,032	3,152,569
Movement in current employee provisions associated with restricted cash	3,557	4,667	464
<b>Non cash amounts excluded from operating activities</b>	3,188,687	3,089,545	3,382,164

**(c) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

**Adjustments to net current assets**

Less: Cash - reserve accounts	(3,224,614)	(4,093,439)	(3,812,774)
Less: Current assets not expected to be received at end of year			
- Land held for resale	(50,000)	(50,000)	0
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	0	64,364	0
- Current portion of lease liabilities	31,797	31,797	3,252
- Current portion of employee benefit provisions held in reserve	174,859	171,302	167,100
<b>Total adjustments to net current assets</b>	(3,067,958)	(3,875,976)	(3,642,422)

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**3(d) NET CURRENT ASSETS (CONTINUED)**

**MATERIAL ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

**PREPAID RATES**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

**INVENTORIES**

**General**

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.

**Superannuation**

The Shire contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**LAND HELD FOR RESALE**

Land held for development and sale 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. Finance 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 on to the buyer at this point.

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

**GOODS AND SERVICES TAX (GST)**

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.

**CONTRACT LIABILITIES**

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**TRADE AND OTHER RECEIVABLES**

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

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

**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 determination of the net current asset position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

**Other long-term employee benefits**

Long-term employee benefits provisions 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 remeasurements 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 ASSETS**

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.



**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**4. RECONCILIATION OF CASH**

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	Note	2023/24 Budget	2022/23 Actual	2022/23 Budget
Cash at bank and on hand		\$ 1,075,593	\$ 3,097,272	\$ 154,368
Term deposits		2,627,533	3,628,623	3,708,711
<b>Total cash and cash equivalents</b>		<b>3,703,126</b>	<b>6,725,895</b>	<b>3,863,079</b>
Held as				
- Unrestricted cash and cash equivalents	3(a)	390,858	2,159,747	50,305
- Restricted cash and cash equivalents	3(a)	3,312,268	4,566,148	3,812,774
		3,703,126	6,725,895	3,863,079
<b>Restrictions</b>				
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
- Cash and cash equivalents		3,312,268	4,566,148	3,812,774
		3,312,268	4,566,148	3,812,774
The assets are restricted as a result of the specified purposes associated with the liabilities below:				
Financially backed reserves	9	3,224,614	4,093,439	3,812,774
Unspent capital grants, subsidies and contribution liabilities		87,654	472,709	0
		3,312,268	4,566,148	3,812,774
<b>Reconciliation of net cash provided by operating activities to net result</b>				
<b>Net result</b>		(1,744,674)	599,137	(1,450,651)
Depreciation	6	3,152,353	3,078,032	3,152,569
(Profit)/loss on sale of asset	5	32,777	6,846	229,131
(Increase)/decrease in receivables		42,050	(243,605)	2,050
(Increase)/decrease in contract assets		505,000	(649,688)	0
(Increase)/decrease in inventories		(2,505)	51,339	(3,200)
(Increase)/decrease in other assets		0	2,741	0
Increase/(decrease) in payables		(70,575)	744,946	105,000
Increase/(decrease) in contract liabilities		(23,055)	36,695	(3,050)
Increase/(decrease) in unspent capital grants		(385,055)	1,179	(465,000)
Capital grants, subsidies and contributions		(1,887,983)	(1,658,185)	(2,145,017)
<b>Net cash from operating activities</b>		<b>(381,667)</b>	<b>1,969,437</b>	<b>(578,168)</b>

**MATERIAL ACCOUNTING POLICES**

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

**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.

SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024

5. FIXED ASSETS

The following assets are budgeted to be acquired and/or disposed of during the year.

	2023/24 Budget				2022/23				2022/23 Budget			
	2023/24 Budget Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit or Loss	2022/23 Actual Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit or Loss	2022/23 Budget Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit or Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>(a) Property, Plant and Equipment</b>												
Buildings - non-specialised	409,750	0	0	0	0	0	0	0	0	186,920	0	(186,920)
Buildings - specialised	235,295	0	0	0	44,445	0	0	0	40,000	0	0	0
Furniture and equipment	35,000	0	0	0	81,699	20,293	0	(20,293)	72,000	0	0	0
Plant and equipment	1,030,405	367,777	335,000	(32,777)	209,500	62,872	56,319	(6,553)	384,223	0	0	0
Work in Progress @ Cost				0				0		138,311	96,100	(42,211)
<b>Total</b>	<b>1,710,450</b>	<b>367,777</b>	<b>335,000</b>	<b>(32,777)</b>	<b>335,644</b>	<b>83,165</b>	<b>56,319</b>	<b>(26,846)</b>	<b>496,223</b>	<b>325,231</b>	<b>96,100</b>	<b>(229,131)</b>
<b>(b) Infrastructure</b>												
Infrastructure - roads	1,839,526	0	0	0	1,914,648	0	0	0	1,917,231	0	0	0
Other infrastructure - Footpaths	0	0	0	0	32,079	0	0	0	60,565	0	0	0
Infrastructure - Other	1,217,948	0	0	0	773,450	0	0	0	1,336,599	0	0	0
<b>Total</b>	<b>3,057,474</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,720,177</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,314,395</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>(c) Land held for resale</b>												
Development costs	0	0	0	0	0	50,000	70,000	20,000	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>70,000</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>4,767,924</b>	<b>367,777</b>	<b>335,000</b>	<b>(32,777)</b>	<b>3,055,821</b>	<b>133,165</b>	<b>126,319</b>	<b>(6,846)</b>	<b>3,810,618</b>	<b>325,231</b>	<b>96,100</b>	<b>(229,131)</b>

**MATERIAL ACCOUNTING POLICIES**

**RECOGNITION OF ASSETS**

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5). These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

**GAINS AND LOSSES ON DISPOSAL**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**6. DEPRECIATION**

**By Class**

Buildings - non-specialised
Buildings - specialised
Furniture and equipment
Plant and equipment
Infrastructure - roads
Other infrastructure - Footpaths
Other infrastructure - Bridges
Infrastructure - Other
Right of use - plant and equipment

	2023/24 Budget	2022/23 Actual	2022/23 Budget
	\$	\$	\$
Buildings - non-specialised	26,486	25,862	30,373
Buildings - specialised	262,683	256,490	257,977
Furniture and equipment	28,175	27,511	21,902
Plant and equipment	345,284	337,143	357,836
Infrastructure - roads	1,894,994	1,850,317	1,885,787
Other infrastructure - Footpaths	35,754	34,911	32,067
Other infrastructure - Bridges	159,826	156,058	160,993
Infrastructure - Other	369,172	360,468	369,374
Right of use - plant and equipment	29,979	29,272	36,260
<b>Total</b>	<b>3,152,353</b>	<b>3,078,032</b>	<b>3,152,569</b>

**By Program**

Law, order, public safety
Health
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

	2023/24 Budget	2022/23 Actual	2022/23 Budget
	\$	\$	\$
Law, order, public safety	106,566	106,566	106,507
Health	7,696	7,696	8,089
Education and welfare	26,153	26,153	26,139
Housing	57,716	57,716	61,181
Community amenities	58,067	58,067	62,337
Recreation and culture	259,819	259,818	261,532
Transport	2,086,431	2,086,432	2,059,064
Economic services	204,519	204,519	194,878
Other property and services	345,386	271,065	372,842
<b>Total</b>	<b>3,152,353</b>	<b>3,078,032</b>	<b>3,152,569</b>

**MATERIAL ACCOUNTING POLICIES**

**DEPRECIATION**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings	25 - 95 years
Furniture and equipment	5 - 40 years
Plant and equipment	4 - 40 years
Unsealed Roads	
Culverts/Floodways	60 - 100 Years
Concrete Footpaths	40 - 65 Years
Footpaths Other	15 - 65 Years
Kerbing	60 - 100 Years
Bridges	80 - 175 Years
Other Infrastructure	10 - 175 years
Right of Use Assets	Based on the remaining lease

SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024

7. BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget	2023/24	2023/24	Budget	2023/24	Actual	2022/23	2022/23	Actual	2022/23	Budget	2022/23	2022/23	Budget	2022/23
				Principal	Budget	Budget	Principal	Principal		Actual	Actual	Actual	Principal		Budget	Budget	Budget	Principal
				1 July 2023	New Loans	Principal Repayments	outstanding 30 June 2024	Budget Interest Repayments	1 July 2022	New Loans	Principal Repayments	Principal outstanding 30 June 2023	Actual Interest Repayments	1 July 2022	New Loans	Principal Repayments	Principal outstanding 30 June 2023	Budget Interest Repayments
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>				0			0					0					0	
Golf Club	117	WATC	4.08%	0	0	0	0	(5)	1,787	0	(1,787)	0	(53)	1,786	0	(1,786)	0	(77)
<b>Transport</b>				0			0					0					0	
Depot Building	118	WATC	3.04%	193,914	0	(49,813)	144,101	(10,647)	243,727	0	(49,813)	193,914	(8,422)	293,540	0	(49,813)	243,727	(10,647)
<b>Economic Services</b>				0			0					0					0	
Park Cottages	119	WATC	1.49%	85,445	0	(14,551)	70,894	(2,431)	99,996	0	(14,551)	85,445	(1,491)	114,547	0	(14,551)	99,996	(2,431)
				279,359	0	(64,364)	214,995	(13,078)	343,723	0	(64,364)	279,359	(9,913)	408,087	0	(64,364)	343,723	(13,078)
<b>Self Supporting Loans</b>																		
<b>Recreation and culture</b>				0			0	(5)	1,787	0	(1,787)	0	(53)	1,786	0	(1,786)	0	(77)
Golf Club	117	WATC	4.08%	0	0	0	0	(5)	1,787	0	(1,787)	0	(53)	1,786	0	(1,786)	0	(77)
				279,359	0	(64,364)	214,995	(13,083)	345,510	0	(66,151)	279,359	(9,966)	409,873	0	(66,150)	343,723	(13,155)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.  
The self supporting loan(s) repayment will be fully reimbursed.

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**7. BORROWINGS**

**(b) New borrowings - 2023/24**

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2024

**(c) Unspent borrowings**

The Shire had no unspent borrowing funds as at 30th June 2023 nor is it expected to have unspent borrowing funds as at 30th June 2024.

**(d) Credit Facilities**

	<b>2023/24 Budget</b>	<b>2022/23 Actual</b>	<b>2022/23 Budget</b>
	\$	\$	\$
Credit card limit	10,000	10,000	10,000
Credit card balance at balance date	0	(2,610)	0
<b>Total amount of credit unused</b>	<b>10,000</b>	<b>7,390</b>	<b>10,000</b>
<b>Loan facilities</b>			
Loan facilities in use at balance date	214,995	279,359	343,723

**MATERIAL ACCOUNTING POLICIES**

**BORROWING COSTS**

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy due to the unobservable inputs, including own credit risk.

SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024

8. LEASE LIABILITIES

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	Budget Lease Principal 1 July 2023	2023/24 Budget New Leases	2023/24 Budget Lease Principal Repayments	Budget Lease Principal outstanding 30 June 2024	2023/24 Budget Lease Interest Repayments	Actual Principal 1 July 2022	2022/23 Actual New Leases	2022/23 Actual Lease Principal repayments	Actual Lease Principal outstanding 30 June 2023	2022/23 Actual Lease Interest repayments	Budget Principal 1 July 2022	2022/23 Budget New Leases	2022/23 Budget Lease Principal repayments	Budget Lease Principal outstanding 30 June 2023	2022/23 Budget Lease Interest repayments
<b>Law, order, public safety</b>					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
CESM Vehicle Lease	2	Summit Fleet	1.10%	36 Months	17,555	0	(17,555)	0	(72)	43,647		(26,092)	17,555	(349)	43,647		(26,092)	17,555	(349)
<b>Economic services</b>																			
Skeleton Weed Vehicle	4	ANZ	1.10%	60 months	0	0	0	0	0	0		0	0	0	53,618		(11,461)	42,157	(1,064)
<b>Other property and services</b>																			
Administration Photocopier	3	Canon finance	1.40%	4 Years	3,335	0	(3,335)	0	(93)	6,640		(3,305)	3,335	(84)	9,892		(3,297)	6,595	(93)
<b>Economic Services</b>																			
Matrix Cardio Equipment	5	Maia Financial	4.95%	48 Months	0	0	(10,907)	(10,907)	0	0		0	0	0					
					20,890	0	(31,797)	(10,907)	(165)	50,287	0	(29,397)	20,890	(433)	107,157	0	(40,850)	66,307	(1,506)

MATERIAL ACCOUNTING POLICIES

LEASES

At the inception of a contract, the Shire assesses whether the contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and a lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

LEASE LIABILITIES

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**9. RESERVE ACCOUNTS**

**(a) Reserve Accounts - Movement**

	2023/24 Budget Opening Balance	2023/24 Transfer to Budget	2023/24 Budget Transfer (from)	2023/24 Budget Closing Balance	2022/23 Actual Opening Balance	2022/23 Actual Transfer to	2022/23 Actual Transfer (from)	2022/23 Actual Closing Balance	2022/23 Budget Opening Balance	2022/23 Budget Transfer to	2022/23 Budget Transfer (from)	2022/23 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by council</b>												
(a) Long Service & Annual Leave Reserve	171,302	3,557	0	174,859	166,635	4,667	0	171,302	166,636	464	0	167,100
(b) Building & Infrastructure Reserve	925,026	19,208	(430,000)	514,234	972,784	27,242	(75,000)	925,026	972,784	2,706	(75,000)	900,490
(c) Furniture, Fittings & Equipment Reserve	72,254	1,500	(10,000)	63,754	114,060	3,194	(45,000)	72,254	114,060	317	(45,000)	69,377
(d) Plant Reserve	779,333	151,183	(478,000)	452,516	740,496	270,737	(231,900)	779,333	740,496	252,060	(231,900)	760,656
(e) Health Reserve	99,576	2,068	0	101,644	48,226	51,350	0	99,576	48,225	134	0	48,359
(f) Swimming Pool Reserve	20,278	421	0	20,699	264	20,014	0	20,278	264	1	0	265
(g) Sustainable Environment Reserve	171,412	3,559	0	174,971	166,742	4,670	0	171,412	166,743	464	0	167,207
(h) Town Planning & Development Reserve	72,050	1,496	0	73,546	2,001	70,049	0	72,050	2,000	6	0	2,006
(i) Homeswest Joine Ventre Housing Reserve	5,425	113	0	5,538	5,277	148	0	5,425	5,277	15	0	5,292
(j) Road Infrastructure Reserve	550,929	11,440	(85,675)	476,694	428,918	122,011	0	550,929	428,919	61,193	0	490,112
(k) Rec Centre Multi Purpose Precinct Reserve	538,611	11,184	0	549,795	378,025	160,586	0	538,611	378,024	151,052	0	529,076
(l) Building Renewal Reserve	125,739	2,611	0	128,350	122,314	3,425	0	125,739	122,314	340	0	122,654
(m) Independent Living Reserve	561,504	11,660	(85,150)	488,014	448,932	112,572	0	561,504	448,932	101,248	0	550,180
	4,093,439	220,000	(1,088,825)	3,224,614	3,594,674	850,665	(351,900)	4,093,439	3,594,674	570,000	(351,900)	3,812,774
	4,093,439	220,000	(1,088,825)	3,224,614	3,594,674	850,665	(351,900)	4,093,439	3,594,674	570,000	(351,900)	3,812,774

**(b) Reserve Accounts - Purposes**

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Long Service & Annual Leave Reserve	On Going	To be used to fund future Employee Leave requirements.
(b) Building & Infrastructure Reserve	On Going	To be used to Develop and Upgrade Council Infrastructure and Building Assets.
(c) Furniture, Fittings & Equipment Reserve	On Going	To be used in funding the various furniture, fittings and equipment installed in Council buildings and for the purchase of IT Hardware and Software.
(d) Plant Reserve	On Going	To be used to assist in funding the purchase of major plant items.
(e) Health Reserve	On Going	To be used to assist in funding the improvement of Medical Services and Facilities.
(f) Swimming Pool Reserve	On Going	To be used to assist in funding future major capital/upgrade works at the Quairading Memorial Swimming Pool.
(g) Sustainable Environment Reserve	On Going	To be used to assist in funding projects and initiatives which foster a sustainable environment. Such areas include waste management,
(h) Town Planning & Development Reserve	On Going	To be used to assist in funding of planning and implementation of the development of Council land and the purchase of land for future
(i) Homeswest Joine Ventre Housing Reserve	On Going	To be used to assist with compliance with Council's Joint Venture Agreement held with the State Housing Commission and to provide
(j) Road Infrastructure Reserve	On Going	To be used towards road infrastructure projects including replacement of culverts and bridges.
(k) Rec Centre Multi Purpose Precinct Reserve	On Going	To be used in providing assistance in the future redevelopment and capital upgrade works at the Multi Purpose Precinct.
(l) Building Renewal Reserve	On Going	To be used to fund the maintenance and renewal of Councils Building assets.
(m) Independent Living Reserve	On Going	To be used to fund the development of Independent Living Units.

**SHIRE OF QUAIRADING  
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FOR THE YEAR ENDED 30 JUNE 2024**

**10 REVENUE RECOGNITION**

**MATERIAL ACCOUNTING POLICIES**

Recognition of revenue from contracts with customers is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of Revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods



**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**11. PROGRAM INFORMATION**

**(a) Key Terms and Definitions - Reporting Programs**

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

**OBJECTIVE**

**ACTIVITIES**

**Governance**

To provide a decision making process for the efficient allocation of scarce resources

Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.

**General purpose funding**

To collect revenue to allow for the provision of services to the Community

Rates, general purpose government grants and interest revenue

**Law, order, public safety**

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

Supervision and enforcement of various Acts, regulations and by-laws relating to fire prevention, animal control and other aspects of public safety including emergency services

**Health**

To provide an operational framework for environmental and community health

Inspection of food outlets, noise control and waste disposal compliance. Administration of the Quairading Medical Practice and provision of various medical facilities.

**Education and welfare**

Provide services to the elderly, children, youth and disadvantaged

Maintenance of the Daycare facility. Provision and/or support of community care programs and youth services and provision of services provided by the Community Resource Centre

**Housing**

To provide and maintain staff and rental housing

Provision and maintenance of staff, aged, rental and joint venture housing

**Community amenities**

To provide services required by the community

Rubbish collection services, operation of rubbish disposal sites, litter control, administration of town planning schemes. Administration and maintenance of cemetery and public conveniences and community bus.

**Recreation and culture**

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

Maintenance of public halls, aquatic centres, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens, reserves and playgrounds. Provision of library services and the support of other heritage and cultural facilities and services.

**Transport**

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

Construction and maintenance of roads, streets, footpaths, depots, airstrip, bridges and traffic control. Cleaning of streets and maintenance of street trees, street lighting, etc. Provision of police licensing services.

**Economic services**

To help promote the shire and its economic wellbeing.

The regulation and provision of tourism, area promotion, building control and noxious weeds.

**Other property and services**

To monitor and control council's overhead operating accounts

Private works, plant repair and operation costs, public works overheads and administration costs.

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**11 PROGRAM INFORMATION (Continued)**

**(b) Income and expenses**

	<b>2023/24 Budget</b>	<b>2022/23 Actual</b>	<b>2022/23 Budget</b>
<b>Income excluding grants, subsidies and contributions</b>	\$	\$	\$
Governance	500	2	500
General purpose funding	2,769,658	2,639,997	2,527,087
Law, order, public safety	177,667	138,806	171,565
Health	500	34,238	1,192
Education and welfare	65,130	53,155	62,803
Housing	146,657	112,229	122,195
Community amenities	204,351	206,802	172,522
Recreation and culture	27,255	28,799	27,076
Transport	63,102	26,312	20,520
Economic services	351,384	357,473	294,684
Other property and services	27,700	35,989	27,200
	<b>3,833,904</b>	<b>3,633,802</b>	<b>3,427,344</b>
<b>Grants, subsidies and contributions</b>			
General purpose funding	98,240	2,762,065	504,312
Law, order, public safety	133,395	49,064	38,819
Health	25,000	11,854	10,000
Education and welfare	250	2,843	250
Community amenities	3,850	0	0
Recreation and culture	0	11,620	1,500
Transport	171,105	162,757	159,330
Other property and services	5,876	19,015	5,876
	<b>437,716</b>	<b>3,019,218</b>	<b>720,087</b>
<b>Capital grants, subsidies and contributions</b>			
Law, order, public safety	8,439	0	0
Community amenities	6,926	0	0
Recreation and culture	826,267	660,687	1,033,042
Transport	1,431,406	996,319	1,576,975
	<b>2,273,038</b>	<b>1,657,006</b>	<b>2,610,017</b>
<b>Total Income</b>	<b>6,544,658</b>	<b>8,310,026</b>	<b>6,757,448</b>
<b>Expenses</b>			
Governance	(733,281)	(646,755)	(714,290)
General purpose funding	(123,625)	(55,275)	(76,883)
Law, order, public safety	(665,259)	(443,409)	(544,136)
Health	(488,216)	(414,320)	(366,622)
Education and welfare	(290,574)	(211,661)	(249,561)
Housing	(200,279)	(228,384)	(418,337)
Community amenities	(633,700)	(621,642)	(539,724)
Recreation and culture	(1,177,485)	(1,015,439)	(1,048,165)
Transport	(2,876,369)	(2,870,782)	(3,165,567)
Economic services	(1,054,670)	(958,221)	(1,045,114)
Other property and services	(45,874)	(245,001)	(39,700)
<b>Total expenses</b>	<b>(8,289,332)</b>	<b>(7,710,889)</b>	<b>(8,208,099)</b>
<b>Net result for the period</b>	<b>(1,744,674)</b>	<b>599,137</b>	<b>(1,450,651)</b>

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**12. OTHER INFORMATION**

	<b>2023/24 Budget</b>	<b>2022/23 Actual</b>	<b>2022/23 Budget</b>
<b>The net result includes as revenues</b>	\$	\$	\$
<b>(a) Interest earnings</b>			
Investments			
- Reserve accounts	85,000	96,844	10,000
- Other funds	15,000	23,215	2,077
- Self supporting loans	5	26	0
Other interest revenue	18,850	17,865	19,050
	<u>118,855</u>	<u>137,950</u>	<u>31,127</u>
* The Shire has resolved to charge interest under section 6.13 for the late payment of any amount of money at 11%.			
<b>(b) Other revenue</b>			
Reimbursements and recoveries	413,189	381,760	322,459
Other	0	0	42,100
	<u>413,189</u>	<u>381,760</u>	<u>364,559</u>
<b>The net result includes as expenses</b>			
<b>(c) Auditors remuneration</b>			
Audit services	32,000	32,220	30,000
Other services	8,000	3,027	7,000
	<u>40,000</u>	<u>35,247</u>	<u>37,000</u>
<b>(d) Interest expenses (finance costs)</b>			
Borrowings (refer Note 7(a))	13,083	9,966	13,155
expense on lease liabilities (refer Note 8)	165	433	1,506
	<u>13,248</u>	<u>10,399</u>	<u>14,661</u>
<b>(e) Write offs</b>			
General rate	2,000	1,809	2,509
	<u>2,000</u>	<u>1,809</u>	<u>2,509</u>

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**13. ELECTED MEMBERS REMUNERATION**

	<b>2023/24 Budget</b>	<b>2022/23 Actual</b>	<b>2022/23 Budget</b>
	\$	\$	\$
<b>Cr Peter Smith</b>			
President's allowance	1,100	526	526
Meeting attendance fees	5,780	5,741	7,406
	<b>6,880</b>	<b>6,267</b>	<b>7,932</b>
<b>Cr Johnathon Hippisly</b>			
Deputy President's allowance	0	0	4,172
Meeting attendance fees	3,195	3,122	0
	<b>3,195</b>	<b>3,122</b>	<b>4,172</b>
<b>Cr Jo Haythornthwaite</b>			
Meeting attendance fees	2,795	2,760	3,704
	<b>2,795</b>	<b>2,760</b>	<b>3,704</b>
<b>Cr Trevor Stacey</b>			
Meeting attendance fees	2,955	3,122	4,016
	<b>2,955</b>	<b>3,122</b>	<b>4,016</b>
<b>Cr Becky Cowcill</b>			
Meeting attendance fees	2,795	2,810	3,704
	<b>2,795</b>	<b>2,810</b>	<b>3,704</b>
<b>Cr Ej Chang</b>			
Meeting attendance fees	2,795	2,746	3,704
	<b>2,795</b>	<b>2,746</b>	<b>3,704</b>
<b>Cr Jo Hayes</b>			
Meeting attendance fees	2,795	2,604	3,704
	<b>2,795</b>	<b>2,604</b>	<b>3,704</b>
<b>Cr B McGuinness</b>			
Meeting attendance fees	0	0	4,016
<b>Total Elected Member Remuneration</b>	<b>24,210</b>	<b>23,431</b>	<b>34,952</b>
President's allowance	1,100	526	526
Deputy President's allowance	0	0	4,172
Meeting attendance fees	23,110	22,905	30,254
	<b>24,210</b>	<b>23,431</b>	<b>34,952</b>

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**16. JOINT ARRANGEMENTS**

**(a) Share of joint operations**

The Shire of Quairading has participated in a joint venture with Homeswest for the construction of two three bedroom duplex units in Suburban Road, Quairading. The provision of this housing aims to provide accommodation for low income families. The Shire of Quairading has a 18.95% interest in the assets and liabilities of this joint venture. Council manages the operation of the joint venture under the auspices of Homeswest. All revenue and expenses of the joint venture are recognised in the relevant financial statements of Council.

**Statement of Comprehensive Income**

	<b>2023/24 Budget</b>	<b>2022/23 Actual</b>	<b>2022/23 Budget</b>
	\$	\$	\$
Other revenue	12,688	9,021	4,988
Total operating revenue	12,688	9,021	4,988
Depreciation	(783)	(946)	(1,248)
Other expenses	(11,842)	(20,264)	(24,003)
Total operating expenses	(12,625)	(21,210)	(25,251)
<b>Net result for the period</b>	<b>63</b>	<b>(12,189)</b>	<b>(20,263)</b>
<b>Other comprehensive income</b>			
	0	0	0
<b>Total comprehensive income for the period</b>	<b>63</b>	<b>(12,189)</b>	<b>(20,263)</b>

**MATERIAL ACCOUNTING POLICIES**

**Interests in Joint Arrangements**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required. Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire of Quairading's interests in the assets liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**17. TRUST FUNDS**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

<b>Detail</b>	<b>Balance 1 July 2023</b>	<b>Estimated amounts received</b>	<b>Estimated amounts paid</b>	<b>Estimated balance 30 June 2024</b>
	\$	\$	\$	\$
Building Services Levy (BSL)	1,088	1,088	(544)	1,632
Construction Training Fund (CTF)	492	492	(383)	601
Key, Hall & Equipment Bonds	5,266	23,920	(27,266)	1,920
Unclaimed Monies	1,153	0	0	1,153
Department of Transport Licencing	3,014	391,886	(391,606)	3,294
Other Bonds & Deposits	83,064		(1,929)	81,135
Community Bus Bonds	291	900	(1,266)	(75)
Rental Bonds	2,228	3,752	(2,998)	2,982
	<b>96,596</b>	<b>422,037</b>	<b>(425,992)</b>	<b>92,642</b>

**SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2024**

**18. FEES AND CHARGES**

	<b>2023/24 Budget</b>	<b>2022/23 Actual</b>	<b>2022/23 Budget</b>
	\$	\$	\$
<b>By Program:</b>			
Governance	0	2	0
General purpose funding	1,515	1,429	1,700
Law, order, public safety	4,050	4,684	4,300
Health	500	34,238	692
Education and welfare	34,358	29,318	34,358
Housing	133,007	96,997	113,395
Community amenities	181,101	159,119	152,522
Recreation and culture	20,900	21,914	26,000
Transport	520	130	520
Economic services	223,784	229,507	192,584
Other property and services	17,100	19,691	17,100
	<b>616,835</b>	<b>597,028</b>	<b>543,171</b>

The subsequent pages detail the fees and charges proposed to be imposed by the local government.

Schedule of Fees and Charges 2023 / 2024	Base Cost	GST	Total (incl GST)
<b>Administration</b>			
Rating Enquiry (i.e. Group Rated)	\$200.00		\$200.00
Title Search	\$63.64	\$6.36	\$70.00
Supply of Council Electoral Roll	\$34.55	\$3.45	\$38.00
Invoice Administration Charge	\$50.00	\$5.00	\$55.00
District Fire Map	\$13.64	\$1.36	\$15.00
Copy of Rate Notice	\$4.55	\$0.45	\$5.00
<b>District History Books</b>			
(The Golden Grain & the Silver Fleece)	\$9.09	\$0.91	\$10.00
The Servicemen and Women of Quairading & District	\$59.09	\$5.91	\$65.00
<b>Photocopying</b>			
A4 Page Per Copy	\$1.00	\$0.10	\$1.10
A3 Page Per Copy	\$1.50	\$0.15	\$1.65
Coloured paper surcharge per page	\$1.00	\$0.10	\$1.10
<b>Freedom of Information - Application Fees (as per the Freedom of Information Act)</b>			
Application Fee (Non personal information)	\$30.00		\$30.00
Charge for time dealing with the application (per hour or pro rata)	\$30.00		\$30.00
Archive research of Council records (per half hour or pro rata)	\$30.00		\$30.00
Access time supervised by staff (per hour or pro rata)	\$30.00		\$30.00
Photocopying staff time (per hour or pro rata)	\$30.00		\$30.00
Per photocopy	\$0.20		\$0.20
Transcribing from tape, film or computer (per hour or pro rata)	\$30.00		\$30.00
Duplicating a tape, film or computer information		<b>At Cost</b>	
Delivery, packaging and postage		<b>At Cost</b>	
<b>Animal Control</b>			
<b>Bond Payable in Advance - Cat Trap</b>	<b>\$20.00</b>		<b>\$20.00</b>
Impounding Fee	\$105.00	\$10.50	\$115.50
Nutrition Fee (Per Day)	\$15.00	\$1.50	\$16.50
Destruction & Disposal	\$109.09	\$10.91	\$120.00
Cat Trap Hire (2 weeks hire)	\$7.27	\$0.73	\$8.00
Ranger Service Labour Hire / Working Hours or Weekend O/Time Rates per hour	\$95.00		\$95.00
<b>Dog Registration Fees - As Per Dog Act 1976 &amp; Regulations</b>			
Sterilised Dog Registration - 1 Year Period	\$20.00		\$20.00
Sterilised Dog Registration - 3 Year Period	\$42.50		\$42.50
Sterilised Dog Registration - Lifetime	\$100.00		\$100.00
Sterilised Dog Registration <i>after 31 May</i> in a year, for that registration year (end 31 Oct)	\$10.00		\$10.00
Unsterilised Dog Registration - 1 Year Period	\$50.00		\$50.00
Unsterilised Dog Registration - 3 Year Period	\$120.00		\$120.00
Unsterilised Dog Registration - Lifetime	\$250.00		\$250.00
Unsterilised Dog Registration <i>after 31 May</i> in a year, for that registration year (end 31 Oct)	\$25.00		\$25.00
Working Dog Registration - 25% of fee otherwise payable ( <i>Farm Dog used for driving or tending stock</i> )		<b>25% of each type above</b>	
Dog Registration Concessions: Pensioner Concession Card Holders - Half Fee		<b>50% discount of registration fees</b>	
<b>Cat Registration Fees - As Per Cat Act 2011 &amp; Regulations</b>			
Cat Registration - 1 Year Period	\$20.00		\$20.00
Cat Registration - 3 Year Period	\$42.50		\$42.50
Cat Registration - Lifetime	\$100.00		\$100.00



Schedule of Fees and Charges 2023 / 2024	Base Cost	GST	Total (incl GST)
Cat Registration <i>after 31 May</i> in a year, for that registration year (end 31 Oct)	\$10.00		\$10.00
Cat Registration Concessions: Pensioner Concession Card Holders - Half Fee	<b>50% discount of registration fees</b>		
<b>Fines and Enforcement</b>			
Fire break penalty (as per the Bushfires Act 1954)	\$250.00		\$250.00
Unregistered dog (as per the Dog Act 176)	\$500.00		\$500.00
Unregistered dog - Dangerous dog (as per the Dog Act 176)	\$1,000.00		\$1,000.00
Unregistered cat - maximum penalty (as per the Cat Act 2011)	\$5,000.00		\$5,000.00
Fire break penalty (as per the Bushfires Act 1954)	\$250.00		\$250.00
Unregistered dog (as per the Dog Act 176)	\$500.00		\$500.00
<b>Housing Rental - Weekly Charge</b>			
<b>Staff and Other Housing Rental</b>			
<b>Bond Payable in Advance</b>	<b>Equal to 4 weeks rent amount</b>		
28 Reid Street *(or as by Agreement)	\$325.00		\$325.00
31 Dall Street *(or as by Agreement)	\$325.00		\$325.00
8 Dall Street *(or as by Agreement)	\$325.00		\$325.00
14 Reid Street *(or as by Agreement)	\$325.00		\$325.00
64 Coraling Street *(or as by Agreement)	\$400.00		\$400.00
50A Suburban Road *(or as by Agreement)	\$250.00		\$250.00
* Staff Rental	\$120.00		\$120.00
50B Suburban Road - (or as by Agreement)	\$250.00		\$250.00
Lot 190 McLennan Street(or as by Agreement)	\$225.00		\$225.00
Lot 190 McLennan Street - Staff Rental	\$110.00		\$110.00
19 Powell Crescent * - (or as by Agreement)	\$275.00		\$275.00
7 Edwards Way - (or as by Agreement)	\$759.77		\$759.77
74 McLennan Street (or as by Agreement)	\$300.00		\$300.00
Caravan Park Residence (or as by Agreement)	\$250.00		\$250.00
Caravan Park Residence - Staff Rental (or as by Agreement)	\$0.00		\$120.00
<b>Single Persons Unit Rental</b>			
<b>Bond Payable in Advance</b>	<b>Equal to 4 weeks rent amount</b>		
Residence/Single Persons - Staff Rental (or as by Agreement)	\$100.00		\$100.00
Residence/Single Persons	\$132.00		\$132.00
Key supply (call out fee) - during business hours	\$20.00	\$2.00	\$22.00
Key supply (call out fee) - after business hours	\$63.64	\$6.36	\$70.00
<b>Arthur Kelly Retirement Village Unit Rental</b>			
<b>Bond Payable in Advance</b>	<b>Equal to 4 weeks rent amount</b>		
Rental Unit No 1 (or as by Agreement)	\$90.00		\$90.00
Rental Unit No 2 (or as by Agreement)	\$87.50		\$87.50
Rental Unit No 3 (or as by Agreement)	\$90.00		\$90.00
Rental Unit No 4 (or as by Agreement)	\$90.00		\$90.00
Rental Unit No 5 (or as by Agreement)	\$87.50		\$87.50
Rental Unit No 6 (or as by Agreement)	\$87.50		\$87.50
Rental Unit No 7 (or as by Agreement)	\$85.00		\$85.00
Rental Unit No 8 (or as by Agreement)	\$90.00		\$90.00
Key supply (call out fee) - during business hours	\$20.00	\$2.00	\$22.00
Key supply (call out fee) - after business hours	\$63.64	\$6.36	\$70.00
<b>Other Health</b>			
Rent On Vet Clinic - (Ex Dental) Per Day Visit	\$50.00	\$5.00	\$55.00

Schedule of Fees and Charges 2023 / 2024	Base Cost	GST	Total (incl GST)
<b>Health - Preventative Services - As per Health Regulations</b>			
Itinerant Food Vendors Licence (Per Annum)	\$190.00		\$190.00
Application for Itinerant Food Vendors Licence per Event	\$30.00		\$30.00
Food Act 2008 Notification & Registrations s 110(3)	\$230.00		\$230.00
Food Act 2008 Notification s 107(3 (c))	\$75.00		\$75.00
<b>Offensive Trades (as per OTF Regs).</b>			
Septic Tank Application/Processing Fee/Inspection	\$236.00		\$236.00
Annual Food Business Inspection Fee	\$160.00		\$160.00
<b>Standpipe Water - Service Charges</b>			
Community Standpipe - per 1000 Litres (Per Kilolitre) or part thereof:	\$6.50		\$6.50
Commercial Standpipe - per 1000 Litres (Per Kilolitre) or part thereof:	\$13.00		\$13.00
<b>Town Planning Fees</b>			
<b>Fees and Charges as per Planning and Development Regulations 2009 Schedule 2</b>			
<i>Bond Payable in Advance - Footpath and kerbing Damage</i>	\$500.00		\$500.00
<b>Building and Demolition Fees - Additional Fees &amp; Charges as per Building Regulations 2012 Schedule. 2</b>			
<b>Cemetery Fees</b>			
<b>Reservations of Plot Reservation / Niche Wall</b>			
Grant of right of burial (plot reservation) - 25 years	\$63.64	\$6.36	\$70.00
Family Shrubs / Tree / 4 Wedges - Buying Plot only	\$681.82	\$68.18	\$750.00
Memorial Garden (Ashes) Reservation Single	\$39.09	\$3.91	\$43.00
Niche Wall Reservation - Single	\$39.09	\$3.91	\$43.00
Niche Wall Reservation - Double	\$77.27	\$7.73	\$85.00
Copy of grant of right of burial	\$27.27	\$2.73	\$30.00
Register search	\$18.18	\$1.82	\$20.00
<b>Interment and Associated Charges</b>			
Interment up to 2.1 Metres & Marquee (Weekdays)	\$1,136.36	\$113.64	\$1,250.00
Interment up to 2.1 Metres & Marquee (Weekends, Public Holidays & RDO)	\$1,681.82	\$168.18	\$1,850.00
Interment Single or Double Niche Wall	\$140.91	\$14.09	\$155.00
Memorial Garden Interment	\$204.55	\$20.45	\$225.00
Interment of Ashes / Family Shrub @ cost	\$70.00	\$7.00	\$77.00
<b>Re-Opening of Grave</b>			
Reopening for each Interment & Marquee (Weekdays)	\$1,090.91	\$109.09	\$1,200.00
<b>Exhumation</b>			
Re-Interment in new grave after exhumation	\$1,090.91	\$109.09	\$1,200.00
Re-opening grave for exhumation	\$1,090.91	\$109.09	\$1,200.00
<b>Plaques and Monumental Works</b>			
Plaques / Granite Wedges - At Cost	<b>At Cost</b>		
Cost to Affix Plaque - Council Staff	\$95.45	\$9.55	\$105.00
Permit to erect Headstone, Monument or Kerbing	\$39.09	\$3.91	\$43.00
<b>Community Bus Hire</b>			
<i>Bond Payable in Advance</i>	\$150.00		\$150.00
Fee per Kilometre - Fully Refuelled by Shire	\$1.18	\$0.12	\$1.30
Minimum Hire Charge	\$38.64	\$3.86	\$42.50
Substandard Cleaning per Hour	\$54.55	\$5.45	\$60.00
<b>Quairading Memorial Hall Hire</b>			
<i>Bond Payable in Advance</i>	\$675.00		\$675.00

Schedule of Fees and Charges 2023 / 2024	Base Cost	GST	Total (incl GST)
<b>Bond Payable in Advance - Minor Community Group (at CEO's Discretion)</b>	\$200.00		\$200.00
<b>Key Deposit Payable in Advance</b>	\$200.00		\$200.00
Full Hire Rate - Any other Full Day Event - Per Day	\$218.18	\$21.82	\$240.00
Full Hire Rate - Community Group Hire - Per Day	\$181.82	\$18.18	\$200.00
Kitchen Hire - Per Day	\$77.27	\$7.73	\$85.00
Seasonal Hire - Community Group - Per Session	\$31.82	\$3.18	\$35.00
Seasonal Hire - Per Session	\$36.36	\$3.64	\$40.00
Setting Up / Decorating / Clean Up Charge per day (only if there are no other bookings)	\$104.55	\$10.45	\$115.00
Short Term-Hire Hourly Rate at Chief Executive Officer's discretion	\$14.55	\$1.45	\$16.00
Minimum Kitchen Hire	\$20.00	\$2.00	\$22.00
<b>ANZAC Day Service</b>			
<b>Stay On Your Feet - Seniors Exercise</b>			
<b>Quairading Lesser Hall Hire</b>			
<b>Bond Payable in Advance</b>	\$425.00		\$425.00
<b>Bond Payable in Advance - Minor Community Group (at CEO's Discretion)</b>	\$200.00		\$200.00
<b>Key Deposit Payable in Advance</b>	\$200.00		\$200.00
Full Hire Rate - Any other Full Day Event - Per Day	\$181.82	\$18.18	\$200.00
Full Hire Rate - Community Group Hire - Per Day	\$120.45	\$12.05	\$132.50
Kitchen Hire - Per Day	\$77.27	\$7.73	\$85.00
Seasonal Hire - Community Group - Per Session	\$31.82	\$3.18	\$35.00
Seasonal Hire - Per Session	\$36.36	\$3.64	\$40.00
ANZAC Day Service		Free	
Short Term-Hire Hourly Rate at Chief Executive Officer's discretion	\$14.55	\$1.45	\$16.00
Stay On Your Feet - Seniors Exercise		Free	
<b>** Kitchen Hire - Not Incl in Hire Charge</b>			
Minimum Kitchen Hire	\$20.00	\$2.00	\$22.00
<b>Penalties for Town Hall or Lesser Hall</b>			
Substandard Cleaning Per Hour	\$59.09	\$5.91	\$65.00
Key supply (call out fee) - after business hours	\$63.64	\$6.36	\$70.00
Lights left on per day	\$40.91	\$4.09	\$45.00
Air Conditioner Left On - Per day	\$136.36	\$13.64	\$150.00
<b>Equipment Hire</b>			
<b>Bond Payable in Advance - Equipment Hire</b>	\$100.00		\$100.00
Folding Table Hire	\$5.23	\$0.52	\$5.75
Chair Hire - Each	\$1.59	\$0.16	\$1.75
<b>Sound and Stage Lighting Equipment Hire</b>			
<b>Bond Payable in Advance - per Event</b>	\$200.00		\$200.00
Hire Charge	\$63.64	\$6.36	\$70.00
<b>Sound and Lighting Box - operated by authorised volunteers only</b>			
<b>Community Building Hire</b>			
<b>Bond Payable in Advance</b>	\$425.00		\$425.00
<b>Bond Payable in Advance - Minor Community Group (at CEO's Discretion)</b>	\$200.00		\$200.00
<b>Key Deposit Payable in Advance</b>	\$200.00		\$200.00
<b>Key Deposit Payable in Advance - Storeroom &amp; Demountable Toilets Hire</b>	\$200.00		\$200.00


Schedule of Fees and Charges 2023 / 2024	Base Cost	GST	Total (incl GST)
Full Hire Rate - Any other Full Day Event - Per Day	\$181.82	\$18.18	\$200.00
Full Hire Rate - Community Group Hire - Per Day	\$100.00	\$10.00	\$110.00
Short Term-Hire Hourly Rate at Chief Executive Officer's discretion	\$14.55	\$1.45	\$16.00
Hire of BBQ Only without Community Building	\$27.27	\$2.73	\$30.00
Seniors Group - QARRAS		Free	
Kitchen Hire - Including Crockery	\$59.09	\$5.91	\$65.00
<b>Bond Payable in Advance - Sound System</b>	<b>\$200.00</b>		<b>\$200.00</b>
Sound System - operated by authorised personnel only	\$24.09	\$2.41	\$26.50
Sound System Free Use to QARRAS / QFC / QDG Rotary Club		Free	
<b>Penalties for Community Building</b>			
Substandard Cleaning Per Hour	\$65.00	\$6.50	\$71.50
Failure to Turn Off Lights - Per Day	\$45.45	\$4.55	\$50.00
Key supply (call out fee) - after business hours	\$63.64	\$6.36	\$70.00
Air Conditioner Left On - Per Day	\$86.36	\$8.64	\$95.00
<b>Quairading Memorial Swimming Pool Charges</b>			
Per Session - Adult	\$4.55	\$0.45	\$5.00
Per Session - Child (Under 16 Yrs. & Must be Accompanied by an Adult)	\$2.27	\$0.23	\$2.50
Pre Session - Child (5 Years & Under) - includes free "huggies little swimmer"	\$0.91	\$0.09	\$1.00
Per Session School (Swimming Lessons)	\$0.91	\$0.09	\$1.00
Adult Spectators	\$0.91	\$0.09	\$1.00
Infant (Non-Swimmer)		Free	
Caravan Park Patrons		Free	
Aquatic Club Training and Club Events		Free	
Quairading District High School Training and School Events		Free	
Private Function Hire (Per Hour incl Setup)	\$68.18	\$6.82	\$75.00
<b>Season Ticket - Non Transferable</b>			
Adult	\$100.00	\$10.00	\$110.00
Seniors (Valid Pensioners and Seniors Card Holder)	\$78.18	\$7.82	\$86.00
Child (Under 16 Years)	\$67.27	\$6.73	\$74.00
Family - 2 Adults and all Children -nappy	\$204.55	\$20.45	\$225.00
Single Parent Family - 1 Adult and all Children	\$140.91	\$14.09	\$155.00
Early Morning Swim Charge per Season	\$42.95	\$4.30	\$47.25
Discounted Adult Season Ticket (Shire of Quairading Employee at 25% off Season Charge)	\$75.00	\$7.50	\$82.50
<b>Monthly Ticket - Non Transferable</b>			
Adult	\$36.36	\$3.64	\$40.00
Child (Under 16 Years)	\$27.27	\$2.73	\$30.00
Child (Under 5 Years )	\$8.64	\$0.86	\$9.50
<b>Other recreation and sport - incl Community Building &amp; Change rooms</b>			
<b>Bond Payable in Advance</b>	<b>\$625.00</b>		<b>\$625.00</b>
<b>Key Deposit Payable in Advance</b>	<b>\$200.00</b>		<b>\$200.00</b>
Football Club - Seasonal	\$4,000.00	\$400.00	\$4,400.00
Cricket Club - Seasonal - Council Prepares Wickets	\$1,397.73	\$139.77	\$1,537.50
Cricket Club - Seasonal - Prepares Wickets	\$231.82	\$23.18	\$255.00
Hockey Club - Seasonal - (incl Line Marking)	\$513.64	\$51.36	\$565.00
Quairading District High School		Free	
Netball Club (Belles) Seasonal Rental	\$418.18	\$41.82	\$460.00

Schedule of Fees and Charges 2023 / 2024	Base Cost	GST	Total (incl GST)
Netball Courts - One Off Hire Fee	\$14.55	\$1.45	\$16.00
Local Junior Sporting Clubs		Free	
<b>Note: All ground marking at Football Clubs Cost.</b>			
<b>Greater Sports Ground - Hire Charges</b>			
<b>Bond Payable in Advance</b>	<b>\$625.00</b>		<b>\$625.00</b>
Circus / Other Large Events	\$336.36	\$33.64	\$370.00
Other Community Organisations	\$154.55	\$15.45	\$170.00
Quairading District High School Sports Carnivals		Free	
Oval Lights Left On After Training or Event (Per Event)	\$125.00	\$12.50	\$137.50
<b>Agricultural Hall Large Shed</b>			
<b>Bond Payable in Advance</b>	<b>\$625.00</b>		<b>\$625.00</b>
Display Hall & All Facilities - Day	\$47.73	\$4.77	\$52.50
Display Hall & All Facilities - Night	\$47.73	\$4.77	\$52.50
Local Youth Organisations - Day / Night		Free	
<b>Agriculture Society (Ag Show)</b>		Free	
<b>Air Strip</b>			
Call Out Fee - Night Landing	\$100.00	\$10.00	\$110.00
<b>Quairading Caravan Park Charges - Includes Free Admission to Memorial Swimming Pool during Pool Season</b>			
<b>Grass Camping Site Rates</b>			
Powered Caravan Site - 2 Persons / Night P / Van	\$28.64	\$2.86	\$31.50
Unpowered Caravan Site - 2 Persons / Night P / Van	\$24.09	\$2.41	\$26.50
Weekly Powered Caravan Site - 2 Persons / Night P / Van	\$163.64	\$16.36	\$180.00
Weekly Unpowered Caravan Site - 2 Persons / Night P / Van	\$131.82	\$13.18	\$145.00
Additional Adult per Night	\$9.55	\$0.95	\$10.50
Washing Machine/Dryer Tokens	\$5.00	\$0.50	\$5.50
Per Night - Permit Rest Area	\$5.45	\$0.55	\$6.00
<b>(Note after 28 days continual stay GST is waived)</b>			
<b>**Special Offer Stay 4 Nights or more and receive 1 night free</b>			
Caravan Park Promotion rate as determined by the CEO	\$22.73	\$2.27	\$25.00
<b>Caravan Clubs</b>			
Powered Site - per van per night (not eligible for any other special offer)	\$27.27	\$2.73	\$30.00
<b>Cabin and Unit Rates (Rate Based 4 People)</b>			
Caravan Park Cabin - 1 Night Stay	\$135.00	\$13.50	\$148.50
Caravan Park Cabin - Additional Nights	\$107.27	\$10.73	\$118.00
Caravan Park Cabin - Per Week (7 nights)	\$681.82	\$68.18	\$750.00
Caravan Park Cabin - Additional Person Per Night	\$9.55	\$0.95	\$10.50
Single Occupancy Units - 1 Night Stay	\$72.73	\$7.27	\$80.00
Single Occupancy Units - Additional Nights	\$57.73	\$5.77	\$63.50
Single Occupancy Units - Per Week	\$286.36	\$28.64	\$315.00
Cleaning fee or the cost of repatriation for the room - per hour (unsatisfactory left cabin/unit)	\$90.91	\$9.09	\$100.00
<b>Swimming Pool Inspections</b>			
Swimming Pool Inspection fee (Every 4 Years) - Reg 53.	\$58.45	\$0.00	\$58.45
<b>Community Resource Centre (CRC) Building Charges</b>			
<b>CRC Monthly Rental Fee</b>	<b>\$727.27</b>	<b>\$72.73</b>	<b>\$800.00</b>
Resource Centre - Art Centre Hire - Per Day			\$0.00
Resource Centre - Art Centre Hire - Per Hour			\$0.00

Schedule of Fees and Charges 2023 / 2024	Base Cost	GST	Total (incl GST)
Resource Centre - Art Centre Hire - Art Society (Power Only)			\$0.00
Resource Centre - Pantapin - Floor space 18.8m2 - Per Week	\$154.55	\$15.45	\$170.00
Resource Centre - Yoting - Floor space 18.8m2 - Per Week	\$154.55	\$15.45	\$170.00
Resource Centre - Balkuling Floor space 12.2m2 - Per Week	\$118.18	\$11.82	\$130.00
Resource Centre - Wamenusking Floor space 14.4m2 - Per Week	\$136.36	\$13.64	\$150.00
Resource Centre - Mt Stirling Floor space 12.2m2 - Per Week	\$113.64	\$11.36	\$125.00
Resource Centre - Badjaling Floor space 14.4m2 - Per Week	\$136.36	\$13.64	\$150.00
Resource Centre - Doodenanning Floor space 14.4m2 - Per Week	\$136.36	\$13.64	\$150.00
Resource Centre - South Caroling space - Per Week			\$0.00
Kitchen Hire			\$0.00
Venue Cancellation Late Notice Fee			\$0.00
<b>CRC Room Rental - Community Groups</b>			
South Caroling, Dulbelling and Dangin - Hourly Rate			\$0.00
South Caroling, Dulbelling and Dangin - Daily Rate			\$0.00
Any Other Rooms excluding Art Space - Per Hour			\$0.00
<b>CRC Room Rental - All Other Hirers</b>			
South Caroling, Dulbelling and Dangin - Hourly Rate			\$0.00
South Caroling, Dulbelling and Dangin - Daily Rate			\$0.00
Any Other Rooms excluding Art Space - Per Hour			\$0.00
<b>Community Gym</b>			
Annual Membership	\$159.09	\$15.91	\$175.00
Concession (Valid Pensioners and Seniors Card Holder)	\$122.73	\$12.27	\$135.00
Discounted Annual Membership (Volunteer Group Member at 25% off Annual Charge)*	\$122.73	\$12.27	\$135.00
Discounted Annual Membership (Shire of Quairading Employee at 25% off Annual Charge)	\$122.73	\$12.27	\$135.00
Six (6) Months Membership	\$81.82	\$8.18	\$90.00
One (1) Months Membership	\$16.82	\$1.68	\$18.50
Casual Rate per visit	\$12.05	\$1.20	\$13.25
Replacement of Lost or Damaged Swipe Card	\$21.82	\$2.18	\$24.00
*Quairading Volunteer Fire and Rescue Service Brigade and the St John Ambulance Quairading Sub Centre.			
<b>Rubbish bin &amp; tip charges for Quairading Ratepayers &amp; Residents</b>			
<b>Kerbside rubbish and recycling collection</b>			
Per Annum Removal of one weekly 240ltr Mobile Rubbish Bin & one f/nightly Recycling Bin	\$332.00		\$332.00
Per Annum Refuse Site Maintenance Charge for Commercial Properties NOT Serviced by Mobile Bin	\$332.00		\$332.00
Rural Landowner - Recycling Bin (no Service)	\$100.00		\$100.00
Additional Recycling Bin Service	\$77.27	\$7.73	\$85.00
<b>General Waste (Quairading Residents Only)</b>			
Cars / Station Wagons			Free
Utes / Trailers ( 6 x 4)			Free
Trailer Tandem Axle			Free
Small Trucks / Trailers (with high sides)			Free
Recyclables			Free
Steel (clean)			Free
Tyres (Small - passenger / motorcycles)	\$7.73	\$0.77	\$8.50
Tyres (Medium - Light Truck / 4WD)	\$14.55	\$1.45	\$16.00
Tyres (Large - No Tractor Tyres)	\$35.45	\$3.55	\$39.00
Oil - Per Litre			Free
Mattresses/ Furniture			Free

Schedule of Fees and Charges 2023 / 2024	Base Cost	GST	Total (incl GST)
Gas Bottles	\$5.00	\$0.50	\$5.50
E-Waste (per Item)		Free	
Car Bodies (Tyres to be removed prior)	\$27.27	\$2.73	\$30.00
Asbestos (per sheet)	\$4.09	\$0.41	\$4.50
Asbestos (per cubic metre)	\$159.09	\$15.91	\$175.00
<b>Commercial Fees and Charges</b>			
Mixed Construction Rubble (per cubic metre)	\$100.00	\$10.00	\$110.00
Mixed General (per cubic metre)	\$100.00	\$10.00	\$110.00
Green Waste (per cubic metre)	\$43.18	\$4.32	\$47.50
Clean Fill (not suitable for reuse)	\$100.00	\$10.00	\$110.00
Construction Timber and Pallets (per cubic metre)	\$42.73	\$4.27	\$47.00
Asbestos (per sheet)	\$4.09	\$0.41	\$4.50
Asbestos (per cubic metre)	\$159.09	\$15.91	\$175.00
Hire Skip Bin - Small (3m3)	\$318.18	\$31.82	\$350.00
Hire Skip Bin - Large (4m3)	\$409.09	\$40.91	\$450.00
<b>Private Works / Plant Operation Charges</b>			
<b>Plant Hire (per hour with operator - normal hours between )</b>			
Grader	\$150.91	\$15.09	\$166.00
Skidsteer	\$110.00	\$11.00	\$121.00
Loader	\$150.91	\$15.09	\$166.00
Excavator plus Mulcher Attachment	\$170.91	\$17.09	\$188.00
Excavator	\$150.91	\$15.09	\$166.00
Backhoe	\$110.00	\$11.00	\$121.00
Vib Roller	\$115.45	\$11.55	\$127.00
Multi Roller	\$115.45	\$11.55	\$127.00
2.5t (No Suggestions) Roller	\$74.55	\$7.45	\$82.00
Crewcab Truck	\$105.45	\$10.55	\$116.00
4t Tipper Town	\$105.45	\$10.55	\$116.00
13t Tipper (9 x Cubic Meters)	\$130.91	\$13.09	\$144.00
13t Tipper with Dog Trailer	\$150.91	\$15.09	\$166.00
Prime Mover with Low Loader	\$150.91	\$15.09	\$166.00
Prime Mover with Side Tipper	\$150.91	\$15.09	\$166.00
Tractor / Tractor with Attachments	\$108.18	\$10.82	\$119.00
Light Vehicle (Spray Unit)	\$100.00	\$10.00	\$110.00
Light Vehicle	\$90.00	\$9.00	\$99.00
Cherry Picker	\$100.00	\$10.00	\$110.00
Cherry Picker - Machine Only - Half Day	\$150.91	\$15.09	\$166.00
Cherry Picker - Machine Only - Full Day	\$250.91	\$25.09	\$276.00
Street Sweeper	\$130.91	\$13.09	\$144.00
Labour Rate	\$61.82	\$6.18	\$68.00
<b>50% surcharge applied to all out of hours work</b>			
<b>Materials</b>			
Sand cubic metre*	\$22.27	\$2.23	\$24.50
Gravel cubic metre*	\$27.27	\$2.73	\$30.00
Metal cubic metre*	\$59.09	\$5.91	\$65.00
Granite Rock cubic metre*	\$38.64	\$3.86	\$42.50
<b>Note*Additional plant hire and labour cost if delivered</b>			

**11.3 Monthly Financial Statements - June 2023**

<b>Responsible Officer</b>	Nicole Gibbs, Chief Executive Officer
<b>Reporting Officer</b>	Tricia Brown, Executive Manager, Corporate Services
<b>Attachments</b>	1. (i) Monthly Financial Report - July 2023 <a href="#">↓</a> 
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council receive the monthly Financial Statements for the period ending 31 July 2023.

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**IN BRIEF**

- Monthly financial statements for the period ending 31 July 2023 attached.
- Monthly financial statements have been updated based on the Bob Waddell and Associates monthly statements model.
- Depreciation has been calculated for the months of July to June 2023.
- Admin Allocations have been run for the months of July to June 2023.

**MATTER FOR CONSIDERATION**

To receive the monthly financial report and statements.

**BACKGROUND**

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

The ongoing impact of COVID-19 in conjunction with other international events (such as the war in Ukraine) continue to cause uncertainty and supply shortages around the world, with significant impact on world economic activities. It has resulted in steep rises in inflation worldwide, including Australia. The June 2023 Perth CPI reduced to 6% from the corresponding quarter of the previous year. As a result of extensive inflation, the Australian Bureau of Statistics (ABS) commenced publication of a monthly CPI indicator. The first publication was released on 30 November 2022 and this release will occur on an ongoing basis, publishing the monthly CPI indicator around four weeks after the end of the reference month. The monthly CPI indicator decreased to 5.4% for the twelve months to June 2023. To curb the high inflation the Reserve Bank of Australia (RBA) have, in the last financial year, announced consecutive increases in the cash rate. The current cash rate is 4.1% to 31 July 2023.



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

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

## **STATUTORY ENVIRONMENT**

*Australian Accounting Standards*

*Local Government (Financial Management) Regulations 1996*

*Local Government Act 1995*

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

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

## **POLICY IMPLICATIONS**

Significant Accounting Policies

## **FINANCIAL IMPLICATIONS**

Council has not yet adopted the 2023/24 budget.

## **ALIGNMENT WITH STRATEGIC PRIORITIES**

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

## **CONSULTATION**

Nil

## **RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

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

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

**RISK ASSESSMENT**

	Option 1
Financial	Low <i>Awaiting adoption of the 23-24 Budget</i>
Health	Low
Reputation	Low
Operations	Low
Natural Environment	Low

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

**COMMENT**

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

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

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

The current aged creditors balance as of 31 July 2023 is \$815,997.00 being made up of large invoices relating to bitumen for road works completed.

The current aged debtors balance as of 31 July 2023 is \$200,888.11 with the majority of this balance being current/30 days invoices raised.



**SHIRE OF QUAIRADING**

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

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

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

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire for the 2022/23 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	Unbudgeted	0	0	912	912
Capital Grants, Subsidies and Contributions	Unbudgeted	0	0	0	0
	Unbudgeted	0	0	912	912
Rates Levied	Unbudgeted	0	0	0	0

<b>Financial Position</b>		<b>Prior Year 31 July 2022</b>	<b>Current Year 31 July 2023</b>
Adjusted Net Current Assets	106%	\$ 1,665,333	\$ 1,770,864
Cash and Equivalent - Unrestricted	110%	\$ 2,037,565	\$ 2,247,457
Cash and Equivalent - Restricted	114%	\$ 3,596,834	\$ 4,093,439
Receivables - Rates	144%	\$ 174,479	\$ 250,745
Receivables - Other	268%	\$ 136,728	\$ 366,700
Payables	523%	\$ 218,275	\$ 1,141,933

*% 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 JULY 2023**

**SUMMARY INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 July 2023  
Prepared by: Tricia Brown (A/EMCS)  
Reviewed by: Nicole Gibbs (CEO)

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

**SIGNIFICANT ACCOUNTING POLICES**

**GOODS AND SERVICES TAX**

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

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

**CRITICAL ACCOUNTING ESTIMATES**

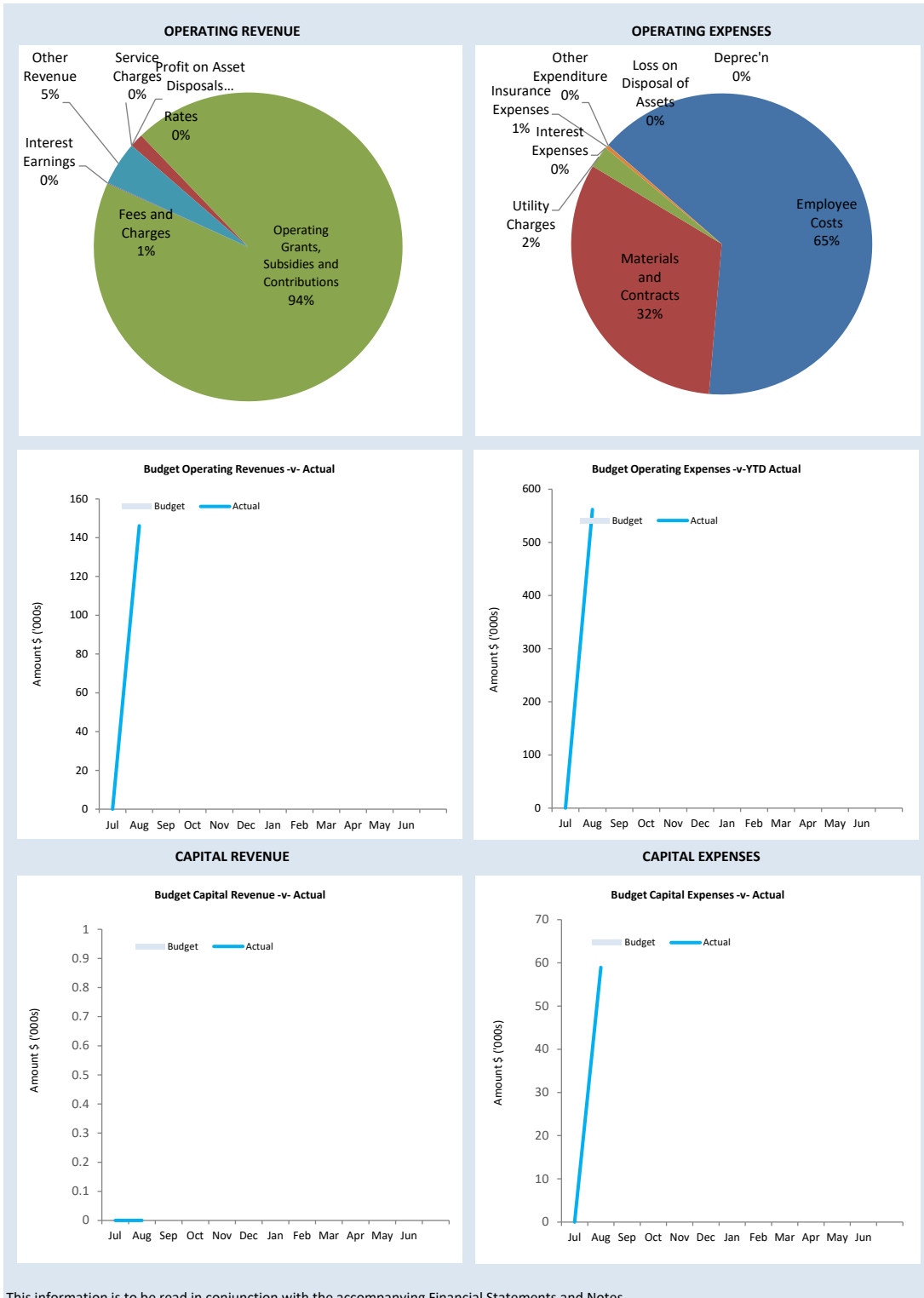
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

**ROUNDING OFF FIGURES**

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

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

**SUMMARY GRAPHS**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

#

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

BY PROGRAM

Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
	0	0	0	0	0			
Governance	0	0	0	0	0			
General Purpose Funding - Rates	6	0	0	0	0			
General Purpose Funding - Other	0	0	0	2,073	2,073		▲	
Law, Order and Public Safety	0	0	0	179	179		▲	
Health	0	0	0	1,945	1,945		▲	
Education and Welfare	0	0	0	6,954	6,954		▲	
Housing	0	0	0	10,716	10,716		▲	\$
Community Amenities	0	0	0	1,299	1,299		▲	
Recreation and Culture	0	0	0	664	664		▲	
Transport	0	0	0	2,138	2,138		▲	
Economic Services	0	0	0	119,162	119,162		▲	\$
Other Property and Services	0	0	0	1,018	1,018		▲	
	0	0	0	146,149				
<b>Expenditure from operating activities</b>								
Governance	0	0	0	(2,082)	(2,082)		▼	
General Purpose Funding	0	0	0	(3,659)	(3,659)		▼	
Law, Order and Public Safety	0	0	0	(17,996)	(17,996)		▼	\$
Health	0	0	0	(30,169)	(30,169)		▼	\$
Education and Welfare	0	0	0	(4,865)	(4,865)		▼	
Housing	0	0	0	(8,854)	(8,854)		▼	
Community Amenities	0	0	0	(20,478)	(20,478)		▼	\$
Recreation and Culture	0	0	0	(20,580)	(20,580)		▼	\$
Transport	0	0	0	(45,648)	(45,648)		▼	\$
Economic Services	0	0	0	(39,693)	(39,693)		▼	\$
Other Property and Services	0	0	0	(367,857)	(367,857)		▼	\$
	0	0	0	(561,882)				
<b>Operating activities excluded from budget</b>								
Add back Depreciation	0	0	0	0	0			
Adjust (Profit)/Loss on Asset Disposal	7	0	0	0	0			
Movement in Leave Reserve (Added Back)	0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0			
Movement in Employee Benefit Provisions	0	0	0	0	0			
Rounding Adjustments	0	0	0	0	0			
Movement Due to Changes in Accounting Standards	0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss	0	0	0	0	0			
Loss on Asset Revaluation	0	0	0	0	0			
Adjustment in Fixed Assets	0	0	0	0	0			
	0	0	0	0	0			
<b>Amount attributable to operating activities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(415,733)</b>				
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Capital Grants, Subsidies and Contributions	13	0	0	0	0			
Proceeds from Disposal of Assets	7	0	0	0	0			
Proceeds from financial assets at amortised cost - self supporting loans	0	0	0	0	0			
	0	0	0	0	0			
<b>Outflows from investing activities</b>								
Land Held for Resale	8	0	0	0	0			
Land and Buildings	8	0	0	0	0			
Plant and Equipment	8	0	0	0	0			
Furniture and Equipment	8	0	0	0	0			
Infrastructure Assets - Roads	8	0	0	(23,397)	(23,397)		▼	\$
Infrastructure Assets - Drainage	8	0	0	0	0			
Infrastructure Assets - Footpaths	8	0	0	0	0			
Infrastructure Assets - Other	8	0	0	(35,545)	(35,545)		▼	\$
Infrastructure Assets - Bridges	8	0	0	0	0			
Payments for financial assets at amortised cost - self supporting loans	0	0	0	0	0			
	0	0	0	(58,942)				
<b>Amount attributable to investing activities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(58,942)</b>				
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from new borrowings	9	0	0	0	0			
Transfer from Reserves	10	0	0	0	0			
Transfer from Restricted Cash - Other	0	0	0	0	0			
	0	0	0	0	0			
<b>Outflows from financing activities</b>								
Repayment of borrowings	9	0	0	0	0			
Payments for principal portion of lease liabilities	9	0	0	0	0			
Transfer to Restricted Cash - Other	0	0	0	0	0			
Transfer to Reserves	10	0	0	0	0			
	0	0	0	0	0			
<b>Amount attributable to financing activities</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Surplus or deficit at the start of the financial year</b>	1	0	2,245,539	2,245,539	2,245,539	0	0%	
Amount attributable to operating activities		0	0	0	(415,733)	(415,733)	▼	
Amount attributable to investing activities		0	0	0	(58,942)	(58,942)	▼	
Amount attributable to financing activities		0	0	0	0	0		
<b>Surplus or deficit at the end of the financial year</b>	1	<b>0</b>	<b>2,245,539</b>	<b>2,245,539</b>	<b>1,770,864</b>	(474,675)	(21%)	▼

**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 JULY 2023**

**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  
FOR THE PERIOD ENDED 31 JULY 2023

BY NATUR

Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Rates	6	0	0	0	0			
Grants, Subsidies and Contributions	12	0	0	912	912		▲	
Fees and Charges		0	0	34,196	34,196		▲	\$
Service Charges		0	0	0	0			
Interest Revenue		0	0	1,785	1,785		▲	
Other Revenue		0	0	109,256	109,256		▲	\$
Profit on Disposal of Assets	7	0	0	0	0			
Gain FV Valuation of Assets		0	0	0	0			
		0	0	146,149				
<b>Expenditure from operating activities</b>								
Employee Costs		0	0	(365,000)	(365,000)		▼	\$
Materials and Contracts		0	0	(181,350)	(181,350)		▼	\$
Utility Charges		0	0	(13,310)	(13,310)		▼	\$
Depreciation		0	0	0	0			
Finance Costs		0	0	0	0			
Insurance Expenses		0	0	(2,125)	(2,125)		▼	
Other Expenditure		0	0	(97)	(97)		▼	
Loss on Disposal of Assets	7	0	0	0	0			
Loss FV Valuation of Assets		0	0	0	0			
		0	0	(561,882)				
<b>Operating activities excluded from budget</b>								
Add back Depreciation		0	0	0	0			
Adjust (Profit)/Loss on Asset Disposal	7	0	0	0	0			
Movement in Leave Reserve (Added Back)		0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0			
Rounding Adjustments		0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0			
Loss on Asset Revaluation		0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0			
		0	0	0	0			
<b>Amount attributable to operating activities</b>		<b>0</b>	<b>0</b>	<b>(415,733)</b>				
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Capital Grants, Subsidies and Contributions	13	0	0	0	0			
Proceeds from Disposal of Assets	7	0	0	0	0			
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	0			
		0	0	0	0			
<b>Outflows from investing activities</b>								
Land Held for Resale	8	0	0	0	0			
Land and Buildings	8	0	0	0	0			
Plant and Equipment	8	0	0	0	0			
Furniture and Equipment	8	0	0	0	0			
Infrastructure Assets - Roads	8	0	0	(23,397)	(23,397)		▼	\$
Infrastructure Assets - Drainage	8	0	0	0	0			
Infrastructure Assets - Footpaths	8	0	0	0	0			
Infrastructure Assets - Other	8	0	0	(35,545)	(35,545)		▼	\$
Infrastructure Assets - Bridges	8	0	0	0	0			
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0			
		0	0	(58,942)				
<b>Amount attributable to investing activities</b>		<b>0</b>	<b>0</b>	<b>(58,942)</b>				
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from new borrowings		0	0	0	0			
Transfer from Reserves	10	0	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0			
		0	0	0	0			
<b>Outflows from financing activities</b>								
Repayment of borrowings	9	0	0	0	0			
Payments for principal portion of lease liabilities	9	0	0	0	0			
Transfer to Restricted Cash - Other		0	0	0	0			
Transfer to Reserves	10	0	0	0	0			
		0	0	0	0			
<b>Amount attributable to financing activities</b>		<b>0</b>	<b>0</b>	<b>0</b>				
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Surplus or deficit at the start of the financial year</b>	1	0	2,245,539	2,245,539	2,245,539	0	0%	
Amount attributable to operating activities		0	0	0	(415,733)			
Amount attributable to investing activities		0	0	0	(58,942)			
Amount attributable to financing activities		0	0	0	0			
<b>Surplus or deficit at the end of the financial year</b>	1	<b>0</b>	<b>2,245,539</b>	<b>2,245,539</b>	<b>1,770,864</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**

**KEY TERMS AND DESCRIPTIONS**

**FOR THE PERIOD ENDED 31 JULY 2023**

**NATURE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**PROFIT ON ASSET DISPOSAL**

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

**FEES AND CHARGEES**

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

**SERVICE CHARGES**

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

**INTEREST REVENUE**

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

**OTHER REVENUE / INCOME**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION**

Depreciation expense raised on all classes of assets.

**FINANCE COSTS**

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

**OTHER EXPENDITURE**

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

SHIRE OF QUAIRADING

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

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

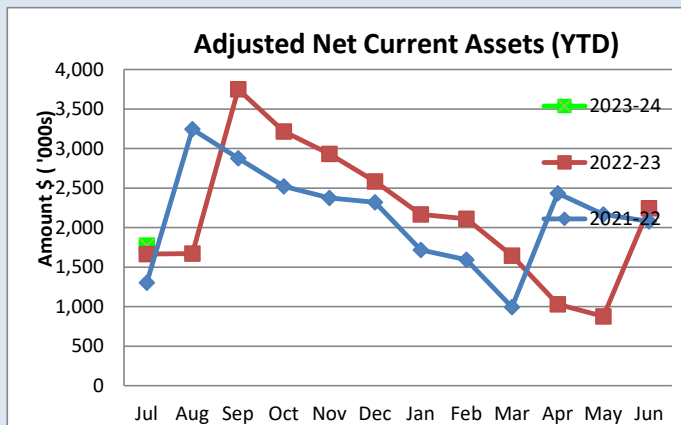
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/07/2022	Year to Date Actual 31/07/2023
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,662,456	2,037,565	2,247,457
Cash Restricted - Reserves	2	4,093,439	3,596,834	4,093,439
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	0	252,260	174,479	250,745
Receivables - Other	3	362,119	136,728	366,700
Other Financial Assets	3	902	1,787	902
Other Assets Other Than Inventories	4	841,826	187,708	841,826
Inventories	4	(76,826)	12,672	(76,826)
		8,136,178	6,147,772	7,724,244
<b>Less: Current Liabilities</b>				
Payables	5	(1,113,859)	(218,275)	(1,141,933)
Contract Liabilities	11	(511,154)	(471,778)	(511,154)
Bonds & Deposits	14	(96,502)	(114,416)	(131,169)
Loan Liability	9	0	(66,151)	0
Lease Liability	9	(11,453)	(37,741)	(11,453)
Provisions	11	(246,085)	(246,085)	(246,085)
		(1,979,053)	(1,154,446)	(2,041,794)
Less: Cash Reserves	10	(4,093,439)	(3,596,834)	(4,093,439)
Add Back: Component of Leave Liability not Required to be funded		171,302	166,736	171,302
Add Back: Loan Liability		0	66,151	0
Add Back: Lease Liability		11,453	37,741	11,453
Less: Loan Receivable - clubs/institutions		(902)	(1,787)	(902)
<b>Net Current Funding Position</b>		<b>2,245,539</b>	<b>1,665,333</b>	<b>1,770,864</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>\$1.77 M</b>
<b>Last Year YTD</b>
<b>Surplus(Deficit)</b>
<b>\$1.67 M</b>

SHIRE OF QUAIRADING

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

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

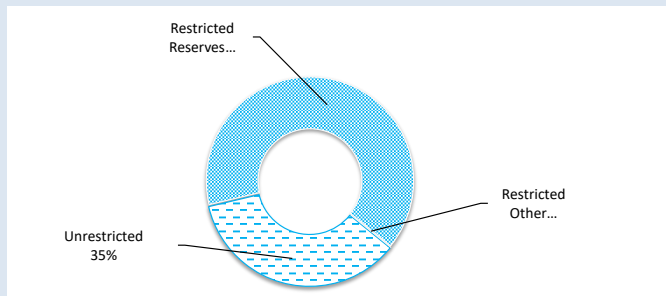
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	(5,553)			(5,553)	Cash on Hand	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Cash at Bank	2,217,673			2,217,673	Westpac		Ongoing
Municipal Investment Cash at Bank	0			0	Westpac	0.01%	Ongoing
Medical Practice Cash at Bank	34,038			34,038	Westpac		Ongoing
Reserve Cash at Bank		464,816		464,816	Westpac	0.01%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
<b>Term Deposits</b>							
Municipal - Term Deposit Investment 1	0			0	Westpac	1.25%	30/06/2023
Municipal - Term Deposit Investment 2	0			0	Westpac	4.28%	3/06/2023
Reserve - Term Deposit Investment 1		987,642		987,642	Westpac	4.54%	4/07/2023
Reserve - Term Deposit Investment 2		642,466		642,466	Westpac	1.25%	30/06/2023
Reserve - Term Deposit Investment 3		1,065,169		1,065,169	Westpac	3.88%	12/07/2023
Reserve - Term Deposit Investment 4		933,345		933,345	Westpac	1.25%	30/06/2023
		0		0			
		0		0			
<b>Investments</b>							
<b>Total</b>	<b>2,247,457</b>	<b>4,093,439</b>	<b>0</b>	<b>6,340,896</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
\$6.34 M	\$4.09 M

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

OPERATING ACTIVITIES  
 NOTE 3  
 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2023	31 Jul 23
	\$	\$
Opening Arrears Previous Years	206,403	282,891
Levied this year	2,612,016	0
Less Collections to date	(2,535,528)	(1,515)
Equals Current Outstanding	282,891	281,376
	<b>282,891</b>	<b>281,376</b>
% Collected	89.96%	0.54%

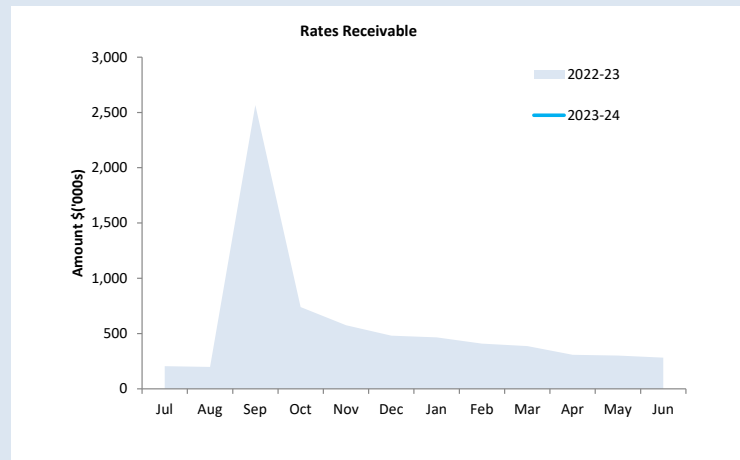
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	121,358	83,545	9,541	(13,556)	200,888
Percentage	60%	42%	5%	-7%	
<b>Balance per Trial Balance</b>					
Sundry Debtors					200,723
Receivables - Other					165,977
<b>Total Receivables General Outstanding</b>					<b>366,700</b>
Amounts shown above include GST (where applicable)					

KEY INFORMATION

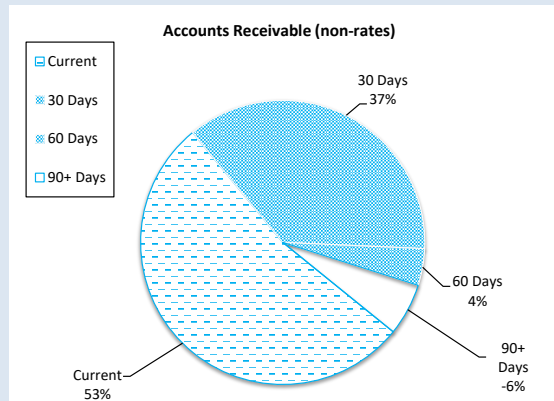
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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>1%</b>	<b>\$281,376</b>



<b>Debtors Due</b>
<b>\$366,700</b>
<b>Over 30 Days</b>
<b>40%</b>
<b>Over 90 Days</b>
<b>-7%</b>

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

OPERATING ACTIVITIES  
 NOTE 4  
 OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2023	Asset Increase	Asset Reduction	Closing Balance 31 Jul 2023
	\$	\$	\$	\$
<b>Other Financial Assets at Amortised Cost</b>				
Financial assets at amortised cost - self supporting loans	902	0	0	902
<b>Inventory</b>				
Fuel, Visitor and Rec Centres stock on hand	(76,826)	0	0	(76,826)
<b>Accrued income and prepayments</b>				
Accrued income and prepayments	4,431	0	0	4,431
<b>Contract assets</b>				
Contract assets	837,395	0	0	837,395
<b>Total Other Current assets</b>				<b>815,903</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 JULY 2023**

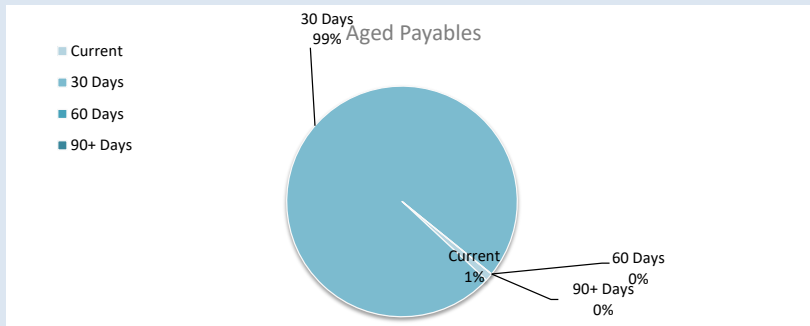
**OPERATING ACTIVITIES**  
**NOTE 5**  
**Payables**

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	9,049	806,948	0	0	815,997
Percentage	1.1%	98.9%	0%	0%	
<b>Balance per Trial Balance</b>					
Sundry creditors - General					897,939
Other creditors					(71,805)
Accruals/Income in Advance					780
ATO liabilities					257,028
Other accruals/payables					57,992
<b>Total Payables General Outstanding</b>					<b>1,141,933</b>

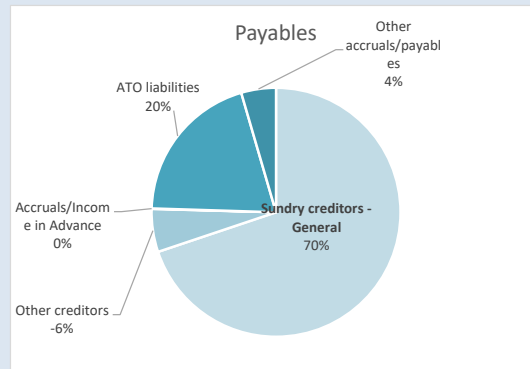
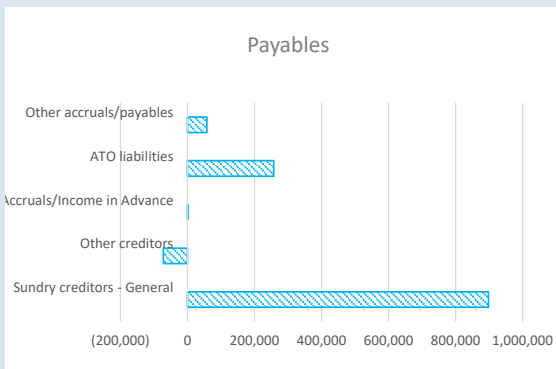
Amounts shown above include GST (where applicable)

**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>\$1,141,933</b>
<b>Over 30 Days</b>
<b>99%</b>
<b>Over 90 Days</b>
<b>0%</b>





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

OPERATING ACTIVITIES  
 NOTE 6  
 RATE REVENUE

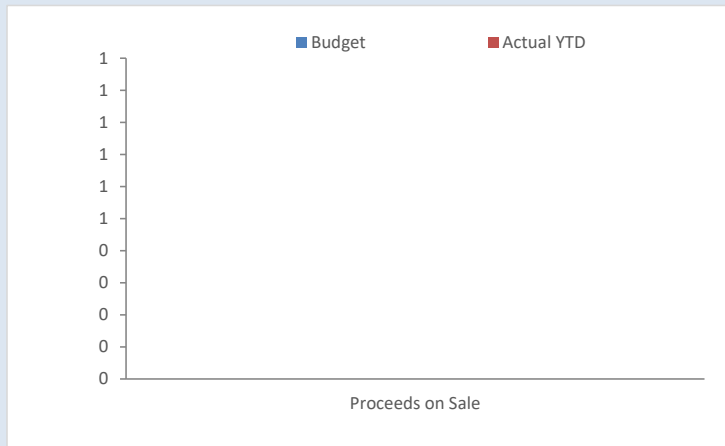
RATE TYPE	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>General Rate</b>											
<b>Gross rental valuations</b>											
GRV - Residential	0.000000	0	0	0	0	0	0	0	0	0	0
GRV - Industrial	0.000000	0	0	0	0	0	0	0	0	0	0
GRV - Commercial	0.000000	0	0	0	0	0	0	0	0	0	0
<b>Unimproved valuations</b>											
UV - Rural	0.000000	0	0	0	0	0	0	0	0	0	0
<b>Sub-Totals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Minimum Payment</b>											
	\$										
<b>Gross rental valuations</b>											
GRV - Residential	0	0	0	0	0	0	0	0	0	0	0
GRV - Industrial	0	0	0	0	0	0	0	0	0	0	0
GRV - Commercial	0	0	0	0	0	0	0	0	0	0	0
<b>Unimproved valuations</b>											
UV - Rural	0	0	0	0	0	0	0	0	0	0	0
<b>Sub-Totals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Amount from General Rates</b>							<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Ex-Gratia Rates							0				0
<b>Total Rates</b>							<b>0</b>				<b>0</b>

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

**OPERATING ACTIVITIES**  
**NOTE 7**  
**DISPOSAL OF ASSETS**

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
	Plant and Equipment	\$	\$	\$	\$	\$	\$	\$	\$
		0	0	0	0	0	0	0	0

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$0	\$0	

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2023

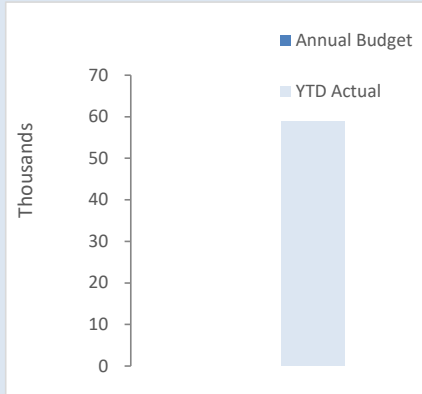
**INVESTING ACTIVITIES**  
**NOTE 8**  
**CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	0	0	0	0	0
Plant and Equipment	0	0	0	0	0
Furniture and Equipment	0	0	0	0	0
Infrastructure Assets - Roads	0	0	0	23,397	23,397
Infrastructure Assets - Drainage	0	0	0	0	0
Infrastructure Assets - Footpaths	0	0	0	0	0
Infrastructure Assets - Other	0	0	0	35,545	35,545
Infrastructure Assets - Bridges	0	0	0	0	0
<b>Capital Expenditure Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58,942</b>	<b>58,942</b>
<b>Capital acquisitions funded by:</b>					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	0	0	0	0	0
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	0	0	0	0	0
Council contribution - Cash Backed Reserves					
Various Reserves	0	0	0	0	0
Council contribution - operations	0	0	0	58,942	58,942
<b>Capital Funding Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58,942</b>	<b>58,942</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**



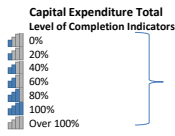
Acquisitions	Annual Budget	YTD Actual	% Spent
	\$ . M	\$ .06 M	

Capital Grant	Annual Budget	YTD Actual	% Received
	\$ . M	\$ . M	

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

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS



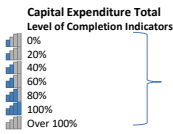
Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

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

Assets	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over
				Annual Budget	Annual Budget	YTD Budget	Total YTD	
				\$	\$	\$	\$	\$
<b>Infrastructure - Roads</b>								
<b>Transport</b>								
1.00	Old Beverley West Road (R2R)	4120146	540 R2R007	0	0	0	250	250
1.00	Badjalang North Road (R2R)	4120145	540 R2R014	0	0	0	(1,914)	(1,914)
1.00	RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.92 - 5.92	4120149	540 RRG166A	0	0	0	(21,733)	(21,733)
	<b>Total - Transport</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>(23,397)</b>	<b>(23,397)</b>
1.00	<b>Total - Infrastructure - Roads</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>(23,397)</b>	<b>(23,397)</b>

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

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS



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

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Assets	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over
						Annual Budget	Annual Budget	YTD Budget	Total YTD	
						\$	\$	\$	\$	\$
		<b>Infrastructure - Other</b>								
		<b>Recreation And Culture</b>								
1.00		Community Park - LRCI Funded Expenditure	4110390	590	LRC11322	0	0	0	(35,545)	(35,545)
		<b>Total - Recreation And Culture</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>(35,545)</b>	<b>(35,545)</b>
1.00		<b>Total - Infrastructure - Other</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>(35,545)</b>	<b>(35,545)</b>
1.00		<b>Grand Total</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>(58,942)</b>	<b>(58,942)</b>
		<b>Summary by Balance Sheet Category</b>								
		Land Held For Resale (Current)	340			0	0	0	0	0
		Land Held For Resale (Non Current)	507			0	0	0	0	0
		Land - Freehold	508			0	0	0	0	0
		Buildings - Specialised	512			0	0	0	0	0
		Buildings - Non Specialised	514			0	0	0	0	0
		Furniture & Equipment	520			0	0	0	0	0
		Plant & Equipment	530			0	0	0	0	0
		Infrastructure - Roads	540			0	0	0	(23,397)	(23,397)
		Infrastructure - Bridges	555			0	0	0	0	0
		Infrastructure - Footpaths & Cycleways	560			0	0	0	0	0
		Infrastructure - Other	590			0	0	0	(35,545)	(35,545)
						0	0	0	0	0
						0	0	0	0	0
						<b>0</b>	<b>0</b>	<b>0</b>	<b>(58,942)</b>	<b>(58,942)</b>

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

FINANCING ACTIVITIES  
NOTE 9  
LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2023	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
<b>Transport</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Loan 118 - Depot Building	243,727	0	0	0	0	0	0	243,727	243,727	243,727	0	0	0
Loan 119 - Park Cottages	99,996	0	0	0	0	0	0	99,996	99,996	99,996	0	0	0
	343,723	0	0	0	0	0	0	343,723	343,723	343,723	0	0	0
<b>Total</b>	343,723	0	0	0	0	0	0	343,723	343,723	343,723	0.00	0	0
Current loan borrowings	0							0					
Non-current loan borrowings	343,723							343,723					
	343,723							343,723					

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	0	0	0	17,555	17,555	17,555	0	0	0
<b>Economic Services</b>													
Lease 4 - Skeleton Weed Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other Property &amp; Services</b>													
Lease 3 - Canon Photocopier	3,335	0	0	0	0	0	0	3,335	3,335	3,335	0	0	0
	20,889	0	0	0	0	0	0	20,889	20,889	20,889	0	0	0
<b>Total</b>	20,889	0	0	0	0	0	0	20,889	20,889	20,889	0	0	0
Current financing borrowings	11,453							11,453					
Non-current financing borrowings	9,437							9,437					
	20,889							20,889					

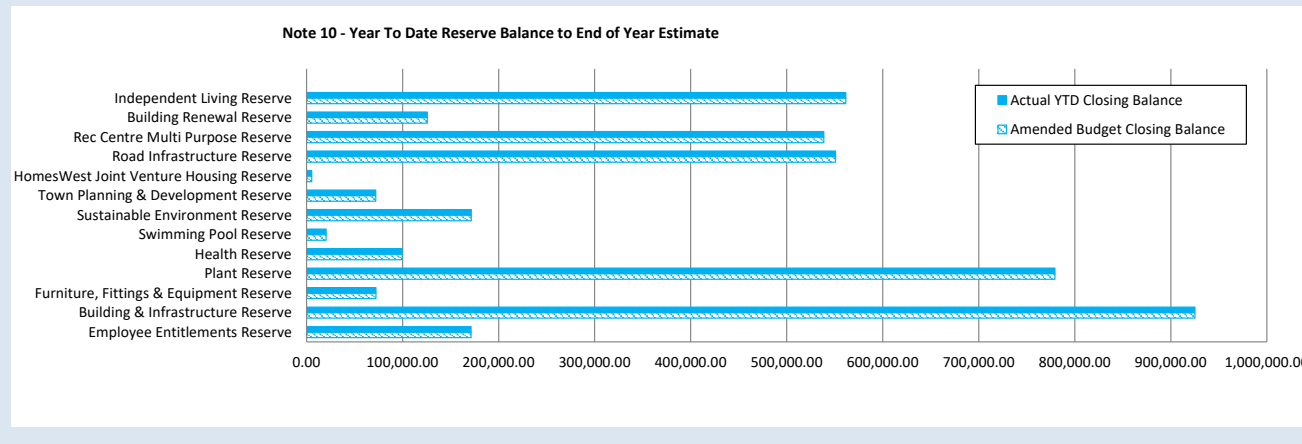
SHIRE OF QUAIRADING  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES  
 NOTE 10  
 CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlements Reserve	171,302.47	0.00	0.00	0.00	0.00	0.00	0.00	171,302.47	171,302.47
Building & Infrastructure Reserve	925,026.17	0.00	0.00	0.00	0.00	0.00	0.00	925,026.17	925,026.17
Furniture, Fittings & Equipment Reserve	72,253.91	0.00	0.00	0.00	0.00	0.00	0.00	72,253.91	72,253.91
Plant Reserve	779,333.32	0.00	0.00	0.00	0.00	0.00	0.00	779,333.32	779,333.32
Health Reserve	99,575.71	0.00	0.00	0.00	0.00	0.00	0.00	99,575.71	99,575.71
Swimming Pool Reserve	20,278.30	0.00	0.00	0.00	0.00	0.00	0.00	20,278.30	20,278.30
Sustainable Environment Reserve	171,412.45	0.00	0.00	0.00	0.00	0.00	0.00	171,412.45	171,412.45
Town Planning & Development Reserve	72,049.46	0.00	0.00	0.00	0.00	0.00	0.00	72,049.46	72,049.46
HomesWest Joint Venture Housing Reserve	5,424.94	0.00	0.00	0.00	0.00	0.00	0.00	5,424.94	5,424.94
Road Infrastructure Reserve	550,928.92	0.00	0.00	0.00	0.00	0.00	0.00	550,928.92	550,928.92
Rec Centre Multi Purpose Reserve	538,610.54	0.00	0.00	0.00	0.00	0.00	0.00	538,610.54	538,610.54
Building Renewal Reserve	125,738.79	0.00	0.00	0.00	0.00	0.00	0.00	125,738.79	125,738.79
Independent Living Reserve	561,503.90	0.00	0.00	0.00	0.00	0.00	0.00	561,503.90	561,503.90
	<b>4,093,438.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,093,438.88</b>	<b>4,093,438.88</b>

KEY INFORMATION



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

**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 Jul 2023</b>
		\$	\$	\$	\$
<b>Other Liabilities</b>					
- Contract Liabilities	12	38,445	0	0	38,445
- Capital Grant/Contribution Liabilities	13	472,708	0	0	472,708
<b>Total Other liabilities</b>		511,154	0	0	511,154
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
<b>Total current unspent grants, contributions and reimbursements</b>		511,154	0	0	511,154
<b>Employee Related Provisions</b>					
Annual leave		141,148	0	0	141,148
Long service leave		104,938	0	0	104,938
<b>Total Provisions</b>		246,085	0	0	246,085
<b>Total Other Current Liabilities</b>					<b>757,239</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**PROVISIONS**

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

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

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

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

**CONTRACT LIABILITIES**

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



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

**NOTE 12**

**GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Grant, Subsidies and Contributions Liability					Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2023	Current Liability 31 Jul 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Law, order, public safety</b>									
Mitigation Activity Fund Grant Program	33,292	0	0	33,292	33,292	0	0	0	0
Bushfire Volunteers Grant Program	717	0	0	717	717	0	0	0	0
<b>Education and welfare</b>									
Youth Week Grant	1,257	0	0	1,257	1,257	0	0	0	0
<b>Recreation and culture</b>									
NADC National Australia Day Grant	1,352	0	0	1,352	1,352	0	0	0	0
NAIDOC Week Grant	1,350	0	0	1,350	1,350	0	0	0	0
Volunteering WA Grant	477	0	0	477	477	0	0	0	0
<b>Transport</b>									
	<b>38,445</b>	<b>0</b>	<b>0</b>	<b>38,445</b>	<b>38,445</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contributions</b>									
<b>Education and welfare</b>									
Quairading Rotary Annual Contribution	0	0	0	0	0	0	0	0	0
<b>Recreation and culture</b>									
Rainmakers Contribution to El Toro (error)	0	0	0	0	0	0	0	0	0
<b>Other property and services</b>									
Admin staff contributions to vehicle running costs	0	0	0	0	0	0	0	0	912
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>912</b>
<b>TOTALS</b>	<b>38,445</b>	<b>0</b>	<b>0</b>	<b>38,445</b>	<b>38,445</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>912</b>

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

**NOTE 13**

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Capital Grants, Subsidies and Contributions Liability					Capital Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2023	Current Liability 31 Jul 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>									
Lotterywest Grant - Community Park	178,597	0	0	178,597	178,597	0	0	0	0
LRCIP Grant Phase 3 - Community Park	0	0	0	0	0	0	0	0	0
<b>Transport</b>									
R2R Grant - Stockpool Road (R2R)	0	0	0	0	0	0	0	0	0
R2R Grant - Pantapin South Road (R2R)	0	0	0	0	0	0	0	0	0
R2R Grant - Quairading Corrigin Road (R2R)	0	0	0	0	0	0	0	0	0
LRCIP Grant Phase 2 - Mclennan St Footpath (Harris St - Stacey St)	0	0	0	0	0	0	0	0	0
LRCIP Grant Phase 3 - Mclennan St Footpath (Stacey St - Southern Terminus) **Budget adjustment	0	0	0	0	0	0	0	0	0
LRCIP Grant Phase 3 - Cubbine Rd Footpath (Murphy St - QDHS ELC) **Budget adjustment	0	0	0	0	0	0	0	0	0
WSFN Grant - Stage 4 - Quairading-Cunderdin (Includes Stage 3)	111,545	0	0	111,545	111,545	0	0	0	0
WSFN Grant - Dangin - Mears Road	182,567	0	0	182,567	182,567	0	0	0	0
	<b>472,708</b>	<b>0</b>	<b>0</b>	<b>472,708</b>	<b>472,708</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Contributions</b>									
<b>Community amenities</b>									
Rural Youth Contribution - Community Park	0	0	0	0	0	0	0	0	0
<b>Total capital grants, subsidies and contributions</b>	<b>472,708</b>	<b>0</b>	<b>0</b>	<b>472,708</b>	<b>472,708</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

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

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

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

Description	Opening Balance 01 Jul 2023	Amount Received	Amount Paid	Closing Balance 31 Jul 2023
		\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Building Services Levy (BSL)	1,087.98	0.00	0.00	<b>1,087.98</b>
Construction Training Fund (CTF)	491.75	0.00	0.00	<b>491.75</b>
Councillor Nomination Fee	0.00	0.00	0.00	<b>0.00</b>
Key, Hall & Equipment Bonds	5,166.00	2,425.00	(1,900.00)	<b>5,691.00</b>
Unclaimed Monies	1,152.50	0.00	0.00	<b>1,152.50</b>
Department of Transport Licensing TransWA	3,014.31	33,697.55	0.00	<b>36,711.86</b>
Other Bonds & Deposits	83,064.17	0.00	0.00	<b>83,064.17</b>
Caravan Park Cabin Bonds	0.00	0.00	0.00	<b>0.00</b>
Community Bus Bonds	291.30	150.00	(150.00)	<b>291.30</b>
Rental Bonds	2,228.00	0.00	0.00	<b>2,228.00</b>
Animal Trap Bonds	0.00	0.00	0.00	<b>0.00</b>
<b>Sub-Total</b>	<b>96,496.01</b>	<b>36,272.55</b>	<b>(2,050.00)</b>	<b>130,718.56</b>
<b>Trust Funds</b>				
Nil	0.00	0.00	0.00	<b>0.00</b>
<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>36,272.55</b>	<b>(2,050.00)</b>	<b>130,718.56</b>

**KEY INFORMATION**

SHIRE OF QUAIRADING

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

NOTE 15

EXPLANATION OF SIGNIFICANT VARIANCES

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

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

Favourable Variance. ▲  
Unfavourable Variance. ▼

Community Amenities	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
<b>Revenue from operating activities</b>						
Housing	10,716		▲	S	Timing	Timing 23/24 Budget not yet adopted
Economic Services	119,162		▲	S	Timing	Timing 23/24 Budget not yet adopted
<b>Expenditure from operating activities</b>						
Law, Order and Public Safety	(17,996)		▼	S	Timing	Timing 23/24 Budget not yet adopted
Health	(30,169)		▼	S	Timing	Timing 23/24 Budget not yet adopted
Community Amenities	(20,478)		▼	S	Timing	Timing 23/24 Budget not yet adopted
Recreation and Culture	(20,580)		▼	S	Timing	Timing 23/24 Budget not yet adopted
Transport	(45,648)		▼	S	Timing	Timing 23/24 Budget not yet adopted
Economic Services	(39,693)		▼	S	Timing	Timing 23/24 Budget not yet adopted
Other Property and Services	(367,857)		▼	S	Timing	Timing 23/24 Budget not yet adopted
Infrastructure Assets - Roads	(23,397)		▼	S	Timing	Timing 23/24 Budget not yet adopted
Infrastructure Assets - Other	(35,545)		▼	S	Timing	Timing 23/24 Budget not yet adopted

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

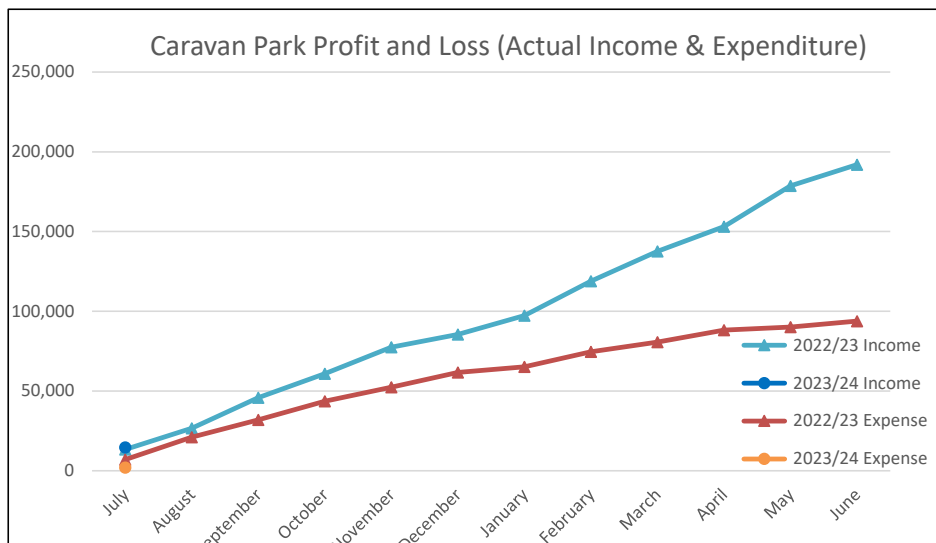
NOTE 16  
 BUDGET AMENDMENTS

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		<b>Budget Adoption</b>		Closing Surplus/(Deficit)	\$	\$	\$ 0	\$ 0
		<i>Opening surplus adjustment (Adjusted 2022/23 Closing Balance)</i>		(Not yet endorsed) To be presented at budget review			2,245,539	2,245,539
								2,245,539
								2,245,539
					<b>0</b>	<b>0</b>	<b>2,245,539</b>	<b>2,245,539</b>

KEY INFORMATION

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


Caravan Park Profit and Loss	YTD Bookings	YTD Actual	YTD Budget (Amended)	Annual Budget (Original)	Annual Budget (Amended)
<b>INCOME</b>					
Caravan Park Charges	73	\$ 5,871.41	\$ -	\$ -	\$ -
Cabin and Unit Charges	53	\$ 8,761.76	\$ -	\$ -	\$ -
Fees, Charges & Reimbursements		\$ -	\$ -	\$ -	\$ -
<b>TOTAL INCOME</b>	<b>126</b>	<b>\$ 14,633.17</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURE</b>					
<b>Caravan Park</b>					
Salaries & Wages		\$ 232.80	\$ -	\$ -	\$ -
Materials & Contracts		\$ 338.85	\$ -	\$ -	\$ -
Utilities & Insurance		\$ -	\$ -	\$ -	\$ -
<b>Caravan Park Total</b>		<b>\$ 571.65</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cabins (3x 2 bedroom Cabins)</b>					
Salaries & Wages		\$ 319.60	\$ -	\$ -	\$ -
Materials & Contracts		\$ -	\$ -	\$ -	\$ -
Utilities & Insurance		\$ 441.45	\$ -	\$ -	\$ -
<b>Cabins Total</b>		<b>\$ 761.05</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Caretaker Reception</b>					
Salaries & Wages		\$ (35.61)	\$ -	\$ -	\$ -
Materials & Contracts		\$ 31.81	\$ -	\$ -	\$ -
Utilities & Insurance		\$ 220.73	\$ -	\$ -	\$ -
<b>Caretaker Reception Total</b>		<b>\$ 216.93</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Units (4x 1 bedroom units)</b>					
Salaries & Wages		\$ 365.22	\$ -	\$ -	\$ -
Materials & Contracts		\$ -	\$ -	\$ -	\$ -
Utilities & Insurance		\$ 183.95	\$ -	\$ -	\$ -
<b>Units Total</b>		<b>\$ 549.17</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURE</b>		<b>\$ 2,098.80</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Closing Funding Surplus(Deficit)</b>		<b>\$ 12,534.37</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION****12.1 Code of Conduct Behaviour Complaints Management Policy for Elected Members, Committee Members and Candidates Review**

**Responsible Officer** Nicole Gibbs, Chief Executive Officer

**Reporting Officer** Britt Hadlow, Executive Officer

**Attachments** 1. Code of Conduct Behaviour Complaints Management Policy for Elected Members, Committee Members and Candidates [↓](#) 

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council endorse the Code of Conduct Behaviour Complaints Management Policy for Elected Members, Committee Members and Candidates.

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**IN BRIEF**

The Code of Conduct Behaviour Complaints Management Policy is due for its biennial review, and this is timely as preparations are underway for the 2023 Council Elections.

Some minor desktop amendments have been made to the Code of Conduct, though as it is a statutory templated document, minimal changes have been made.

**MATTER FOR CONSIDERATION**

That Council consider endorsing the Code of Conduct Behaviour Complaints Management Policy for Elected Members, Committee Members and Candidates

**BACKGROUND**

In 2021 a review of the *Local Government Act 1995* led by the Department of Local Government, Sport and Cultural Industries (DLGSC) led to the implementation of priority reforms under the *Local Government Amendment Act 2019* (Amendment Act).

The Amendment Act was developed in response to stakeholder feedback that there was a need for a Code of Conduct for Elected Members, Committee Members and Candidates that reflects community expectations of behaviour.

The *Model Code of Conduct Regulations 2021* was developed to give effect to the Amendment Act and provide for:

- Overarching principles to guide behaviour
- Behaviours and complaints, which are managed by local governments and
- Rules of conduct, contraventions considered by the independent local government standards panel (standards panel) where appropriate.

The Code of Conduct does not detail of the complaint handling process as this process is at the discretion of each Council.

This Policy provides a Framework for the handling of the complaint once received by the CEO as the Complaints Officer. The reviewed Policy is tabled in Attachment [1] for Council consideration.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Model Code of Conduct) Regulations 2021*

## **POLICY IMPLICATIONS**

Code of Conduct Behaviour Complaints Management Policy

Feedback Policy

## **FINANCIAL IMPLICATIONS**

There are no financial implications in the review of this Policy.

## **ALIGNMENT WITH STRATEGIC PRIORITIES**

- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.4 Governance & Leadership:** Implement systems and processes that meet legislative and audit obligations

## **CONSULTATION**

Nil.

## **RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

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

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



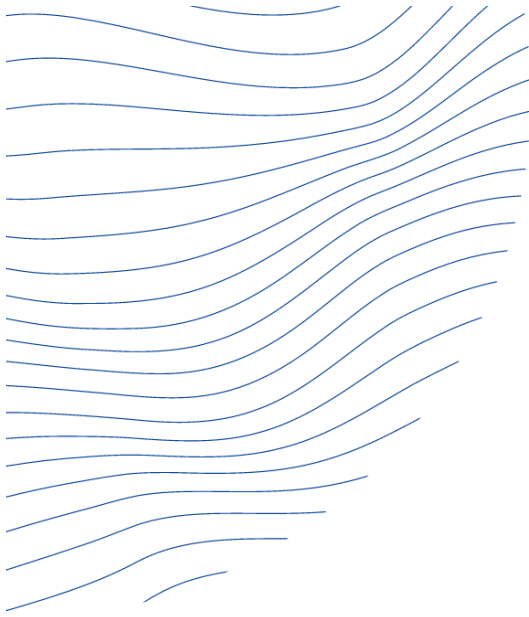
**RISK ASSESSMENT**

	Option 1
Financial	N/A
Health	N/A
Reputation	Low <i>The implementation of this Policy provides guidance to staff, Councillors and the public on how to appropriately manage a breach of a Elected Member, Committee Member or Candidate.</i>
Operations	Low <i>This Policy is required to be reviewed every two years, or if there are any legislation changes.</i>
Natural Environment	N/A

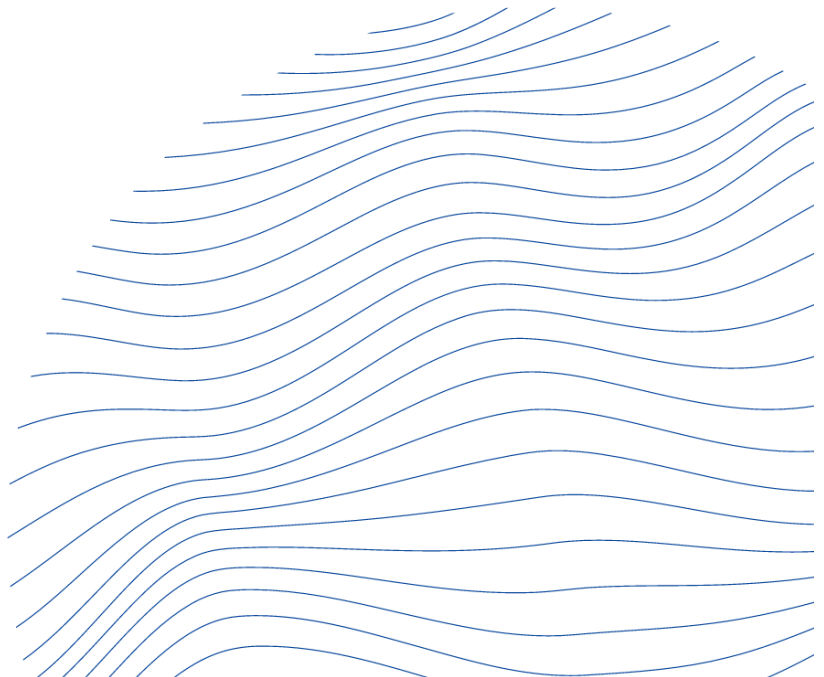
	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the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

**COMMENT**

Nil.



# CODE OF CONDUCT BEHAVIOUR COMPLAINTS POLICY





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## OBJECTIVE

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and Shire of Quairading Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Quairading Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

## SCOPE

This Policy applies to complaints made in accordance with Clause 11 of the Shire Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates, and any person who submits a complaint in accordance with this Policy.

## DEFINITIONS

**Act** means the *Local Government Act 1995*.

**Behaviour Complaints Officer** means a person authorised in writing by the CEO exercising delegated authority under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.

**Candidate Complaint** means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

**Code of Conduct** means the Shire of Quairading Code of Conduct for Council Members, Committee Members and Candidates.

**Committee** means a committee of Council, established in accordance with s.5.8 of the Act.

**Committee Member** means a Council Member, employee of the Shire of Quairading or other person who has been appointed by the Council to be a member of a committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

**Complaint** means a complaint submitted under Clause 11 of the Code of Conduct.

**Complainant** means a person who has submitted a Complaint in accordance with this Policy.

**Complaint Assessor** means a person appointed by the Behaviour Complaints Officer in accordance with Part 2.2 and Part 3.8 of this Policy.



**Complaint Documents** means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

**Complaint Form** means the form approved under clause 11(2)(a) of the Code of Conduct by the CEO exercising delegated authority.

**Council** means the Council of the Shire of Quairading.

**Council or Committee Meeting** means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

**Council Member** means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

**Finding** means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

**Plan** means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

**Response Documents** means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

## POLICY

### 1 Principles

#### 1.1 Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- 1.1.1 The Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- 1.1.2 The decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- 1.1.3 Any findings made will be based on proper and genuine consideration of the evidence.

#### 1.2 Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.



### 1.3 Confidentiality

The Shire of Quairading will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

### 1.4 Accessibility

The Shire of Quairading will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Centre and on the Shire's website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

### 2.1 Behaviour Complaints Officer

The Behaviour Complaints Officer:

- 2.1.1 Is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.
- 2.1.2 Is not an advocate for the Complainant or the Respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.
- 2.1.3 Will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.
- 2.1.4 Will liaise with the Local Government to facilitate the calling and convening of Council meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

### 2.2 Complaint Assessor

The Complaint Assessor:

- 2.2.1 Is appointed by the Behaviour Complaints Officer in accordance with Part 3.8 of this Policy.
- 2.2.2 Is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.
- 2.2.3 Will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the complaint in accordance with this Policy.

## PROCEDURE

### 3.1 Making a complaint

Any person may make a complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct *[clause 11(1) of the Code of Conduct]*.

A Complaint:

- 3.1.1 Must be made within one (1) month after the alleged Breach *[clause 11(2)(c) of the Code of Conduct]*.
- 3.1.2 Must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.
- 3.1.3 Must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.
- 3.1.4 Is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

### 3.2 Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- 3.2.1 To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- 3.2.2 To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

### 3.3 Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint.



A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

#### **3.4 Notice to Complainant**

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- 3.4.1 Confirms receipt of the Complaint;
- 3.4.2 Outlines the process that will be followed and possible outcomes;
- 3.4.3 Explains the application of confidentiality to the complaint;
- 3.4.4 Includes a copy of this Policy; and
- 3.4.5 If necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternate Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

#### **3.5 Notice to Respondent**

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- 3.5.1 Advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- 3.5.2 Includes a copy of the Complaint Documents;
- 3.5.3 Outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- 3.5.4 Includes a copy of this Policy; and
- 3.5.5 If applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.





### **3.6 Alternative Dispute Resolution**

The Shire recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a Complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

### **3.7 Order of Complaints**

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

### **3.8 Appointment of Complaints Assessor**

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will:

- 3.8.1 Appoint a suitably qualified and experienced Complaint Assessor, in accordance with the Shire's Purchasing Policy.
- 3.8.2 Endeavour to appoint a Complaint Assessor within a reasonable period.
- 3.8.3 Provide written notice of the appointment to the Complainant and the Respondent.



### 3.9 Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- 3.9.1 The behaviour occurred at a Council or Committee Meeting,
- 3.9.2 The behaviour was dealt with by the person presiding at the meeting.
- 3.9.3 The Respondent has taken remedial action in accordance with the Shire of Quairading meeting procedures.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

### 3.10 Assessment of the Complaint

The Complaint Assessor is to undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Complaint Assessor is to ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

### 3.11 Complaint Report

The Complaint Assessor will prepare a Complaint Report that will:

- 3.11.1 Outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- 3.11.2 Include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments;
- 3.11.3 Include recommendations on each decision that may be made by Council; and
- 3.11.4 Include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Complaints Committee. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.



### 3.12 Complaints Committee Meeting

The agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 12(5)\* of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.



### 3.13 Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

## 2 Decision Making

### 4.1 Objective and Principles

All decisions made under this Policy are to reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

### 4.2 Dismissal of Complaint

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

4.2.1 the behaviour to which the Complaint relates occurred at a Council or a Committee Meeting; and

4.2.2 either —

4.2.2.1 the behaviour was dealt with by the person presiding at the meeting; or

4.2.2.2 the Respondent will take remedial action in accordance with the Shire of Quairading Meeting Procedures, once implemented in line with the Local Government Reform.

### 4.3 Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur *[clause 12(3) of the Code of Conduct]*.

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

### 4.4 Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:

4.4.1 the nature and seriousness of the breach(es);

4.4.2 the Respondent's submission in relation to the contravention;

4.4.3 whether the Respondent has breached the Code of Conduct knowingly or carelessly;

4.4.4 whether the Respondent has breached the Code of Conduct on previous occasions;



- 4.4.5 likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- 4.4.6 personal circumstances at the time of conduct;
- 4.4.7 need to protect the public through general deterrence and maintain public confidence in Local Government; and
- 4.4.8 any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

#### **4.5 Plan Requirements**

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- 4.5.1 engage in mediation;
- 4.5.2 undertake counselling;
- 4.5.3 undertake training;
- 4.5.4 take other action the Council considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- 4.5.5 the actions to be taken to address the behaviour(s);
- 4.5.6 who is responsible for the actions;
- 4.5.7 any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- 4.5.8 a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

### **GUIDELINES**

*Local Government Act 1995*

*Local Government (Model Code of Conduct) Regulations 2021*

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Model Code of Conduct) Regulations 2021*

CODE OF CONDUCT BEHAVIOUR COMPLAINTS MANAGEMENT POLICY




Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	CEO Graeme Fardon	29 <sup>th</sup> July 2021	07-21/22	New Legislation	01

**12.2 Heritage Strategy Review**

**Responsible Officer** Nicole Gibbs, Chief Executive Officer

**Reporting Officer** Britt Hadlow, Executive Officer

**Attachments** 1. Heritage Strategy - Draft [↓](#) 

**Voting Requirements** Simple Majority

**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council endorse the 2023 Heritage Strategy Review.

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**IN BRIEF**

The Shire of Quairading Council is responsible for identifying and maintaining its heritage resources and infrastructure. To assist in fulfilling this function Council has a Heritage Strategy. The strategy is subject to a minor review annually, and a major review every five years. The last major review was in 2022.

**MATTER FOR CONSIDERATION**

That Council endorse the 2023 minor Heritage Strategy Review.

**BACKGROUND**

A Heritage Strategy sets out how an organisation will manage its heritage resources and deliver on statutory obligations. It may also identify projects that are important for the community. For local government, this means there is a requirement to have an up-to-date Heritage Strategy to ensure local infrastructure with historical significance is captured and appropriately maintained. Under the *Heritage Act 2018* local governments are responsible for identifying, protecting, promoting and managing the heritage buildings in their district.

A Heritage Strategy helps communicate to the community what action Council is taking to conserve Quairading's cultural heritage. The Shire of Quairading values and respects history and heritage and invests resources that help to identify, conserve and celebrate important stories, objects and places.

The Heritage Strategy is required to be reviewed annually, with a major review every five years. The Heritage Strategy underwent a major review in 2022.

Council Officers have conducted a desktop/minor review on the Heritage Strategy for Council consideration.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Heritage Act 2018*

*Planning and Development Act 2005*

*Heritage of Western Australia Act 1990*

*Homestead Act 1893*

*Planning and Development (Local Planning Schemes) Regulations 2015*

*Town Planning Regulations 1967*

#### **POLICY IMPLICATIONS**

Asset Management Policy

Local Planning Scheme No.3

#### **FINANCIAL IMPLICATIONS**

Nil.

#### **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
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.4 Governance & Leadership:** Implement systems and processes that meet legislative and audit obligations

#### **CONSULTATION**

No external consultation was required to complete this review.

#### **RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

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

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



**RISK ASSESSMENT**

	Option 1
Financial	High <i>Council does not have the funding to enact preservation or maintenance works on many of the listed heritage assets.</i>
Health	N/A
Reputation	High <i>The Quairading community has a lot of families that have long-term connections to Quairading and a rich heritage that should be preserved. Many local people and visitors have ties to places, buildings and history.</i> <i>To allow buildings and areas to become dilapidated may cause upset in the community.</i>
Operations	Low <i>If reviews and updates happen regularly, the task of updating the Strategy will not be as onerous.</i>
Natural Environment	N/A

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

**COMMENT**

Nil.



# HERITAGE STRATEGY

 @ShireofQuairading

 @QuairadingCaravanPark

 @shireofquairading



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### Executive Summary

The Shire of Quairading (Shire) is located in the Wheatbelt region of Western Australia, approximately 170 kilometres from Perth.

Developed at the direction of the State Heritage Office, the Heritage Strategy establishes the status of heritage in the Shire and provides a list of objectives and prioritised actions.

Stephen Carrick of Stephen Carrick Architects developed the first version of the Heritage Strategy in 2013 and reviewed the document in 2016.

In 2022, the Shire conducted a comprehensive review of the Heritage Strategy using internal resources. In accord with best heritage practice, the review included:

- Research and investigation into the Shire's shifting legal obligations with regard to heritage;
- Consideration of National and State-wide heritage documentation, including the Burra Charter;
- Research and investigation into all local heritage documentation available to Shire officers (including prior versions of the Heritage Strategy);
- Consideration of planning implications;
- Physical observation of existing heritage sites;
- Physical observation of deterioration of existing heritage sites; and
- New sites that may warrant listing as a heritage site.

Conclusions of significance with regard to this most recent review include:

- No listed sites showed visible signs of deterioration;
- No listed sites required removal from the heritage list; and
- No new or recently uncovered potential heritage sites required listing.

Since 2016, the Shire has taken additional measures to protect heritage, including:

- Conducted this formal review of the Heritage Strategy;
- Conducted a formal review of the Municipal Heritage Inventory;
- Amended the Municipal Heritage Inventory in accordance with Local Planning Scheme 3;
- Demonstrated financial and other support to the local Museum of History; and
- Promoted the appreciation, awareness and profile of heritage places in the community.

This Heritage Strategy complies with the guidelines provided by the Heritage Council of WA.

In 2023, the Heritage Strategy underwent a desktop review.

## SECTION ONE: INTRODUCTION

### 1.1 Background to Heritage Strategy

The Australia ICOMOS Burra Charter principles promote keeping places of worth because they enrich our lives. The places help us to understand the past by contributing to the richness of the present environment and because we expect them to be of value to future generations. Heritage is in the natural and cultural diversity of places and objects that help us to understand our past. Heritage places may evoke special meaning for us as individuals or as a member of a community.

Under the *Heritage Act 2018*, local governments are responsible for identifying, protecting, promoting and managing the majority of Western Australia's heritage.

This Heritage Strategy summarises the current management of heritage in our district and provides a direction for the ongoing and future protection, conservation, management, enhancement and promotion of heritage within the Shire.

Stephen Carrick Architects developed this Heritage Strategy in 2013 and reviewed the document in 2016. In 2022, the Strategy was reviewed using internal resources.

### 1.2 Historical Overview of the Shire

#### 1.2.1 Non-Aboriginal History<sup>1</sup>

Quairading is located in the central Wheatbelt of Western Australia, 167km east of Perth on the York-Quairading Road. The Shire of Quairading comprises the localities of Quairading, Pantapin, Yoting, Badjalung, South Caroling, Wamenusking, Dangin, Balkuling and Doodennanning.

#### Pre 1900

The first European settlement of the area began in the Avon Valley with the declaration of towns of Beverley and York in 1831. The first European settler in the area was Stephen Parker who selected land at Dangin Springs (west of the town of York) in 1836 to graze sheep. Stephen's son, Edward Parker, farmed the land in 1859. Between 1859 and 1863, Edward increased his ownership of land and developed properties east of York towards Dangin. By 1863, Edward had established a track from York to Dangin.

<sup>1</sup> Information sourced from the following:

Sydney Morning Herald, Feb 8, 2004 <http://www.smh.com.au/news/western-australia/quairading>;

Shire of Quairading website [www.quairading.wa.gov.au](http://www.quairading.wa.gov.au) ;

SHO weblink <http://www.wheatbelttourism.com/where-to-stay/quairading>; &

The Shire of Quairading Municipal Heritage Inventory, 1996 by Laura Gray, Conservation Professional

Scheme Review - Quairading Town Planning Scheme No. 2, September 2017 by Shire of Quairading Representatives

In the early 1860s, the government introduced the Pastoral Leasehold Scheme, which spurred the lease of sizeable acreage for pastoral use and encouraged settlement beyond the Avon Valley.

The Homestead Act in 1893 enabled settlers to take up a free, conditional, homestead block and the Conditional Purchase Scheme of 1898 encouraged farmers to take up small holdings on the condition that they would clear, fence and improve the property they had acquired.

Pastoral sheep grazing was the initial industry in the area but as more land was cleared and wheat crops sown, agriculture became a mutually beneficial industry. Cutting sandalwood was a viable sideline to pastoralism and in 1880, a boom in sandalwood prices encouraged more people into the industry. The usual procedure was to make two trips a year to Guildford or Perth depots, with sandalwood and wool, and backload with essential stores and goods.

Edward's son, Jonah Parker, eventually acquired 16,000 acres on conditional purchase, making Dangin Parker Estate one of the largest farming properties in Western Australia at the time. In addition to experimenting with wool, mutton, pigs and sandalwood production, Jonah pioneered the production of eucalyptus oil in 1882 and in 1892 started distilling eucalyptus oil at the Dangin Estate.

#### 1900 -1940

By 1901, Parker was still the only settler in the Dangin area and Jonah decided to subdivide his property, allotting a portion of his estate as a townsite. Dangin became a private townsite, fenced within Parker's estate. The town of Dangin was gazetted in 1902. Restricted access to the town of Dangin and Parker's declaration of the town as an alcohol-free zone created some problems for residents. This may have contributed to the popularity and success of the latter established town of Quairading.

During this period, the government also opened up vast new tracts of land, for settlement by people drawn to the Western Australian goldfields. Charles Hines, a government land guide and experienced bushman, was responsible for introducing many new settlers to the Dangin-Quairading area, advising them on land selection and helping with preliminary clearing, building and the establishment of a water supply.

From 1904, a number of settlers arrived and selected land in the districts of Dangin, South Caroling, Doodenanning, Pantapin and Quairading. Progress associations established in most settlement districts, to exchange knowledge and pool expertise for a better deal for farmers.

These associations assisted in the establishment of schools, mail services, infrastructure and facilities in their areas.

The town of Quairading came into existence around 1905 when Jim Caldwell opened a store in the bush between the district's northern and southern settlers. Caldwell's small bush enterprise became the centre of the Quairading townsite, which was gazetted in August 1907. By 1909, the town had a hotel, general store, blacksmith, baker, carpenter and two banks. The small community at Dangin was disbanded in favour of one central settlement at Quairading.

In 1908, the railway from York to Greenhills was extended through to Quairading. The railway link to Quairading made markets more accessible and operations more commercially viable for settlers. The wheat crop now only had to be transported as far as the closest siding and contractors found employment in carting and handling wheat. In 1932, two grain elevators, each fitted with an engine, were installed at the railway siding in the town of Quairading.

From 1910, the decline of the gold rushes freed labor to develop the land and the idea of farming enticed prospective settlers to the area. With the return of men from World War 1, the clearing of agricultural land proceeded at a solid pace.

During the depression years the Soldier Settlers with land acquired by the Repatriation Department, faced hard times. A lack of farming experience and capital meant they were among many settlers forced to abandon the land. The years of the Great Depression were also difficult for businesses. Many farmers bartered in exchange for goods and services. The Roads Board provided some services and contract works to help keep the farmers operating, as well as government-funded works to employ labour in the district.

Social activities were important in the depression years, as the Quairading district's settlers forged their communities. The Agricultural Hall held regular Saturday night dances and screened movies. Many sport gatherings were formalised into clubs and the Dangin-Quairading-South Caroling Branch of the Country Women's Association was formed.

#### 1940 - 2017

After the Great Depression, the rural sector made a relatively fast recovery with improved prices for wool and wheat and by the late 1930s, the Quairading district was experiencing real progress.

With the onset of World War 2 and the resulting shortage of labor, the rural sector once again faced decline, prompting the Road Board to request Prisoner of War labour allocation for the area.

Post World War 2, Quairading regained its agricultural strength with abandoned farms worked again and a new generation of soldier settlers farming the land. By the 1950s, most of the district was farmed and there was rapid expansion in production. Farmers were getting record wheat and wool prices.

In 1957, the construction of the new Roads Board offices in Quairading signaled a new era of prosperity for the Quairading town and district. In 1961, legislation changed the name and function of the local governing bodies from Roads Board to Shire Council with its responsibilities encompassing roads and infrastructure and the addition of community services.

The 1960s marked an increase in prosperity but a shift in social and recreational choices. Dances were declining in popularity and the screening of movies in the hall ceased. A decline in the number of rail services reflected Quairading's declining patronage and led to the eventual closure of Quairading's railway station in 1994.

Since the early 1860's when Quairading was first recognised as an agricultural area, it has been a rural centre for the wheat and sheep industry. Broad hectare agriculture is the Shire's main economic contributor, accounting for 70% of business and some 189,393 ha of land (11% of the Avon's total area of agricultural land holdings). The wheat and sheep industry employs 33% of the population. Manufacturing, transport and logistics are secondary industries in Quairading.

#### Today

Today, the Shire has a population of approximately 1,200 and covers an area of 2,040km<sup>2</sup>. Based on Census data and a study of population patterns, the prediction is for continued negative population growth and continued ageing of the Shire's population. The unemployment rate in the Shire is higher than State and National averages. The number of businesses in the Shire has remained relatively steady compared to comparative sized Shires. However, the majority of businesses are non-employing. These trends carry indications for future planning direction in the Shire.

The Avon Sub-Regional Economic Strategy produced in 2013, identified agriculture, transport and industry, health and aged care as the industries with economic opportunity in the Shire. However, these opportunities are yet to be harnessed by the Shire.

The Shire did not review the Shire of Quairading Town Planning Scheme No.2 (originally gazetted on 31 August 1993) until 2022. The *Planning and Development (Local Planning Schemes) Regulations 2015* requires that every local government have a local planning scheme accompanied by a local planning strategy and that the local planning scheme is reviewed every



five years. In accord, the Shire of Quairading Town Planning Scheme No.3 was gazetted on 22 January 2022.

The Shire of Quairading Town Planning Scheme No.3 is a more contemporary approach to town planning. The Scheme coordinates land use and development by balancing economic, social and environmental issues.

The Shire of Quairading regulates all development in the Shire in accordance with the requirements of Local Planning Scheme No.3, the supporting Local Planning Strategy and a number of local planning policies and local laws. These documents guide the development and use of land throughout the Shire and form the basis for all decisions made by Council, including those related to heritage matters.

#### 1.2.2 **Aboriginal History**

“Those who cannot remember the past are condemned to repeat it.”

Against the background of the ‘White Australia policy’ in the newly Federated Commonwealth of Australia, the *Aborigines Act 1905* emerged. The 1905 Act was designed to ‘pacify’ and bring the Kimberley under the rule of Law, and to control mixed race relationships. However the Act established a repressive and coercive system of control over all aspects of the lives of all Aboriginal West Australians that, because of their proximity to the administrative centre of Perth, particularly affected Noongar people. The 1905 Act, with subsequent amendments, remained in place until 1963. Ironically, this meant that Aboriginal people had a more equal legal status in the early days of British settlement than they did during much of the 20th century.

From 1905 administration of Aboriginal matters was managed by a series of departments – the Aborigines Department: 1905-1936 (in 1909 it was amalgamated with the Fisheries Department); the Native Affairs Department: 1936-1954; and the Native Welfare Department: 1954-1972. Extensive records were kept detailing every aspect of their lives. Under the guise of ‘protection’, two key imperatives of the 1905 Act were: 1) the segregation of Aboriginal people from the broader population, and 2) the removal of children, particularly ‘half-castes’, so they could be acculturated and assimilated into the white population.

The Act gave the Chief Protector of Aborigines the power to establish government missions and settlements, and the entry of Noongar people into the towns was drastically restricted. Noongar people were separated from the wider community, confined to ‘Native Camps’ or reserves on the outskirts of towns, and subject to curfews requiring them to vacate town

areas by 6pm or face arrest. They were excluded from jobs and could not move to another area without the approval of a 'Protector' – usually the local policeman, who could exercise a wide range of powers supported by the courts.

To counter concerns about the increasing numbers of 'half-caste' Aboriginal people, the 1905 Act made marriage between an Aboriginal and a non-Aboriginal person illegal unless it had been approved by the Chief Protector. The Chief Protector was also assigned the role of legal guardian of all Aboriginal and 'half caste' children to the age of 16. This meant that the government had the power to take children from their families and place them in institutional care anywhere in the state. Police and missionaries could, on their own initiative, remove children as well, and would advise the Chief Protector if they considered a child should be removed from the Noongar reserves. Orders to remove children were provided to police in code to avoid the possibility of someone pre-warning a family. Noongar families would often hide their children or attempt to darken their skin with charcoal for fear of having them taken. A whistle may have been a sign to run to the bush and hide.

The appointment of August Octavius Neville as Chief Protector of Aborigines from 1915-1940 signalled the beginning of a new period of administration in Aboriginal affairs. Neville advocated strict segregation and strict implementation of the 1905 Act. He bureaucratized many dealings with the Noongar people and implemented a range of administrative forms and procedures that intruded heavily in their everyday lives. Employers were required to obtain permits to employ natives. A personal identification system of Personal History Cards coupled with detailed and voluminous government dossiers created by Neville's department detailed every Noongar person's movements, family, relationships and even attitudes. Many of the actions of Aboriginal people required Neville's approval.

Many white communities in country towns actively campaigned to have Noongar children removed from schools.

William Harris, a farmer who had been educated at the 'Swan Natives and Half Castes Home', and whose mother and grandfather were Noongar, fought the impacts of the 1905 Act for some twenty-two years. In 1928 he led a deputation to Premier Philip Collier with other farmers who had fought the Education Department for the right to send their children to State schools. At the meeting Harris raised strong concerns in particular about the Moore River Settlement, where families were split, and different Aboriginal groups kept together under police control. At that meeting, the Premier recognised 'a great obligation to do justice to the Aboriginal, because [the white man] had deprived him of his country'.

However, it was many more years before there would be significant legislative change. The economic depression during the 1930s was another blow for Noongar people. Aboriginal people from all over Western Australia headed to Perth in search of employment. However, the State Government had declared Perth a prohibited area in 1927 – this was to last until 1954. Aboriginal people could only enter with a ‘native pass’ which was issued by the Commissioner of Native Affairs.

In the context of international trends in eugenics in the USA and Germany, Neville became a strong advocate for ‘breeding out the colour’ across generations, through inter-marriage with lighter castes and eventually with whites. This philosophy was reflected in the 1936 Native Administration Act which further increased the government’s power to remove children and sought to re-classify Aboriginal people according to their percentage of ‘Aboriginal blood’. During this period all marriages involving Aboriginal people had to be approved by the Commissioner of Native Affairs.

Many of the older Noongar people had worked all their lives on farms, effectively ‘building the country,’ clearing the land and fencing the farms, shearing the sheep and working stock; however, without the status of citizens, they were not entitled to a pension. Health care was often denied, or sub-standard, as the government claimed they had little money to pay for it.

In 1938, on the other side of the nation, Aboriginal organisations in Victoria and New South Wales declared the 150th anniversary of British colonisation of Australia a Day of Mourning, protesting the seizure of their land and the callous treatment they had endured. They called for new laws in relation to their education and care, and policies that would deliver equality and status as full citizens. The protest became an annual tradition.

The Second World War and its aftermath resulted in both practical and attitudinal changes. Some Noongar men fought alongside their non-Aboriginal counterparts, and on the battlefield at least, were treated ‘almost as equals’. For the Noongars at home, they were able to take advantage of a depleted labour force, finding more jobs with better pay in Perth and other towns. The ban on living in the metropolitan area that had been in place since the 1920s was finally lifted in 1954. At the same time, the nation’s participation in the ‘fight for democracy’ meant a shift toward more liberal attitudes.

The 1944 Native (Citizenship Rights) Act enabled Aboriginal people to apply for a Certificate of Citizenship provided that they had ‘dissolved tribal and native associations’ for a period of two years and ‘adopted the manners and habits of a civilised life’. The Certificate papers, referred to as ‘dog tags’ by the Noongar people, allowed them the same legal rights as the broader

community. However, they had to be presented on demand, and could be revoked if the criteria were not followed. Many ultimately relinquished this status due to the impossible conditions; as a result, the majority of Noongars continued to live on reserves on the periphery of the towns, or in the surrounding bushland, separate from the rest of the community. The distinction between those who did and did not become citizens in some cases caused lasting divisions.

Following Neville's retirement in 1940, Stan Middleton replaced Neville's successor, Francis Bray, assuming the role of Commissioner of Native Affairs from 1948 to 1962. Middleton pursued a 'policy of assimilation' reflective of the more liberalist post-war climate. Attorney General Paul Hasluck later articulated in 1961 that:

'...the Policy of assimilation means in view of all Australian governments that all Aborigines and part-Aborigines are expected eventually to attain the same manner of living as other Australians and to live as members of a single Australian community enjoying the same rights and privileges, accepting the same responsibilities, observing the same customs and influenced by the same beliefs, hopes and loyalties as other Australians'

Any 'special measures' were therefore seen as temporary initiatives to assist them in making this transition. Impacts on the Noongars included the closure of the Moore River and Carrolup settlements in 1951 (after the re-opening of the latter during the war), and, notwithstanding continued white resistance, Aboriginal children were allowed back into the schools in the 1950s. After 1954 Aboriginal people became eligible for many Commonwealth social service benefits.

The 1960s was a decade of significant change across the nation, with the growing assertion of Aboriginal rights by Aboriginal activists supported by white counterparts. From 1962 Aboriginal people were granted the right to vote in Commonwealth elections. In 1966, at Wave Hill Station in the Northern Territory, a strike led by Vincent Lingiari in protest against unequal pay and conditions ultimately led to Aboriginal workers being entitled to receive the same amount as white workers.

In 1966, the United Nations proclaimed the International Convention on the Elimination of All Forms of Racial Discrimination. In 1967, a Commonwealth Referendum was held in order to amend the Federal Constitution to allow Aboriginal People to be counted in the census as Australians. The referendum also gave the Commonwealth the power to legislate for Aboriginal affairs, which until that time had been the sole responsibility of the States. About 90 per cent of Australians voted yes in the referendum, although the highest no-vote of 19 per

cent was in Western Australia. The granting of citizenship rights in 1969 finally restored to Noongars the legal rights they had possessed prior to the 1905 Act.

The Native Welfare Act of 1963, which had repealed all prior legislation, provided that the Commissioner of Native Welfare was now no longer the guardian of Aboriginal children, but was still responsible for the 'custody, maintenance and education of the children of natives'. The Chief Protector's powers to remove children of Aboriginal descent from their biological parents were abolished, but the removal of children continued under the Child Welfare Act of 1947. In 1972, the Native Welfare Act 1963 was repealed by the Aboriginal Affairs Planning Authority Act, and the functions of the Department of Native Welfare were split between the newly created Aboriginal Affairs Planning Authority and the Department of Community Welfare. The former was no longer directly involved in out-of-home care for Aboriginal children, and for the first time policies were enacted which allowed those children at risk of neglect to be fostered by other members of their families, finally signalling an end to the 'Stolen Generation'.

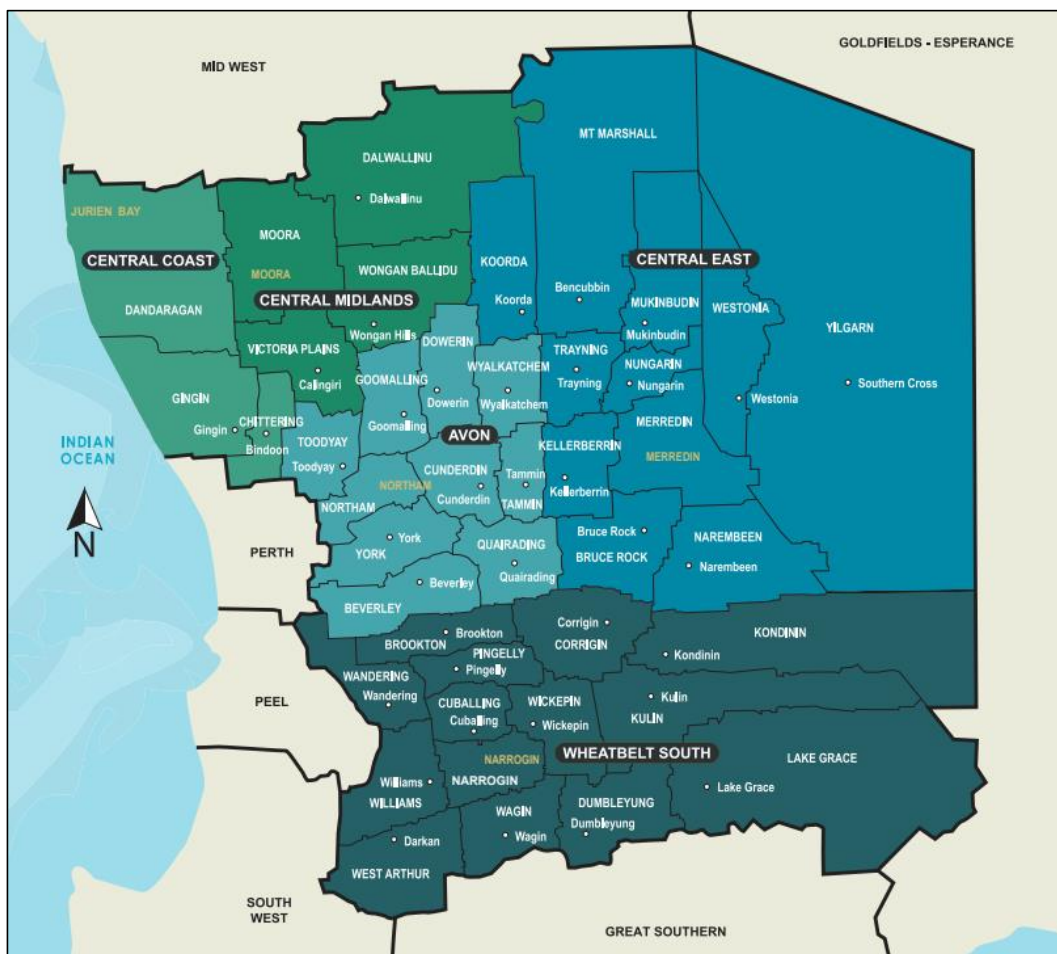
In 1972 the Federal Government under Prime Minister Whitlam pledged to promote Aboriginal development and self-determination. In the South West, as elsewhere across the nation, Aboriginal-run organisations began emerging to promote the rights and interests of local groups. In 1975 the Australian parliament ratified the 1966 International Convention on the Elimination of All Forms of Racial Discrimination through the passing of the Racial Discrimination Act 1975. The policy of the Coalition government in the election campaign of that year was expressed thus:

"We recognise the fundamental right of Aborigines to retain their racial identity and traditional lifestyle or where desired adopt a partially or wholly European lifestyle".

The Land Rights movement, which had grown out of the Wave Hill strike, had gathered impetus, and in 1976 Aboriginal Land Rights were recognised in the Northern Territory. Notwithstanding the recommendations of the 1984 Seaman Enquiry, Western Australia did not follow suit. However, the 1992 High Court Mabo decision reversed the notion that Australia was 'terra nullius' and in 1993 the Native Title Act was passed in Federal Parliament, providing for the potential recognition of native title rights across the nation. Native title claims were made across the South West, as the native title process finally provided a vehicle through which Noongars could seek formal recognition of their ongoing connection to country.

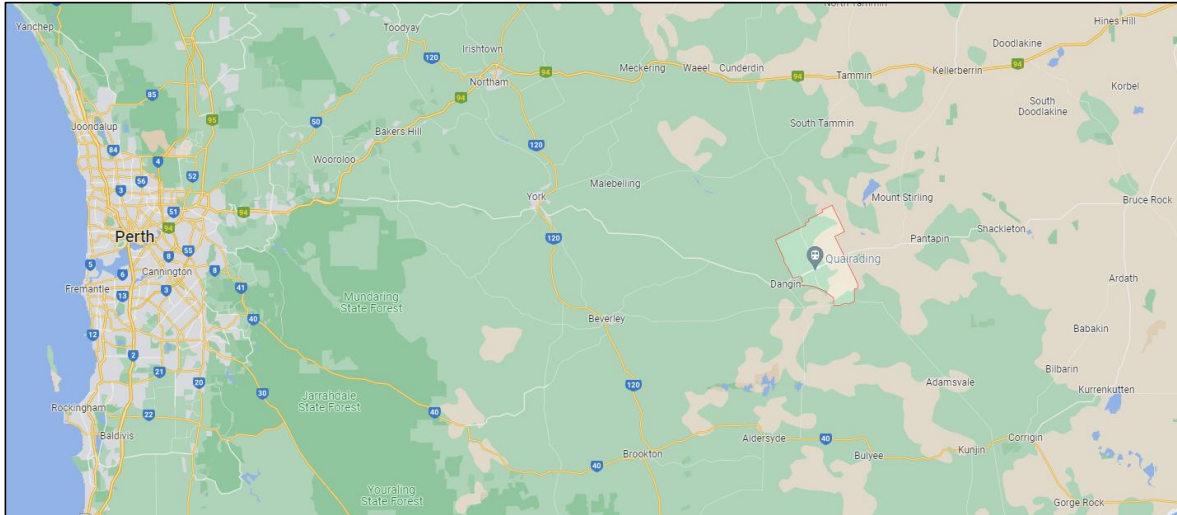
During the same period, recommendations from the Royal Commission into Aboriginal deaths in custody led to the establishment of the national Council for Aboriginal Reconciliation. A central acknowledgment was the importance of improving understanding and relationships between Aboriginal people and the broader community and developing effective partnerships for change. Notwithstanding the historical legacy of division and inequality, many Noongars and non-Aboriginal locals shared their stories and reached out a hand to one another in reconciliation initiatives across the South West.

**1.3 District Map**



Source: <https://www.wheatbelt.wa.gov.au/our-region/maps/>

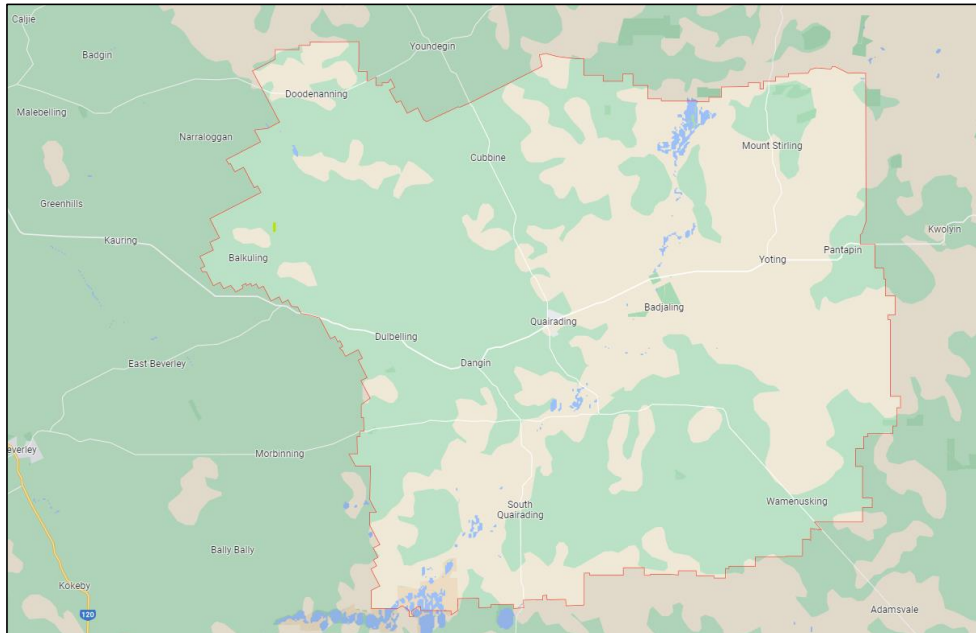
**1.4 Location Map**



Source: <https://www.google.com.au/maps/place/Quairading>

The Shire of Quairading is a local government area in the Wheatbelt region of Western Australia, about 170 kilometres east of the state capital, Perth.

**1.5 Map of Shire of Quairading**



Source: <https://www.google.com.au/maps/place/Quairading>

## SECTION TWO: 2022 HERITAGE STRATEGY

Stephen Carrick Architects developed this Heritage Strategy in 2013 and reviewed the document in 2016.

The review of the Strategy in 2016 resulted in the identification of 31 actions to assist the Shire with the identification, management and promotion of its heritage assets. The strategy summarised the actions into 13 strategic recommendations for implementation.

In 2022, the Shire reviewed the Strategy using internal resources. This review included tracking the Shire's progress against the 31 actions and the 13 strategic recommendations.

In 2023, the Heritage Strategy underwent a minor in-house review.

## SECTION THREE: LOCAL GOVERNMENT MUNICIPAL HERITAGE INVENTORY

The review and update of a Local Government Municipal Heritage Inventory (MHI) is required under Section 45 of the *Heritage of Western Australia Act 1990*, which states:

- (1) A local government shall compile and maintain an inventory of buildings within its district which in its opinion are, or may become, of cultural heritage significance.
- (2) The inventory required by subsection (1) shall be compiled no later than 4 years from the commencement of this Act and shall be -
  - (a) updated annually; and
  - (b) reviewed every 4 years after compilation.
- (3) A local government shall provide the Council with a copy of the inventory compiled pursuant to this section.
- (4) A local government shall ensure that the inventory required by this section is compiled with proper public consultation.

Laura Gray (Heritage and Conservation Consultant) developed the Shire of Quairading MHI in 1996 with the assistance of a local Steering Committee (representing the people in the Shire of Quairading). Adopted in 1996, the MHI contains 209 places and sites of heritage value recognised by the communities in the Shire.

### Explanatory note to Tables:

There are 209 places listed in the Shire of Quairading MHI (1996). Of these, two places do not appear in the State Heritage Office database. These are North Yoting School (Yoting) and Bank Residence (Dangin).

Places listed in the current MHI are listed according to locality (precinct or district). Identified precincts often encompass a combination of places and sites of significance. This in part, accounts for the discrepancy in the number of places and sites of significance. The Place Record Forms are presented in the MHI according to which management category that they have been assigned. There are five management categories:



- Category 1 – 5 places
- Category 2 – 38 places
- Category 3 – 35 places
- Category 4 – 47 places
- Category 5 – 84 places

There are 13 precincts identified in the MHI.

In 2016, there were a number of places with no photographs and the physical description on some place record forms was minimal. In 2022, the Shire obtained updated photographs, reviewed the physical descriptions and, in some cases, provided more detail.

The MHI contains an historical overview and a thematic framework. The themes identified are:

- Settlement
- Transport and Communication
- Occupations
- Social list and Civic activities
- Outside influences
- People

The themes are described across time-periods. These are:

- Pre 1829
- 1829 – 1899
- 1900 – 1914
- 1915 – 1925
- 1926 – 1945
- 1946 -1995

In 2022, an update to the MHI's historical overview and thematic framework was undertaken. The scope of work was kept limited to ensure that was not an overly complicated or expensive exercise.

A condensed version of the current MHI follows. The hard copy of the 1996 MHI contains more comprehensive information including: the address of the place; date of construction; type of activity associated with the place; management category assigned to the place and its reference number on the Municipal Heritage Inventory for the Shire of Quairading. In 2022, the Shire converted this hard copy document into electronic form.

Numbers assigned to each place (1 – 209) in the condensed version of the MHI carry no specific reference and have been allocated to maintain simplicity and to make the list easily readable. In this same way, numbers have also been assigned (1 – 13) to clarify the precincts in the current MHI.

**3.1 Places on the Quairading MHI**

No.	Place	Address	Date	Type of Place
<b>Management Category 1</b>				
1	Quairading Shire Hall	Cnr Jennaberring Road & McLennan Street, Quairading	1925	Community Facility
2	Coraling	Old Beverley Road, South Quairading	c1860	Mud Hut
3	Toapin Weir	Toapin Weir Road – 10km north of Dangin	1912	Landmark
4	Summit of Mount Stirling	Yoting-Kellerberrin Road	1830	Landmark
5	Cubbine Homestead Precinct	Cubbine Road, North Quairading	c1880	Homestead Municipally Heritage Listed?
<b>Management Category 2</b>				
6	Quairading Hotel	43 Heal Street, Quairading	1908	Hotel
7	Quairading Post Office	Jennaberring Road, Quairading	c1927	Post Office
8	Bank of NSW 2022 Private Residence	Heal Street, Quairading	1926	Banking Chambers
9	Hinkley's Buildings	73 Heal Street, Quairading	1925	Shops
10	War Memorial	Railway Reserve – Heal Street, Quairading	c1950	Memorial
11	Quairading Railway Station	Railway Reserve – Heal Street, Quairading		Railway Station
12	St Francis Xavier Roman Catholic Church Presbytery	135 Heggarty Street, Quairading	1936 1954	Church
13	Quairading School Site (Former)	McLennan Street, Quairading	c1910	Former school site footprint & memorial
14	Police Station & Lockup	8 Parker Street, Quairading	1911	Police Station
15	2023: Jessica Keast (Previously Jack Keast's Residence)	69 McLennan Street, Quairading	1942	Residence
16	Bank of New South Wales	Dangin Terrace, Dangin	1934	Bank
17	Dangin Hospital and Maternity Home	Forrest Street, Dangin	1914	Hospital / Residence
18	Methodist Church	Forrest Street, Dangin	1927	Church
19	Co-op Residence	Brockman Street, Dangin	c1916	Residence

20	Maidstone	Dangin Terrace, Dangin	c1915	Residence
21	School Quarters	South Caroling Road, Dangin	1936	Residence
22	Cyprien	Toapin Weir Road – 8km north of Dangin	1925	Residence
23	Heggarty’s	Dorakin Road – 5km north of Quairading	1898 & 1919	Residence
24	Doodenanning Community Hall	40km north west of Quairading	1918	Community Hall
25	Mt Stirling Bush Church	Base of Mt Stirling	c1940	Church
26	Braemar	Block 11 Mt Stirling Road	c1928-29	Residence
27	Dallveen	11km east of Quairading	1926	Homestead
28	Whitehaven	Cubbine Road – 10km north of Quairading	c1880	Residence
29	Nungunia (Sunrise)	10km north of Quairading	c1927	Homestead
30	Pantapin Community Hall	Pantapin Townsite, Bruce Rock Road – 20km east of Quairading	1922	Community Hall
31	South Caroling Hall	Cnr Caroling South & Tregenza Roads	1923-24	Community Hall
32	South Caroling Uniting Church	Church Road – 17.5km south of Quairading	1955	Church / Cemetery
33	South Caroling Cemetery	Dangin-Mears Road – 13km south of Quairading	Est. 1932	Cemetery
34	Henry Haddock Clemen’s Grave	Kartanarra Homestead, Dangin South Road – 800m south east of Homestead	1927	Burial Site
35	Kartanarra Homestead & Sheds	Dangin South Road – 8km south of Dangin	1904	Homestead
36	Woodstock	South Caroling Road – 13km south of Dangin	c1900	Homestead
37	Laanecoorie	South Caroling	1922	Residence
38	Jones’s	South Caroling Road – 12km south of Dangin	c1910	Homestead
39	Morchip	10km south of Quairading	c1904	Homestead
40	Corinya	Cnr Old Beverley Road & Bulyee Quairading Road, Quairading	1933-36	Homestead
41	Sunnyside Farm	Corrigin Road – 11km south of Quairading	1904	Residence
42	Sunnyvale Homestead	Stacey Bus Road, Quairading	c1906	Homestead

**Management Category 3**

43	Corner Shops 2022 Café & CWA Op Shop	Cnr Heal & McLennan Streets, Quairading	1957	Shops
44	Indoor Cricket Centre 2022 Quairading Agriservices	Heal Street, Quairading	c1925	Recreation Venue
45	Quairading Motor Garage Quairading Rural Traders 2022 Quairading Agri Services	Heal Street, Quairading	c1920	Shop
46	Pat Ryan's Butcher Shop 2023 Hairdresser Shop	21 Heal Street, Quairading	c1915	Shop
47	2023 Quairading Garden & Gifts	21 Heal Street, Quairading	c1912	Shop
48	Co-op Building	Heal Street, Quairading	1919	Shop
49	Commercial Bank 2023 Private Residence	53 Heal Street, Quairading	1937	Bank
50	Quairading Shire Office	Jennaberring Road, Quairading	1957	Administration Building
51	Masonic Lodge	Cnr Cubbine & Murphy Streets, Quairading	1964	Community Hall
52	RSL Hall 2023 Youth Centre	Cnr Cubbine & Murphy Streets, Quairading	c1946	Community Hall
53	Quairading Uniting Church	Lot 95 Coraling Street, Quairading		Church
54	St Francis Xavier Presentation Convent	5 McLennan Street, Quairading	1955	Church
55	Rural Youth purchased above Convent in 80's	3 McLennan Street, Quairading	1955	School / Community Centre
56	Quairading District High School	McLennan Street, Quairading	1946-47	School
57	School Master's House	McLennan Street, Quairading		Residence
58	2023: Vacant Block (Previously Road Board Secretary's House)	10 McLennan Street, Quairading	c1925	Residence
59	Doctor's Surgery	8 McLennan Street, Quairading	c1940	Surgery / Residence
60	2023: N Gibson & P Harbinson (Previously Hinkley's House)	18 McLennan Street, Quairading	1925	Residence
61	2023: Z Constantini & M Van Nieuwenhuyzen (Previously Shenton's Residence)	43 McLennan Street, Quairading	c1920	Residence

62	Quairading Agriculture Hall	Within the Sports and Showgrounds Precinct	1953	Community Hall
63	CWA Restrooms	10 Parker Street, Quairading	1956	Rest Rooms / Meeting Place
64	Quairading Swimming Pool	McLennan Street, Quairading	1959	Pool / Memorial
65	St Faith's Anglican Church	22 Harris Street, Quairading	1965	Church
66	Anglican Rectory	20 Harris Street, Quairading	1954-55	Church
67	Bonnie Doon	Solomon Road – 9km east of Quairading	1912	Residence
68	Pantapin Store	Main Road, Pantapin	1916	Shop
69	Pantapin Storekeepers Residence	Main Road, Pantapin	1910	Residence
70	Merna	South Caroling Road, Dangin	1911	Residence
71	Glascoed	South Caroling Road, South Caroling	1916	Residence
72	Morton	Cnr Old Beverley & South Caroling Roads	1936	Homestead
73	Weybridge Homestead	South Caroling Road, South Caroling	1916	Homestead
74	The Grove	Stockpool Road – 20km south of Quairading	1919	Homestead
75	Springfield	Old Beverley Road, South Quairading	c1914	Residence
76	Fernleigh	Stones Road, Wamenusking	1923	Residence
77	Yoting Springs	Yoting Springs	1911	Residence
<b>Management Category 4</b>				
78	Jones Machinery Centre	Heal Street, Quairading		Mechanical Workshop
79	Quairading Enterprises	Heal Street, Quairading	c1920	Commercial Premises
80	Goods Shed Now Demolished	Railway Reserve		Storage Facility
81	The Presbytery	Heggarty Street, Quairading	1954	Residence
82	Workers Homes (4)	Murphy Street, Quairading	1922	Residences
83	Residence	9 Cubbine Road, Quairading	c1927	Residence
84	The Quairading Club	Avon Street, Quairading	c1930	Social Venue
85	2023: Shenton Residence	17 Avon Street, Quairading	c1950	Residence

86	2023: Quairading Investments Pty Ltd? (Previously Stacey's House)	37 Avon Street, Quairading	c1950	Residence
87	2023: C Dann (Previously Goldfields Houses (2))	29 Jennaberring Road, Quairading	1925	Residences
88	Keவில்'s House	71 Heal Street, Quairading	1942	Residence
89	2023: F Macri & P Thornton (Previously Juras's House)	85 Heal Street?	c1945	Residence
90	House from 'Wattle Grove'	Cnr Ashton Road & Harris Street, Quairading	c1909	Residence
91	Co-op Manager's House	1 Harris Street, Quairading	c1985	Residence
92	2023: L&J Wilson (Previously Hadlow's House)	12 Suburban Road, Quairading	c1947	Residence
93	2023: L Patterson (Previously Edward's Place)	65 McLennan Street, Quairading	c1919	Residence
94	Quairading Community Building	Quairading Greater Sports Ground	c1995	Community Venue
95	Shire Work Depot. partly demolished year?	Jennaberring Road, Quairading		Industrial
96	CBH Installation	Quairading York Road, Quairading		Industrial
97	Factory-ettes		1995	Industrial
98	Saleyards Demolished year?	Cnr Heal Street & Winmar Road, Quairading		Industrial
99	Seed Cleaners	Quairading York Road		Industrial
100	BP Roadhouse	Quairading York Road	c1960	Service Station
101	Farm Power 2023 AFGRI	Quairading York Road	c1950	Industrial
102	Balkuling Co-op Store & House	Balkuling		
103	Hansen's Post Office House	Balkuling		
104	Minchin's	Balkuling		
105	Balkuling Hall	Balkuling		Community Hall
106	Balkuling Golf Club	Balkuling		

107	Dangin Methodist Manse	Forrest Street, Dangin	1927	Residence
108	Residence	Dangin Terrace, Dangin	c1920	Residence
109	Glen Bonham	Hayes Road – 10km north of Dangin	c1930	Residence
110	Carter’s Property	Doodenanning	1927	Residence
111	Taylor’s Place	Dubelling	1925	Residence
112	Nukatucka	Mt Stirling	1923	Residence
113	Pannel’s Farm	Mt Stirling	1923	Residence
114	JB Wilson’s Farm	Tammin Road, North Quairading	1936	Residence
115	Karrakin	Jennaberring	c1950	Homestead
116	Stonehaven	Cunderdin Quairading Road, North Quairading		Homestead
117	Nuytsia	Tammin Road, Quairading	1927	Residence
118	Wattle Grove	Solomon Road, North Quairading	c1908	Site / Remains
118	Reika	Old Beverley Road – 10km south of Quairading	c1927	Site
120	Forest Glen	Bruce Rock Road – 2km east of Quairading	1910	Residence
121	Wardstone	Stones Road – 32km south east of Quairading	1950	Residence
122	Wamenusking School House	Eric Swithenbank’s Property – Wamenusking Road	1909	Residence
123	Hillside			Homestead
<b>Management Category 5</b>				
124	Quairading Stationmaster’s House	Railway Reserve		Site
125	Railway Line Turntable	Railway Reserve		Site
126	Railway Stockyards	Railway Reserve		Site
127	CBH Bins	Railway Reserve		Site
128	Weighbridge	Railway Reserve		Site
129	Anglican Church	Avon Street, Quairading	1911	Site
130	Uniting Church	23 Avon Street, Quairading		Site

131	Caldow's Store		1905	Site
132	Bakehouse	Charlton Road, Quairading		Site
133	Hotel Well	43 Heal Street, Quairading		Site
134	White Well	Murphy Street, Quairading		Site
135	Balkuling Site	Bulkuling		Site
136	Eucalyptus Oil Distillery	North Dangin Road, Dangin	c1892	Site
137	Parker's First Settlement	North Dangin Road, Dangin		Site
138	Dangin Temperance Hotel	Dangin Terrace, Dangin	1910	Site
139	Dangin Agriculture Hall	Parker Street, Dangin	1909	Site
140	Dangin School	South Caroling Road, Dangin	1915	Site
141	Dangin Co-op	Brockman Street, Dangin	c1902	Site
142	Dangin Masonic Lodge	South Caroling Road, Dangin	1925	Site
143	Kirkwood's Garage	Kent Street, Dangin	1922	Site
144	Dangin Motor Garage	Cnr Dangin Terrace & Parker Street, Dangin	1928	Site
145	Blacksmith's Shop	South Caroling Road, Dangin		Site
146	Dangin Recreation Ground	Treloar Road, Dangin		Site
147	Dangin Railway Siding	Railway Street, Dangin		Site
148	Co-operative Bulk Handling Bin	Railway Reserve, Dangin		Site
149	Chow's Rock	Toapin Weir Region – east of Dangin		Site
150	Strathcluan	Cunderdin Road	c1895	Site (former Residence site)
151	Doodenanning Non-denominational Cemetery	Doodenanning – 40km north west of Quairading		Cemetery
152	Doodenanning School & Residence	Doodenanning – 40km north west of Quairading	1907 (school)	Site
153	Bellakabella School	Bellakabella Townsite		Site
154	Doodenanning Community Sheep Dip	Doodenanning – 40km north west of Quairading		



155	Doodenanning Sportsground	Doodenanning – 40km north west of Quairading		Site
156	Doodenanning Well	Doodenanning – 40km north west of Quairading		Site
157	Bridge over the Mortlock River	Doodenanning – 40km north west of Quairading	1910	Bridge
158	Spring Dallah	Doodenanning – 40km north west of Quairading		Site
159	Woodroffe’s Place	Doodenanning – 40km north west of Quairading		Site
160	Reid’s Place	Dulbelling		Site
161	Dulbelling School	Dulbelling		Site
162	Jacob’s Well	West of Dulbelling		Site
163	Jacob’s Well Siding	West of Dulbelling		Site
164	Rockvale Jacob’s Well	West of Dulbelling		Site
165	Jacob’s Well School	West of Dulbelling		Site
166	Jacob’s Well Hall	West of Dulbelling		Site
167	Edward Gifford Parker’s Property	Kellerberrin-Yoting Road, Mt Stirling		Site
168	Chicky Lowes Farm	Mt Stirling		Site
169	Mt Stirling School			Site
170	Lizzie Doig’s Grave	Mt Stirling	1907	Site
171	Barrhead	Quairading Tammin Road – 10km from Quairading	c1910	Site
172	Homajelly		1926-27	Site
173	North Quairading School	Barrhead Homestead		Site
174	Louden’s Grave			Grave Site
175	Mooraning Well	Cnr Cubbine & Badjaling North Roads – 25km north east of Quairading		Site
176	Mooraning Reserve	Cnr Cubbine & Badjaling North Roads – 25km north east of Quairading		Site
177	Mooraning School			Site
178	Nalyeening School	Quairading Cunderdin Road – near Cubbine boundary		Site

179	JP Waters Memorial Park	8km east of Quairading		Site
180	Pantapin School	Pantapin Townsite	1921	Site
181	Pantapin Railway Barracks	Pantapin	1927	Site
182	South Caroling School			Site
183	South Caroling Bridge	South Caroling Road – 11km south of Dangin	1927	Bridge
184	Bond’s Block	Close proximity to South Caroling Bridge		Site
185	Simpson’s Hill School	South of South Caroling Hall	1918	Site
186	Grave’s Well	3km south east of South Caroling Hall	1907	Site
187	The Tin	Cnr Old Beverley & South Dangin Roads		Site
188	Bugin Rock	South Caroling		Site
189	Lake Mears	South Caroling		Site
190	Quairading Spring	6km south of Quairading		Site
191	Laird’s Well	South Quairading Reserve		Site
192	Badjaling Reserve	Badjaling		Site
193	Happy Valley Aboriginal Mission	Badjaling		Site / Remains
194	Badjaling Siding	Badjaling Reserve		Site
195	Nookawarra	Solomon Road west		Site
196	Jack’s Place	Heal’s Road – 10km south of Quairading	c1904	Site
197	Josbury State School	James Heal’s Property, Coraling		Site
198	Yenyening School	Haythornthwaites Corner		Site
199	Wamenusking School	Stone Road, Wamenusking	1918	Site
200	Wamenusking Hall	Stone Road, Wamenusking		Site
201	Wamenusking Government Well	Stone Road, Wamenusking	1918	Site
202	Yoting School			Site
203	North Yoting School			Site

204	Craig's Well			Site
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**3.2 Precincts on the Quairading MHI**

	Precinct
1	Main street Precinct
2	Railway Precinct
3	Catholic Church Precinct
4	District High School Precinct
5	Hospital Precinct
6	Anglican Church Precinct
7	Balkuling Reserve Precinct
8	Balkuling Townsite Precinct
9	Doodenanning Townsite Precinct
10	Dangin Townsite Precinct
11	Dangin Parker Estate Precinct
12	Pantapin Town Precinct
13	Yoting Townsite Precinct

**3.3 Actions**

- 3.3.1 Investigate participation in the State Heritage Office’s on-line database project “Inherit” for ongoing and future digital management of municipal inventory data.

*This action is currently underway using internal resources.*

- 3.3.2 Update the municipal inventory annually and/or as information is received.

*This action is ongoing using internal resources.*

- 3.3.3 Ensure the MHI is available on the Shire’s website and when requested in hard copy.

*The Heritage Strategy is available on the current Shire website and will be carried over onto the new Shire website, set to launch in August 2023.*



*Railway Station  
Place listed on the Quairading MHI*

*Corner Store  
Place listed on the Quairading MHI*



*Quairading Hotel  
Place listed on the Quairading MHI*

## SECTION FOUR: HERITAGE IN THE LOCAL PLANNING SCHEME

Section 257B of the *Planning and Development Act 2005* (WA) provides for the deemed provisions in Schedule 2 of the Regulations to be built into every local planning scheme in the state. These provisions came into effect on 19 October 2015, replacing the *Town Planning Regulations 1967*. To the extent that a local planning scheme is inconsistent with the deemed provisions, the deemed provisions are taken to prevail. Every new local planning scheme that has been adopted since October 2015 expressly incorporates the deemed provisions. This includes the Shire of Quairading's Local Planning Scheme No.3. Updated provisions for heritage protection are referred to in part 3 of Schedule 2 deemed provisions for local planning schemes.

There are also supplemental provisions to the provisions for places entered on the state register or heritage list, relating to the erection, extension and demolition of a single house or outbuilding. These should be read in conjunction with the deemed provisions set out in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The following extract pertaining to Heritage Protection (Schedule 2, part 3 of deemed provisions for local planning schemes) has been taken from the Western Australian Planning Commission website - [www.planning.wa.gov.au](http://www.planning.wa.gov.au).

### **PART 3 — HERITAGE PROTECTION**

Terms used:

In this Part —

heritage area means an area designated as a heritage area under clause 9;

heritage list means a heritage list established under clause 8(1);

place has the meaning given in the Heritage of Western Australia Act 1990 section 3(1).

Note:

The purpose of this Part is to provide for the identification of places and areas of heritage value so that development in the Scheme can, as far as possible, be consistent with the conservation of heritage values.

### **8. HERITAGE LIST**

(1) The local government must establish and maintain a heritage list to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation.

(2) The heritage list —

(a) must set out a description of each place and the reason for its entry in the heritage list;  
and

- (b) must be available, with the Scheme documents, for public inspection during business hours at the offices of the local government; and
- (c) may be published on the website of the local government.

(3) The local government must not enter a place in, or remove a place from, the heritage list or modify the entry of a place in the heritage list unless the local government —

- (a) notifies in writing each owner and occupier of the place and provides each of them with a description of the place and the reasons for the proposed entry; and
- (b) invites each owner and occupier to make submissions on the proposal within 21 days of the day on which the notice is served or within a longer period specified in the notice; and
- (c) carries out any other consultation the local government considers appropriate; and
- (d) following any consultation and consideration of the submissions made on the proposal, resolves that the place be entered in the heritage list with or without modification, or that the place be removed from the heritage list.

(4) If the local government enters a place in the heritage list or modifies an entry of a place in the heritage list the local government must give notice of the entry or modification to —

- (a) the Heritage Council of Western Australia; and
- (b) each owner and occupier of the place.

#### **9. DESIGNATION OF HERITAGE AREAS**

(1) If, in the opinion of the local government, special planning control is needed to conserve and enhance the cultural heritage significance and character of an area to which this Scheme applies, the local government may, by resolution, designate that area as a heritage area.

(2) If the local government designates an area as a heritage area the local government must adopt for the area a local planning policy that sets out the following —

- (a) a map showing the boundaries of the heritage area;
- (b) a statement about the heritage significance of the area;
- (c) a record of places of heritage significance in the heritage area

(3) The local government must not designate an area as a heritage area unless the local government —

- (a) notifies in writing each owner of land affected by the proposed designation and provides the owner with a copy of the proposed local planning policy for the heritage area; and
- (b) advertises the proposed designation by —

- (i) publishing a notice of the proposed designation in a newspaper circulating in the Scheme area; and
    - (ii) erecting a sign giving notice of the proposed designation in a prominent location in the area that would be affected by the designation; and
    - (iii) publishing a copy of the notice of the proposed designation on the website of the local government; and
  - (c) carry out any other consultation the local government considers appropriate.
- (4) Notice of a proposed designation under subclause (3)(b) must specify —
- (a) the area that is the subject of the proposed designation; and
  - (b) where the proposed local planning policy for the proposed heritage area may be inspected; and
  - (c) to whom, in what form and in what period submissions may be made.
- (5) The period for making submissions in relation to the designation of an area as a heritage area must not be less than a period of 21 days commencing on the day on which the notice of the proposed designation is published under subclause (3)(b)(i).
- (6) After the expiry of the period within which submissions may be made, the local government must —
- (a) review the proposed designation in the light of any submissions made; and
  - (b) resolve —
    - (i) to adopt the designation without modification; or
    - (ii) to adopt the designation with modification; or
    - (iii) not to proceed with the designation.
- (7) If the local government designates an area as a heritage area the local government must give notice of the designation to —
- (a) the Heritage Council of Western Australia; and
  - (b) each owner of land affected by the designation.
- (8) The local government may modify or revoke a designation of a heritage area.
- (9) Subclauses (3) to (7) apply, with any necessary changes, to the amendment to a designation of a heritage area or the revocation of a designation of a heritage area.



**10. HERITAGE AGREEMENTS**

- (1) The local government may, in accordance with the Heritage of Western Australia Act 1990 section 29, enter into a heritage agreement with an owner or occupier of land or a building for the purpose of binding the land or affecting the use of the land or building insofar as the interest of that owner or occupier permits.
- (2) The local government may not enter into an agreement with the owner or occupier of land or a building that relates to heritage matters other than in accordance with subclause (1).

**11. HERITAGE ASSESSMENT**

- (1) Despite any existing assessment on record, the local government may require a heritage assessment to be carried out prior to the approval of any development proposed in a heritage area or in respect of a place entered in the heritage list.
- (2) A heritage assessment must be in a form approved by the Heritage Council of Western Australia.

**12. VARIATIONS TO LOCAL PLANNING SCHEME PROVISIONS FOR HERITAGE PURPOSES**

- (1) The local government may vary any site or development requirement specified in this Scheme to -
- (a) facilitate the built heritage conservation of a place entered in the Register of Places under the Heritage of Western Australia Act 1990 or listed in the heritage list; or
  - (b) enhance or preserve heritage values in a heritage area.
- (2) A variation under subclause (1) may be unconditional or subject to any conditions the local government considers appropriate.
- (3) If the local government is of the opinion that the variation of site or development requirements is likely to affect any owners or occupiers in the general locality of the place or the heritage area the local government must —
- (a) consult the affected parties by following one or more of the provisions for advertising uses under clause 64; and
  - (b) have regard to any views expressed prior to making its determination to vary the site or development requirements under this clause.

**13. HERITAGE CONSERVATION NOTICE**

(1) In this clause —  
heritage conservation notice means a notice given under subclause (2);  
heritage place means a place that is on the heritage list or located in a heritage area;  
properly maintained, in relation to a heritage place, means maintained in a way that ensures that there is no actual or imminent loss or deterioration of —

- (a) the structural integrity of the heritage place; or
- (b) an element of the heritage place that is integral to —
  - (i) the reason set out in the heritage list for the entry of the place in the heritage list; or
  - (ii) the heritage significance of the area in which it is located, as set out in a statement in the local planning policy for the area adopted in accordance with clause 9(2).

(2) If the local government forms the view that a heritage place is not being properly maintained the local government may give to a person who is the owner or occupier of the heritage place a written notice requiring the person to carry out specified repairs to the heritage place by a specified time, being a time that is not less than 60 days after the day on which the notice is given.

(3) If a person fails to comply with a heritage conservation notice, the local government may enter the heritage place and carry out the repairs specified in the notice.

(4) The expenses incurred by the local government in carrying out repairs under subclause (3) may be recovered as a debt due from the person to whom the notice was given in a court of competent jurisdiction.

(5) The local government may —

- (a) vary a heritage conservation notice to extend the time for carrying out the specified repairs; or
- (b) revoke a heritage conservation notice.

(6) A person who is given a heritage conservation notice may apply to the State Administrative Tribunal for a review, in accordance with Part 14 of the Act, of a decision —

- (a) to give the notice; or
- (b) to require repairs specified in the notice to be carried out; or
- (c) to require repairs specified in the notice to be carried out by the time specified in the notice.

**4.1 Actions**

- 4.1.1.1 Ensure the Heritage List is available on the Shire's website and when requested in hard-copy.

*The Heritage Strategy is available on the current Shire website and will be carried over onto the new Shire website, set to launch in August 2023.*

#### SECTION FIVE: HERITAGE COUNCIL OF WA DATABASE

The Heritage Council of Western Australia maintains a heritage database, 'InHerit'. The database contains information on statutory and non-statutory heritage listings, and the results of heritage surveys and studies.

Entry in the InHerit database is NOT a 'heritage listing' and place records are indicative only. 'P' numbers are a database reference, meaning 'heritage place number'.

There are 233 entries on the database for places located in the Shire of Quairading. Most of these are places also included in the MHI. There is a discrepancy of two places, potentially due to a duplication in either the MHI or InHerit. There are 26 places not included in the MHI as follows:

- P4865 Quairading Railway Station Precinct; Railway Reserve, parallel to Heal Street, Quairading. This precinct is the site of the following railway buildings and structures which are individually listed in the Shire of Quairading MHI:

Railway Station, Goods Shed, Sites – Station Master's Residence, Turntable, Stockyards, CBH Bins, Weighbridge

- P2304 Methodist Church (fmr) and Manse; Forrest Street, Dangin. This site includes the following places individually listed in the MHI:

Dangin Methodist Church (fmr), Methodist Manse

- P17416 Quairading Police Station; Avon and McLennan Streets, Quairading
- P5187 Pantapin Town Precinct; Pantapin. This precinct is the site of the following places individually listed in the MHI:

Pantapin Railway Barracks site, Pantapin Storekeeper's Residence, Pantapin School Site, Pantapin Store, Pantapin Community Hall

- P5127 Dangin Temperance Town Precinct; Dangin Tce, Forrest Ave, Brockman Street, South Caroling Road, Dangin. This precinct is the site of 16 buildings, structures and sites, all of which are individually listed in the MHI.
- P4908 Commonwealth Bank; Heal Street, Quairading.
- P4500 Mt Stirling / Mt Caroline Wildlife Sanctuary; Kellerberrin/Yoting Road, Tammin.

- P4913 Balkuling Townsite Precinct; Balkuling. This precinct is the site of 6 places individually listed in the MHI including:
  - Co-op Store and Residence, Siding, Hansen’s Post Office Residence, Minchins, Balkuling Hall, Golf Club.
- P5254 Quairading Hospital Precinct; Harris Street, Quairading. This precinct is not listed in the original Shire of Quairading MHI, however it is recommended as a place for inclusion in the updated MHI.
- P17453 Dangin Homestead; Dangin South Road, Dangin.
- P4914 Quairading Stat School and Quarters; 22 & 28 McLennan Street, Quairading. This site includes the following places individually listed in the MHI and listed collectively as part of the District High School Precinct:
  - Teachers Quarter’s (fmr) and Quairading State School (original), Quairading.
- P2297 Quairading Hotel and Hotel Well Site; 43 Heal Street, Quairading. This place is included in the Quairading Mainstreet Precinct.
- P4923 St Faith’s Anglican Church and Rectory; 20 & 22 Harris Street, Quairading. This site includes places listed individually in the MHI as follows:
  - St Faith’s Anglican Church and St Faith’s Anglican Rectory.
- P24588 St Francis Xavier Church and Rectory; 72 Coraling Street, Quairading. This place is included in the Quairading Mainstreet Precinct. This site includes places listed individually in the MHI and also included in the St Francis Xavier Catholic Church Precinct as follows:
  - St Francis Church and St Francis Presbytery.
- P2301 St Francis Xavier Church Group; 1 & 5 McLennan Street, Quairading. This site is also known as St Francis Xavier Church (27 Coraling Street) and Rural Youth. It includes places listed individually in the MHI under the collective St Francis Xavier Church Precinct as follows:
  - St Francis Church, Presentation Convent, Presbytery and St Francis School.
- P5171 Doodenanning Town Precinct; Doodenanning. This precinct is the site of 6 places listed individually in the MHI as follows:
  - Community Hall, Cemetery, Doodie Sheep Dig, Doodenanning School and Residence, Sportsground and Well.
- P2299 Road Board Office (fmr); heal Street, Quairading.
- P15208 Uniting Church; 1 Chain Road/Church Road, South Caroling.

- P18609 Charles Gardner National Park; Tammin.
- P18817 Residence, 37 Jennaberring Road; 37 Jennaberring Road, Quairading.
- P5255 Dangin Park Estate Precinct; Dangin North Road, Dangin. This precinct is the site of 2 places listed individually in the MHI as follows:
  - Eucalypt Oil Distillery Operation and Parker’s First Settlement.
- P5155 Quairading Mainstreet Precinct; Jennaberring, Heal, McLennan and Cubbine Streets, Quairading. This precinct includes 15 places, all of which have individual listings in the MHI.
- P24793 Dangin School; South Caroling Road, Dangin. This place is also listed in the InHerit database as P25347 Dangin School; South Caroling Road, Dangin which suggests that a duplication exists for this place.
- P25527 Quairading-York Road Bridge, Dangin.
- P14635 Quairading Fire Station; Jennaberring Road, Quairading.

**5.1 Actions**

All actions completed in the 2022 major review.



*St Faith's Anglican Church – a place listed on the Quairading MHI, Quairading Town*

## SECTION SIX: STATE REGISTER OF HERITAGE PLACES

Section 78 of the *Heritage of Western Australia Act (1990)* requires that all proposed development to a State Registered Place be referred to the Heritage Council of WA for their consideration.

Three places in the Shire are on the Heritage Council of Western Australia's State Register of Heritage Places. They are:

- **P4914 Quairading State School & Quarters (fmr); 22 & 28 McLennan Street, Quairading.**
- **P24588 St Francis Xavier Catholic Church and Presbytery; 72 Coraling Street, Quairading.**
- **P4898 Toapin Weir; 70 Toapin Road, Quairading.**

The following four places are also included and references in InHerit as listed places however, these are all places that are related to the three parent registered places.

- P24641 St Francis Xavier Presbytery; Lot 135 Heggarty Street, Quairading.
- P24785 St Francis Xavier Catholic Church; Lot 135 Heggarty Street, Quairading.
- P17588 Teacher's Quarters (fmr) / School Master's Residence (fmr); McLennan Street, Quairading.
- P17589 Quairading State School (fmr); McLennan Street, Quairading.

### 6.1 Actions

- 6.1.1 Shire staff to ensure that any development applications received for State Registered Places are referred to the Heritage Council of WA in accordance with the *Heritage of Western Australia Act 1990*.

*This occurs on an as-needs and ongoing basis. Council contract external Town Planners to ensure compliance with all relevant legislation when dealing with town planning matters.*

**SECTION SEVEN: HERITAGE PLACES OWNED BY THE SHIRE OF QUAIRADING**

According to the Shire of Quairading’s Asset Management Register, there are thirteen (13) places listed in the MHI that are owned and/or managed by the Shire. These include:

- Quairading Shire Hall
- Quairading School Site (Former)
- Pantapin Community Hall
- Quairading Shire Office
- Rural Youth
- Road Board Secretary’s House
- Doctor’s Surgery
- Quairading Agriculture Hall
- Quairading Swimming Pool
- Quairading Community Building
- Shire Works Depot
- Bridge over the Mortlock River
- South Caroling Bridge

Of the Shire owned/managed places listed in the MHI, one place is registered in the Register of Heritage Places.

Place	MHI No.	InHerit Place No.	Build Date	Condition	Current Use
Quairading State School	13	4914 / 17588	c1910	N/A	Vacant Site

The Shire follows best practice in conservation of its heritage buildings as well as leading by example in how it manages its heritage assets. To achieve this:

**7.1 Heritage Listing and Protection**

In the first instance, Shire owned heritage places are clearly identified and assessed through the municipal inventory process. Where necessary, the places are afforded heritage protection under the Local Planning Scheme and, in cases of very high heritage values, entered in the State Register of Heritage Places.

**7.2 Interpretation**

The interpretation of places in the public domain is an important aspect of helping both the local community and visitors to the Shire achieve a thorough understanding of heritage places and should therefore form part of the strategic heritage aims for the Shire.

*Heritage interpretation signs are under development.*

**7.3 Resourcing**

Sourcing the necessary funds to adequately maintain, conserve and interpret the Shire's heritage assets needs to be addressed via annual budget allocations and grants programs. Decisions by the Shire about what conservation works to fund, or seek funding for, should be based on detailed and prioritized advice

from either a Conservation Plan or a Maintenance Plan, with works supervised by an experienced conservation architect.

*All Council owned buildings are maintained in accordance with the Long Term Financial Plan (currently under development), Asset Management Plan and Asset Management Strategy.*

#### **7.4 Actions**

7.4.1 Council to consider ongoing budget allocations for the maintenance and conservation of Shire owned heritage assets.

*This occurs on an as-needs and ongoing basis.*

7.4.2 Investigate interpretive requirements for Shire owned heritage places through measurers such as Interpretation Plans, Heritage Trails and Cross-Regional Trails.

*This occurs on an as-needs and ongoing basis.*

7.4.3 Source funding to adequately maintain, conserve and interpret the Shire's heritage assets.

*This occurs on an as-needs and ongoing basis.*

## **SECTION EIGHT: HERITAGE INCENTIVES**

The Shire of Quairading can support and encourage property owners and local community groups to conserve, restore and interpret their heritage places either by continuing to support existing measurers, actively implementing current provisions and/or introducing new initiatives.

Examples of ways other Local Governments have provided heritage incentives are available to the Heritage Council's website <http://stateheritage.wa.gov.au/about-us/importance-of-heritage/local-government/creating-incentives-for-owners>

### **8.1 Heritage Funding**

Existing funding programs are available to assist property owners and community groups with the documentation, restoration and interpretation of their heritage buildings. By promoting the funding sources and assisting with the application process, the Shire can potentially attract heritage grants to the district which can have a positive flow-on in the wider heritage arena.

*This initiative is under development.*

### **8.2 Variation of Town Planning Scheme Provisions**

The Shire of Quairading Local Planning Scheme No.3 contains clauses that allow the variation of provisions of the Scheme where its objective is to ensure the conservation of a heritage place. This



provision gives the Shire considerable freedom to negotiate a suitable heritage outcome with property owners. It may benefit not only the property owner but also the local community as a heritage place can be conserved and the development potential of the property realised through collaborative and creative planning.

*This initiative is enacted on an 'as-needs' and on-going basis.*

### **8.3 Waiving of Fees for Heritage Listed Places**

Depending on the current fee structure employed by the Shire for planning and building applications, it may be worthwhile for the Shire to consider waiving planning application fees for heritage listed places. In this way the Shire can constructively support landowners with their efforts to conserve and enhance their heritage places.

*This initiative is enacted on an 'as-needs' and on-going basis.*

### **8.4 Actions**

8.4.1 Promote heritage grants programs and provide assistance where possible to private property owners and community groups with the application process.

*This initiative is enacted on an 'as-needs' and on-going basis.*

8.4.2 Consider options of waiving planning application fees to support the conservation of heritage buildings.

*This initiative is enacted on an 'as-needs' and on-going basis.*

## **SECTION NINE: TRAINING AND EDUCATION**

The training of Shire staff and Councillors is important in ensuring the ongoing protection, conservation and enhancement of Quairading's heritage places into the future. The Shire can augment its general management of heritage by engaging the services of a Heritage Adviser. While this endeavour is worthwhile, it was deemed that the engagement of a Heritage Adviser was cost prohibitive. Additionally, maximizing contact with heritage agencies such as the State Heritage Office and the National Trust of Australia (WA) can have positive benefits in terms of access to expert advice, dissemination of information and management of heritage places. Establishing partnerships with other organisations such as the Western Australian Museum is recommended.

### **9.1 Actions**

9.1.1 Enable interested Shire staff and Councillors to attend the annual State Heritage Office Heritage Management and Planning Seminar.

*This initiative is enacted on an 'as-needs' and on-going basis.*

- 9.1.2 Include 'Heritage' as part of the induction process for elected members.

*This initiative is under consideration.*

- 9.1.3 Encourage good communication and working relationships with relevant heritage agencies and organisations.

*This initiative is enacted on an 'as-needs' and on-going basis.*

## SECTION TEN: COMMUNITY ENGAGEMENT

Effective management of heritage at the local level relies on an informed and engaged community. To achieve this, local residents should be encouraged to enhance their understandings and appreciation of the district's heritage. Local government can work towards this objective using multiple streams.

The recording of local stories is a way of engaging the community and developing an understanding of the history and growth of the Shire. The information from oral histories is a valuable resource for use in interpretation initiatives and heritage tourism.

The development of heritage tourism helps to create a strong sense of place and identity. The Shire has multiple representatives on the Shire's Tourism Committee (Elected Member and officer) and is represented on the regional tourism committee (Elected Member).

### 10.1 Actions

- 10.1.1 Investigate the establishment of a collection of heritage resources at the Shire Library, inclusive of a collection of reference material, contact details for heritage specialists and trades, contact information for relevant heritage organisations.

*This initiative is cost-prohibitive unless external funding is sourced.*

- 10.1.2 Promote the actions and outcomes in the Heritage Strategy with the Community Resource Centre.

*This initiative is currently under consideration.*

- 10.1.3 Consider promotional and educational initiatives such as a regular heritage column in the local newsletter and establishing a heritage section on the Shire's website which could include a link to the Shire's Municipal Inventory.

*This initiative is currently under consideration.*

- 10.1.4 Shire staff to consider including copies of the Municipal Inventory and Conservation Management Plans for Shire owned heritage assets on the Website in PDF format.

*This initiative is currently under consideration.*

- 10.1.5 Investigate and consider a local community oral history program.

*This initiative is currently under consideration by the local Tourism Committee.*

- 10.1.6 Identify and promote existing and future heritage tourism initiatives that increase the tourism experience within the Shire.

*This initiative is currently under consideration by the local Tourism Committee.*

- 10.1.7 Explore any strategic partnerships to promote heritage places across the wider regional area, especially with regard to cultural tourism.

*This initiative is currently under consideration by the regional Tourism Committee.*

## SECTION ELEVEN: HERITAGE INITIATIVES AND PROJECTS

Within the Shire of Quairading, there are several heritage sites that have the potential to be enhanced by simple heritage interpretation initiatives. While conservation of heritage sites is key, heritage initiatives also aim to increase site awareness and use, by being more inviting and appealing to tourists and locals to visit. Two potential Quairading Shire heritage initiative project sites are identified below.

### 11.1 Quairading State School (former) Site, Quairading

In 2016, fire destroyed the former Quairading State School building. The remnants of the building were cleared shortly after this fire and ever since the site has remained vacant. The site is State Heritage Listed. The former school building was built in 1913 and was a single story, timber framed constructed building with weatherboard cladding.

The site is significant because it has association with the John Kickett story. In 1915, Quairading indigenous man, John Kickett, campaigned without success to have his children attend the state school. The former school site is symbolic of early 20<sup>th</sup> century state policy that systematically excluded Aboriginal children from the State School Education System.

After the fire, the Heritage Council wanted the Shire to examine the interpretation of the heritage values of the site. In 2023, the Old School Site was commemorated with a memorial garden, and a gravel area in the shape of the footprint, and historical information about the original/founding families of the school as well as a story on local Indigenous man, John Kickett, who lobbied for his children to attend the school.

### 11.2 Dangin Townsite

Within the Dangin township is a heritage trail that was established in 1988 as part of a bicentennial project. The heritage trail consists of 15 signs that are placed at sites of heritage significance. Some of these signs are weathered and deteriorating. As the signs were produced almost 30 years ago, some aspects of the signage are outdated.

The Shire is currently designing, developing and seeking funds to upgrade the signage to the heritage trail. The upgraded signage aims to be more graphically appealing, display digestible information and link to an online presence.



*Quairading District Heritage Trail signage, Dangin*

**SECTION TWELVE: ACCEPTANCE, IMPLEMENTATION AND REVIEW OF THE HERITAGE STRATEGY**

The Shire reviews the Heritage Strategy on an annual basis in order to monitor progress and ensure that activities are undertaken according to the priorities. The Strategy is reviewed in full every five years to assess its effectiveness and set new priorities for the future. The 2023 review is considered a minor desktop review.

The review process helps to ensure the Strategy remains a current and effective strategic tool for the Shire to help it protect, conserve and manage its heritage.

**12.1 Actions**

12.1.1 The Shire of Quairading should consider this Heritage Strategy and investigate the implementation of the recommendations.

12.1.2 The Heritage Strategy recommendations should be reviewed annually to monitor progress. The annual review should be presented to Council for noting.

12.1.3 The Heritage Strategy should be reviewed in full every five (5) years.

**SECTION THIRTEEN: PRIORITIES AND REPORTING**

The following are considered the most urgent actions arising from the Strategy. They are presented in the order that they appear in the report. The numbers that are in the section column relate to the particular section within the document. A full table of all actions is included at Appendix 2 as part of the Progress Report template.

Section	Action	Outcome
3. Local Government Municipal Heritage Inventory		
	Initiate a review of the municipal inventory as soon as possible – if an allocation is not currently budgeted for the review then seek a budget allocation for 2017-18.	Completed in 2022.
	Assign a staff member to assist with overseeing the day-to-day management of the municipal inventory.	Discarded in 2022.
	Establish a MHI scope of work to ensure the review is targeted to achieve maximum outcomes. This scope may be staged to assist with budget allocations.	Completed in 2022.
4. Heritage in the Local Planning Scheme		
	Following a review of the MHI, prepare a Heritage List in accordance with the Local Planning Scheme.	Completed in 2022.

Section	Action	Outcome
5. Heritage Council of WA database		
	During the review of the MHI, consider all places in the Shire that are listed in the InHerit database for possible inclusion in the MHI.	Completed in 2022.
	During the review of the MHI ensure clarity of place names and locational information to avoid duplication of listings between the MHI and InHerit database.	Completed in 2022.
6. State Register of Heritage Places		
	Shire staff to ensure that any development applications received for State Registered Places are referred to the Heritage Council of WA in accordance with the Heritage of Western Australia Act 1990.	Ongoing as core business.
7. Heritage Places owned by the Shire of Quairading		
	Shire owned heritage places should be afforded the relevant recognition and protection under the Municipal Inventory, the Local Planning Scheme and the State Register of Heritage Places, depending on the level of significance.	Ongoing as core business.
8. Heritage Incentives		
	Promote heritage grants programs and provide assistance where possible to private property owners and community groups with the application process.	Ongoing as core business.
9. Training and Education		
	Enlist the services of a Heritage Advisor to provide advice and assistance on a range of heritage issues within the Shire.	Discarded in 2022.
10. Community Engagement		
	Promote the actions and outcomes in the Heritage Strategy with the Community Resource Centre.	Under development.
	Identify and promote existing and future heritage tourism initiatives that increase the tourism experience within the Shire.	Under development.
12. Acceptance, Implementation and Review of the Heritage Strategy		
	The Shire of Quairading should consider this Heritage Strategy and investigate the implementation of the recommendations.	Ongoing as core business.



**SECTION FOURTEEN: HERITAGE CONTACTS AND SUPPORT**

**State Heritage Office**

Telephone: (08) 6552 4000  
 Freecall: 1800 524 000  
 Address: Bairds Building Address  
 491 Wellington Street  
 Perth  
 Postal: PO Box 7479  
 Cloisters Square PO  
 WA 6850  
 Email: [info@stateheritage.wa.gov.au](mailto:info@stateheritage.wa.gov.au)  
 Website: [www.stateheritage.wa.gov.au](http://www.stateheritage.wa.gov.au)

**National Trust of Australia (WA)**

Telephone: (08) 9321 6088  
 Facsimile: (08) 324 1571  
 Address: The Old Observatory  
 4 Havelock Street  
 West Perth  
 Postal: PO Box 1162  
 West Perth  
 WA 6872  
 Email: [trust@ntwa.com.au](mailto:trust@ntwa.com.au)  
 Website: [www.nationaltrust.org.au](http://www.nationaltrust.org.au)

**APPENDIX ONE: GLOSSARY**

**Burra Charter** – This is a document that outlines the main principles and practices that guide the conservation of significant places in Australia. It was prepared by Australia ICOMOS (International Council of Monuments and Sites), and is the widely accepted standard for heritage conservation practice in Australia. Many, but not all, of the terms in this glossary were originally defined in the Burra Charter.

**Compatible Use** – A use which involves no change to the culturally significant fabric, changes which are substantially reversible, or changes which require a minimal impact.

**Conservation** – Means all the processes of looking after a place so as to retain its cultural significance. It includes maintenance and management, according to circumstances, include preservation, restoration, reconstruction, adaptation and will commonly be a combination of more than one of these.

**Conservation Management Plan (CMP or conservation plan)** - A document that details how to identify and look after the significant cultural values of a place. Its preparation is a systematic way of considering, recording and monitoring actions and decisions relating to all aspects of managing a place. There are guidelines for the preparation of conservation management plans to ensure that all important matters are considered; refer to James Semple Kerr's The Conservation Plan (available as a free download from <http://australia.icomos.org/publications/the-conservation-plan>).

**Conservation Management Strategy** - A guiding document for the conservation and future use of a heritage place. It identifies what elements are of cultural heritage significance, and ensures all future maintenance, conservation and development is done with close consideration of these significant elements. It assists in understanding and assessing development and maintenance works proposed for a heritage place.

**Cultural Heritage** - Something inherited from the past and valued enough today to leave for future generations. This could include buildings, objects, traditions, stories and so on.

**Cultural Heritage Significance** - Aesthetic, spiritual, historic, scientific or social value for past, present or future generations.

**Heritage Place** - a site, area or building valued for its cultural heritage significance, together with associated contents and surrounds.

**Heritage Act** - The Heritage of Western Australia Act 1990, as amended from time to time. It is this Act that requires each local government to prepare a Municipal Heritage Inventory.

**Heritage Assessment** - A systematic assessment that describes a place and its setting and states the significant heritage values of the place based on the criteria outlined in the Burra Charter. It is preferable for such assessments to be undertaken by people with relevant experience in this area of expertise.

**Heritage Impact Statement** - A document that evaluates the likely impact of proposed development on the significance of a heritage place and its setting, and any conservation areas within which it is situated, and outlines measures proposed to mitigate any identified impact.

**Interpretation** - Is a means of communicating ideas and feelings which help people enrich their understanding and appreciation of their world, and their role in it' (Interpretation Australia). Effective interpretation allows visitors to gain a greater understanding of a place based upon its significance.

**Management Category** - A designation applied to each place included in the Municipal Heritage Inventory that gives guidance as to how the future of that place should be managed by the owner, developer and/or Council.

**Maintenance** - The continuous protective care of the fabric, contents and setting of the place and is to be distinguished from repair. Repair involves restoration or reconstruction.

**Municipal Heritage Inventory** - A list of places that, in the opinion of the Council, reflect the cultural heritage of the Shire. It could be thought of as a list of the community's heritage assets, and as with any other kind of assets, it is first necessary to know what they are before they can be properly managed. The Municipal Heritage Inventory (MHI) provides no statutory protection; it simply identifies places of heritage significance within the local government area. All or part of the MHI can be included on the local government authority's Heritage List which is incorporated as part of the town planning scheme and ensures statutory protection.

**Precinct** - An area defined by the Town Planning Scheme for planning purposes.

**Preservation** - Maintaining the fabric of the place in its existing state and retarding deterioration.

**Reconstruction** - Returning a place as nearly as possible to a known earlier state by the introduction of materials (old or new).

**Restoration** - Returning the EXISTING fabric to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.

**Significance** - Means the importance and meaning we place on a landscape, site, building, object, collection or installation in the past, now and in the future. Significance is not absolute. It's about value. Different people value different things at different times in their lives. Values can be personal, family, community, national and/or international. Significance is assessed in terms of:

- Historic values
- Aesthetic values
- Scientific values
- Social values
- Spiritual values

**Statement of Significance** - A statement that clearly and concisely sets out the significant heritage values of a place, based on the criteria set out in the Burra Charter.

**APPENDIX TWO: PROGRESS REPORT TEMPLATE**

Priorities: High - within twelve months; Medium - within 2-3 years; Low - within 4-5 years; Ongoing - to be incorporated into regular staff workload.

Note: Priorities to be agreed with the Shire on each action. The Project Report template includes all the actions within the Heritage Strategy and the specific number in the section column relates to the section within the document.

Section	Action	Priority	Outcome
<b>3. Local Government Municipal Heritage Inventory</b>			
	Initiate a review of the municipal inventory as soon as possible – if an allocation is not currently budgeted for the review then seek a budget allocation for 2017-18.		Completed in 2022.
	Assign a staff member to assist with overseeing the day-to-day management of the municipal inventory.		Completed in 2022.
	Establish a MHI scope of work to ensure the review is targeted to achieve maximum outcomes. This scope may be staged to assist with budget allocations.		Completed in 2022.
	Investigate participation in the State Heritage Office’s on-line database project “InHerit” for ongoing and future digital management of municipal inventory data.		Completed in 2022.
	Update the municipal inventory annually and/or as information is received.		Ongoing as core business.
	Ensure the MHI is available on the Shire’s website and when requested in hard copy.		Ongoing as core business.
<b>4. Heritage in the Local Planning Scheme</b>			
	Following a review of the MHI, prepare a Heritage List in accordance with the Local Planning Scheme.		Completed in 2022.
	Ensure the Heritage List is available on the Shire’s website and when requested in hard copy.		Ongoing as core business.
	Council to consider the preparation of a Local Planning Policy for Heritage Conservation and Development to assist		Cost-prohibitive (discarded).

Section	Action	Priority	Outcome
	the local government in making decisions under the Scheme about heritage places. The LPP should make reference to State Planning Policy 3.5 Historic Heritage Conservation and include application requirements for heritage listed places such as Heritage Impact Statements, Structural Condition Assessments and Archival Recording and Development Plans in instances of proposed demolitions.		
	Consider the referral of Planning and Development applications concerning heritage listed places (TPS and/or MI) to the Heritage Advisor for comment to ensure that Council is informed of heritage impacts and options in its decision-making process.		Cost-prohibitive (discarded).
<b>5. Heritage Council of WA database</b>			
	During the review of the MHI, consider all places in the Shire that are listed in the InHerit database for possible inclusion in the MHI.		Completed in 2022.
	During the review of the MHI ensure clarity of place names and locational information to avoid duplication of listings between the MHI and InHerit database.		Completed in 2022.
	Request notification from the Heritage Council when places in the Shire are added to InHerit for any reason.		Ongoing as core business.
<b>6. State Register of Heritage Places</b>			
	Shire staff to ensure that any development applications received for State Registered Places are referred to the Heritage Council of WA in accordance with the Heritage of Western Australia Act 1990.		Ongoing as core business.
<b>7. Heritage Places owned by the Shire of Quairading</b>			
	Shire owned heritage places should be afforded the relevant recognition and protection under the Municipal Inventory, the Local Planning Scheme		Ongoing as core business.

Section	Action	Priority	Outcome
	and the State Register of Heritage Places, depending on the level of significance.		
	Where necessary, Conservation Management Plans, Conservation Management Strategies, Schedules of Conservation Works or Maintenance Plans to be prepared for Shire owned heritage places.		Cost-prohibitive (discarded).
	Council to consider ongoing budget allocations for the maintenance and conservation of Shire owned heritage assets.		Ongoing as core business.
	Investigate interpretive requirements for Shire owned heritage places through measures such as Interpretation Plans, Heritage Trails and Cross-Regional Trails.		Ongoing as core business.
	Source funding to adequately maintain, conserve and interpret the Shire’s heritage assets.		Ongoing as core business.
<b>8. Heritage Incentives</b>			
	Promote heritage grants programs and provide assistance where possible to private property owners and community groups with the application process.		Ongoing as core business.
	Support the variation of relevant provisions under the Local Planning Scheme to facilitate the conservation of heritage places.		Ongoing as core business.
	Consider options of waiving planning application fees to support the conservation of heritage buildings.		Ongoing as core business.
	Continue to facilitate the provision of expert heritage advice through the continued appointment of a Heritage Advisor.		Ongoing as core business.
<b>9. Training and Education</b>			
	Enable interested Shire staff and Councilors to attend the annual State Heritage Office Heritage Management and Planning Seminar.		Ongoing as core business.

Section	Action	Priority	Outcome
	Enlist the services of a Heritage Advisor to provide advice and assistance on a range of heritage issues within the Shire.		Cost-prohibitive (discarded).
	Include 'Heritage' as part of the induction process for elected members.		Under development.
	Encourage good communication and working relationships with relevant heritage agencies and organisations.		Ongoing as core business.
<b>10. Community Engagement</b>			
	Promote the actions and outcomes in the Heritage Strategy with the Community Resource Centre.		Under development.
	Investigate the establishment of a collection of heritage resources at the Shire Library inclusive of a collection of reference material, contact details for heritage specialists and trades, contact information for relevant heritage organisations.		Cost-prohibitive (discarded).
	Consider promotional and educational initiatives such as regular heritage column in the local newsletter and establishing a heritage section on the Shire's website which could include a link to the Shire's Municipal Inventory.		Under development.
	Shire staff to consider including copies of the Municipal Inventory and Conservation Management Plans for Shire owned heritage assets on the website in PDF format.		Cost-prohibitive (discarded).
	Investigate and consider a local community oral history program.		Under consideration.
	Consider the establishment of heritage trails using digital technology.		Cost-prohibitive (discarded).
	Identify and promote existing and future heritage tourism initiatives that increase the tourism experience within the Shire.		Under development.
	Explore any strategic partnerships to promote heritage places across the wider regional area, especially with regard to cultural tourism.		Local and regional tourism groups operational.



Section	Action	Priority	Outcome
12. Acceptance, Implementation and Review of the Heritage Strategy			
	The Heritage Strategy is reviewed annually to monitor progress. The annual review is presented to Council for noting.		Completed in 2023
	The Heritage Strategy is reviewed in full every five years.		Completed in 2022

**12.3 New laws and changes to the Dog Act 1976****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Nicole Gibbs, Chief Executive Officer**Attachments** 1. Dog Breeder - Special Conditions [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council note the information provided and endorse the Conditions of Approval to breed in the Shire of Quairading, at the date State Government enacts each component of the reform.

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**IN BRIEF**

The *Dog Amendment (Stop Puppy Farming) Act 2021* (SPF Act) was passed by the Parliament of Western Australia in December 2021.

This Agenda Item outlines the changes to the legislation and whether these changes have commenced. An Approval to Breed Policy is also tabled for adoption by Council to ensure that Council is positioned to enact the legislation as each component commences.

**MATTER FOR CONSIDERATION**

That Council consider noting the information provided and endorse the Conditions of Approval to breed.

**BACKGROUND**

The *Dog Amendment (Stop Puppy Farming) Act 2021* (SPF Act) was passed by the Parliament of Western Australia in December 2021.

Although changes to the *Dog Act 1976* (Dog Act) and *Cat Act 2011* (Cat Act) have now passed through Parliament, many of the provisions require further work, in consultation with stakeholders before they take effect.

The new legislation is contentious and will initially result in a higher number of dogs being surrendered across Western Australia because there will be people who do not have the funds to sterilise a dog. However, the longer-term impact will be a reduction in the number of unwanted dogs across the State. The contentious nature of the legislation means that it is incredibly important that Council has the relevant policies in place to support staff responsible for compliance with the legislation.

A summary of relevant amendments to the legislation are as follows:

1. Greyhounds

- Pet or retired racing greyhounds are not required to wear muzzles in public places.
- Racing greyhounds registered with Racing and Wagering Western Australia are still required to wear muzzles in public places.
- Greyhounds are still required to be kept on leads in public places.

*Status: commenced on 23 December 2021*

2. Sterilisation of Dogs

Dogs must be sterilised by the age of 2 years, unless they are exempt. Exemptions to sterilisation are:

- Dogs registered before the commencement of the Amendment Act (new laws).
- Dogs exempt because a veterinarian has certified that a sterilisation procedure would adversely affect the health of the dog.
- Livestock working dogs.
- Sterile dogs.
- Greyhounds registered with Racing and Wagering Western Australia.
- Dogs owned by a person with an 'approval to breed.'

*Status: not yet commenced*

3. Registration Periods

Changes to registration periods are:

- Unsterilised dogs: Changed to annual registrations only.
- Sterilised dogs: Remains the same with annual, three year and lifetime registration options available.

*Status: not yet commenced*

4. Approval to breed dogs

A dog owner will need to obtain an approval from the local government to breed if:

- Their dog is not sterilised by two years of age (and not otherwise exempt).
- They intend to use their dog for breeding (regardless of the dog's age)
- Their dog breeds, (regardless of the dog's age), even if the dog breeds unintentionally.

A local government will be able to refuse (or cancel) an application on the grounds that the applicant:

- Is under 18 years of age.
- Is a person convicted of an offence under the Dog Act, Cat Act and Animal Welfare Act 2002 (Animal Welfare Act) in the previous 5 years.
- Does not have sufficient facilities, or access to sufficient facilities, to breed dogs in accordance with any standards under the Animal Welfare Act or any other written law.
- Is not a fit or proper person to breed dogs.

A local government will be able to attach conditions to the approval to breed.

An approval to breed may be cancelled by the local government if the person:

- Who holds the 'approval to breed' requests that the approval is cancelled.
- Does not comply with a condition of the approval.
- No longer keeps any dogs in the district.
- Does not comply with a requirement under the Dog Act or Animal Welfare Act.

*Status: not yet commenced*

#### 5. Pet Shops and Dog Suppliers

- Pet shops selling dogs will need to obtain a 'pet shop approval' from their local government.
- Local governments will only be able to refuse, or cancel, an application on grounds set out in the legislation.
- Approved pet shops will only be able to supply dogs sourced from a refuge organisation or dog management facility that has obtained a 'dog supply approval' from the State Government.
- The State Government will only be able to refuse, or cancel, a 'dog supply approval' application from refuges and dog management facilities on grounds set out in the legislation.

*Status: not yet commenced*

#### 6. Centralised Registration System (CRS)

Sections 44, 49 and 62 of the SPF Act, which provide for the establishment of a centralised registration system (CRS) and the migration of data from current local government dog and cat registers relating to the Dog Act and Cat Act commenced.

*Status: commenced on 27 August 2022*

Cat and dog owners will be able to apply to register these pets, supply documentation, and make payment online. Local governments will approve the applications online and confirm the registration. Some people may still wish to do this by visiting their local government in person.

*Status: not yet commenced*

#### 7. Dog Owner Number

- All owners of dogs registered with a local government will be given a 'dog owner number.' This unique number will be available through the CRS.
- If a person transfers a dog, they will need to provide their 'dog owner number.' This will enable authorities to identify who is supplying dogs.
- If a person is claiming to have bred a dog, their 'dog owner number' can be searched on the CRS to confirm that they have an approval to breed.

*Status: Not yet commenced*

## 8. Additional Enforcement Powers for Local Governments

Local governments will have additional investigative and enforcement powers under the Dog Act including:

- Refusing or cancelling a dog's registration if the dog is not sterilised but required to be sterilised under the Dog Act.
- Seizing and detaining an unsterilised dog in accordance with the Dog Act, including obtaining a warrant to enter premises to seize an unsterilised dog.
- Causing a dog to be sterilised that is required to be sterilised in accordance with the process under the Dog Act.
- Requiring a holder of a pet shop approval or a dog supply approval to provide records to the local government.

*Status: Not yet commenced*

### **STATUTORY ENVIRONMENT**

*Dog Act 1976*

*Dog Amendment (Stop Puppy Farming) Act 2021*

*Cat Act 2011*

*Animal Welfare Act 2002*

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

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

**5.4 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	<i>Moderate</i> There will be additional cost as WA Ranger Services initially implement the reform agenda. However, the cost will reduce over time when there are less unsterilised dogs breeding.
Health	N/A
Reputation	<i>High</i> Council Officers will be required to be familiar with the new Act to ensure the legislation is properly adhered to.
Operations	<i>Low</i> The change in legislation will require Council staff to change the process of registering dogs and cats. The local government will also be granted more investigative and enforcement powers under the Dog Act.
Natural Environment	<i>High</i> The new legislation will give local governments the tools to deal with irresponsible dog breeders, improve animal welfare and encourage responsible dog ownership through public awareness.

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

**COMMENT**

Nil

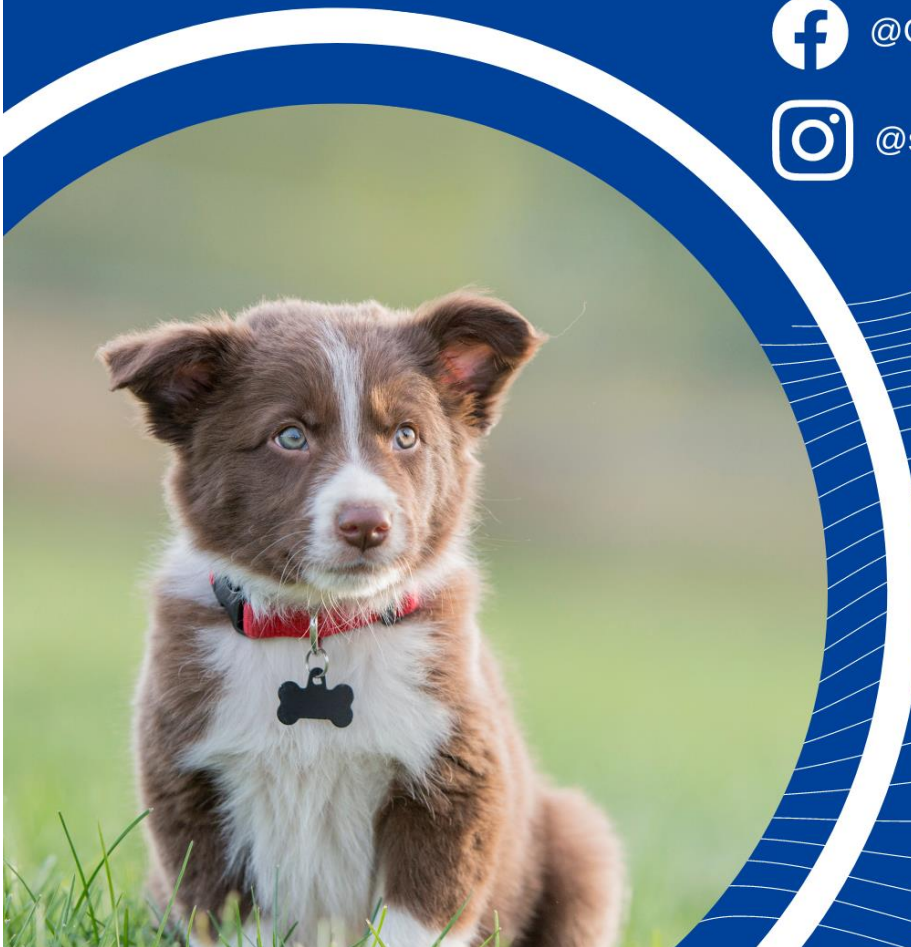


# DOG BREEDER SPECIAL CONDITIONS

 @ShireofQuairading

 @QuairadingCaravanPark

 @shireofquairading



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## 1. PREFACE

### **Dog Amendment (Stop Puppy Farming) Act 2021**

*New laws and changes to the Dog Act 1976*

The *Dog Amendment (Stop Puppy Farming) Act 2021* was passed by Parliament in December 2021. This means changes to the *Dog Act 1976* to better regulate the breeding of dogs in Western Australia.

The changes gives local governments the tools to deal with irresponsible dog breeders, improve animal welfare and encourage responsible dog ownership through public awareness. This includes mandatory dog sterilisation and dog breeder approval to regulate the number of dogs being bred.

A centralised registration system has been introduced to assist authorities in sharing information on dogs, dog owners and dog breeders within their district.

Pet or retired racing greyhounds are still required to be kept on a lead in a public place but are not required to wear a muzzle. Registered racing greyhounds are to continue to be required to wear muzzles in all public places.

### **New Laws**

Changes to the *Dog Act 1976* have now passed through Parliament. The changes will:

- Increase the transparency of, and information on, the source of dogs.
- Enhance the ability of authorities to identify and detect puppy farms.
- Enhance the ability of authorities to prevent irresponsible breeders from breeding dogs.
- Decrease the number of puppies and dogs that are bred indiscriminately.
- Improve community understanding about responsible purchase and care of dogs.
- Transition pet shops into adoptions centres for unwanted dogs.

The changes to the legislation include:

- Dogs to be de-sexed by the age of two years, unless they are exempted, to prevent unplanned breeding or over breeding.
- Information on dogs (and cats) to be held in a centralised registration system to allow information to be shared across the State.
- People who wish to breed from their dog will need to apply for an approval to breed, enabling breeders to be traced.
- Pet shops that sell dogs to work with rescue organisations to transition to adoption centres which will provide more adoption opportunities for unwanted dogs.

Since 23 December 2021, muzzling requirements for pet or retired racing greyhounds when in public places were removed, making greyhounds more desirable as pets. Greyhounds are still required to be kept on a lead in public areas. Registered racing greyhounds continue to be required to wear muzzles in all public places.

### **Approval to Breed Dogs**

A person needs to make an 'approval to breed' application to their local government. They are required to obtain an approval to breed dogs in the following circumstances:

- They own a dog that is not sterilised by two years of age (and not otherwise exempt).
- They intend to use their dog for breeding (regardless of the dog's age).

- Their dog breeds, (regardless of the dog's age), even if the dog breeds unintentionally.

Dog owners exempt from the requirement to get an approval to breed are owners of greyhounds that are registered with Racing and Wagering Western Australia (RWWA). This is because RWWA already regulates and monitors the breeding of racing greyhounds.

Members of dog associations such as Dogs West are still required to apply for an 'approval to breed' dogs from the local government authority. This enables monitoring of all breeders by local government authorities for compliance with relevant laws.

An 'approval to breed' will be a one-off application. When granted, it will apply to all dogs, current and future, owned by that person while they reside in that district, unless otherwise cancelled.

An 'approval to breed' is, in effect, an approval to own unsterilised dogs — it has nothing to do with whether the owner is carrying on a business.

An 'approval to breed' remains in place until cancelled.

The 'approval to breed' enables local governments to:

- Identify owners of unsterilised dogs and monitor their compliance with relevant legal requirements.
- Cancel an owner's 'approval to breed' dogs if they breach the law, trace a dog back to its breeder if issues with puppies or dogs are identified, such as health concerns.
- Refuse to grant an 'approval to breed' dogs to a person who has been convicted of offences under certain laws.

A local government is able to refuse an application on the grounds that the applicant:

- Does not meet the local government authority's 'Special Conditions for Breeding.'
- Does not have sufficient facilities, or access to sufficient facilities, to breed dogs in accordance with any standards under the *Animal Welfare Act 2002* or any other written law
- Is under 18 years of age
- Is a person convicted of an offence under the *Dog Act 1976*, *Cat Act 2011*, and *Animal Welfare Act 2002* in the previous five years.
- Is not a fit or proper person to breed dogs.

A local government is able to attach conditions to the 'approval to breed.' The approval can be cancelled by the local government if the dog owner who holds the 'approval to breed:'

- Requests that the approval is cancelled
- Does not comply with a condition of the approval (including the Special Conditions to Breed).
- Does not comply with a requirement under the *Dog Act 1976* or *Animal Welfare Act 2002*.

The local government can also cancel an 'approval to breed' for the same reasons that they can refuse an application for an 'approval to breed' dogs.

For many professional breeders who are registered with their own organisations the application for an 'approval to breed' may seem unnecessary. However, the introduction of the requirement to obtain an 'approval to breed' with their local government is necessary for the consistent regulation of dog breeding, and to shut down any puppy farms.

If a person's 'approval to breed' is refused, they can lodge an objection with their local government or appeal the decision to the State Administrative Tribunal.

### **Mandatory Dog Sterilisation**

It is mandatory for all dog owners to sterilise their dog by the time the dog reaches two years of age, unless it is otherwise exempt. These provisions only apply to dogs that were not registered with their local government when the legislation came into effect.

Exemptions from sterilisation for dogs include:

- Dogs registered before the commencement of the Amendment Act (new laws).
- Dogs exempt because a veterinarian has certified that a sterilisation procedure would adversely affect the health of the dog.
- Livestock working dogs.
- Greyhounds registered with Racing and Wagering Western Australia.
- Dogs owned by a person with an 'approval to breed.'

The registration period for unsterilised dogs has changed to annual registrations only. Registration periods for sterilised dogs remains the same with annual, three year and lifetime registration options available.

### **Local Government Enforcement Powers**

In addition to the current enforcement powers under the *Dog Act 1976*, local government authorities now have additional investigative and enforcement powers under the *Dog Act 1976*. Local governments will be able to:

- Refuse or cancel a dog's registration if the dog is not sterilised and required to be sterilised under the *Dog Act 1976*.
- Seize and detain an unsterilised dog in accordance with the *Dog Act 1976*, including obtaining a warrant to enter premises to seize an unsterilised dog.
- Cause a dog to be sterilised that is meant to be sterilised in accordance with the process under the *Dog Act 1976*.
- Require a holder of a pet shop approval or a dog supply approval to provide records to the local government.

### **Centralised Registration System**

An online centralised registration system has been established under the laws. This aligns with previous requests from the local government sector and will improve the management of both dogs and cats in Western Australia.

The introduction of an online system brings benefits of convenience to consumers and local governments. Owners are able to apply to register their cats and dogs, supply documentation and make payment online. Local governments approve the applications online and confirm the registration. Some people may still wish to do this by visiting their local government in person.

The State Government has acquired and will maintain the database, and is working with local governments on the transfer of pre-existing data.

All dog owners or dogs registered with local government are given a 'dog owner number.' This unique number is available through the centralised registration system. If a person transfers a dog, they need to provide their 'dog owner number.' This enables authorities to identify who is supplying dogs. If a person is claiming to have bred a dog, their 'dog owner number' can be searched on the centralised registration system to confirm that they have an approval to breed.

Approved dog breeders are not issued with a specific 'dog breeder number' but will use their 'dog owner number' when transferring a dog.

Registration fees have been reviewed to cover the ongoing costs of the system in consultation with stakeholders, with new fees where applicable.

#### **Pet Shop Approvals**

Pet shops selling dogs need to obtain a 'pet shop approval' from their local government. Approved pet shops will only be able to supply dogs sourced from a refuge organisation or dog management facility that has obtained a 'dog supply approval' from the State Government.

Local governments are responsible for assessing 'pet shop approval' applications from pet shops in their district. Local governments are only able to refuse an application on particular grounds set out in the legislation.

Local governments are also responsible for cancelling pet shop approvals when necessary.

The State Government is responsible for assessing 'dog supply approval' applications from refuges and dog management facilities and cancelling dog supply approvals when necessary.

#### **Livestock Working Dogs**

A livestock working dog is a dog that is bona fide used in the droving or tending of stock.

Many owners of livestock working dogs keep their dogs unsterilised to assess whether their dog has desirable traits to be a working dog and must be used for breeding. This may take three or four years.

Livestock working dogs play a crucial role in the functioning of Western Australia's livestock industry and, as a result, will be exempt from the requirement to be sterilised by the time the dog is two years of age.

If the owner of a livestock working dog does intend to breed from their dog (regardless of the dog's age), or their dog becomes pregnant (planned or unplanned), they will be required to obtain an 'approval to breed' from their local government.

#### **Dogs West Members**

Many members of Dogs West keep their dogs unsterilised for show and breeding purposes, following a strict code of ethics within their organisation. Dogs West Members who wish to keep their dog unsterilised after two years of age will be required to apply to the local government for an 'approval to breed,' like other dog owners. This does not mean the owner has to breed from their dog; it allows them to keep unsterilised dogs over the age of two years.

The new measures ensure that unethical breeders can be traced. Additionally, the laws ensure consumers are directed to ethical dog breeders, such as members of Dogs West, who are granted an approval to breed.

#### **Adopt Don't Shop**

Western Australians are being urged to 'Adopt Don't Shop' and give rescued dogs a second chance by adopting a new household pet. It is estimated that between 4000 to 5000 dogs are rehomed each year by rehoming organisations and local government pounds.

By adopting a dog, Western Australians can help to reduce the burden on these organisations and ensure a better life for our companion animals.

Currently, the State Government provides annual funding to various animal rescue and shelter organisations to support the rescue and re-homing of dogs.

For more information on where you can adopt a pet, contact:

**Dogs' Refuge Home WA, Shenton Park**

Website [dogshome.org.au](http://dogshome.org.au)

Telephone 61 8 9381 8166

**RSPCA WA, Malaga**

Website [rspcawa.asn.au](http://rspcawa.asn.au)

Website [adoptapet.com.au](http://adoptapet.com.au)

Telephone 61 8 9209 9300

**Animal Protection Society, Southern River**

Website [apswa.asn.au](http://apswa.asn.au)

Telephone 61 8 9398 6616

Email [info@apswa.asn.au](mailto:info@apswa.asn.au)

**Swan Animal Haven, Wattle Grove**

Website [swananimalhaven.asn.au](http://swananimalhaven.asn.au)

Telephone 61 8 9293 2047

Telephone 0498 235 680

**K9 Rescue Group, Nambeelup**

Website [k9dogrescue.org.au](http://k9dogrescue.org.au)

Telephone 61 8 9581 9005

**SAFE Animal Shelters, WA-wide**

Website [safe.org.au](http://safe.org.au)

For contact details of a relevant branch, visit their website

If you have a query regarding the Stop Puppy Farming reforms, you can email [puppyfarming@dlgsc.wa.gov.au](mailto:puppyfarming@dlgsc.wa.gov.au)

These Special Conditions for Breeding have been developed in accordance with the *Dog Amendment (Stop Puppy Farming) Act 2021*, *Dog Act 1976*, *Local Government Act 1995* and *Animal Welfare Act 2002*.

## 2. DEFINITIONS

**Special Conditions** means this Special Conditions for the Keeping and Breeding of Dogs.

**Permit** means a permit to keep a dog for breeding purposes.

**Standard** means a standard included in these Special Conditions.

**Guideline** means a guideline included in these Special Conditions.

**Dog** includes a puppy regardless of age.

**Animal of a litter** means an animal from a litter which is the progeny of an animal kept on land pursuant to a permit.

**Permanent identification device** or **PID** is a microchip or other electronic device

- a. capable of being permanently implanted in a dog
- b. designed to record information in a way that can be electronically retrieved.

**Prescribed permanent identification device** or **PPID** is a PID that complies with the requirements prescribed under a regulation under the Animal Management Act.

**Supply** includes doing any of the following things if doing the thing affects the possession of a dog or PPID, other than the mere temporary custody of it:

- a. exchange, give or sell;
- b. offer or agree to supply;
- c. cause or permit a supply; and
- d. possess for supply.

### 3. INTRODUCTION

#### 3.1 Purpose

These Dog Breeder Special Conditions (Special Conditions) set out the standards and guidelines for breeders and keepers of dogs who propose to breed animals in the Shire of Quairading.

The Special Conditions underpin and are compliant with the new *Dog Amendment (Stop Puppy Farming) Act 2021*. This Act is a means of amending the *Dog Act 1976* to better regulate the breeding of dogs in Western Australia.

The changes gives local governments the tools to deal with irresponsible dog breeders, improve animal welfare and encourage responsible dog ownership through public awareness. This includes mandatory dog sterilisation and dog breeder approval to regulate the number of dogs being bred.

A centralised registration system has been introduced to assist authorities in sharing information on dogs, dog owners and dog breeders within their district.

The Special Conditions are also compliant with the *Animal Welfare Act 2002* and *Local Government Act 1995*.

#### 3.2 Aim

The aim of these Special Conditions is to specify:

- 3.2.1 requirements for the care of dogs that are used, or proposed to be used, for breeding, and their progeny;
- 3.2.2 requirements for the health, safety and wellbeing of the dogs and their progeny; and
- 3.2.3 requirements for the dogs and their progeny to be kept without creating a nuisance and in accordance with community standards.

Compliance with these Special Conditions demonstrates commitment to responsible care and management of dogs. Keepers of dogs are responsible for their health, safety and well-being, and ensuring they do not contribute to the oversupply of animals that have to be euthanised.

These Special Conditions establishes the requirements to ensure animals are responsibly re-homed to help prevent increasing numbers of stray and abandoned animals in the future.

All breeders are required to identify their animals with a microchip prior to sale or transfer. This microchip identification must be registered on a Western Australian Government authorised microchip database.

Breeders must also ensure dogs not destined for responsible planned breeding are desexed. This will help reduce unwanted animals.

#### 3.3 Application

Keepers of dogs, where one or more dog(s) is for breeding purposes, must have a breeder permit.

Compliance with the standards in these Special Conditions is necessary for a breeder permit.

The standards and guidelines include:

- 3.3.1 animal enclosure and housing;
- 3.3.2 sourcing of animals;
- 3.3.3 food and water;

- 3.3.4 hygiene;
- 3.3.5 socialisation, exercise, enrichment and training;
- 3.3.6 health care;
- 3.3.7 breeding and rearing young animal;
- 3.3.8 transfer of ownership – including identification, desexing, adoption information and transportation; and
- 3.3.9 record keeping.

These Special Conditions sets out the minimum requirements in each of these areas of responsibility.



## 4. ANIMAL HOUSING

### 4.1 Housing

**Objective:**

Housing provides for the good health and well-being of dogs.

**Standards:**

**S1.** The holder of permit must ensure that any enclosure in which an animal, including an animal of a litter, is kept:

- a. Is maintained in a sanitary condition.
- b. Is provided with a sleeping area for the animal that:
  - i. is weather proof, that is, sheltered from sun, wind and rain;
  - ii. is raised off the floor of the enclosure in which the animal is kept;
  - iii. does not become damp; and
  - iv. has sufficient clean, dry and comfortable bedding for the animal appropriate to the species and breed of the animal.
- c. Allows the animal to move around freely and urinate and defecate away from the sleeping and eating areas of the animal within the enclosure.
- d. Is free of any dangerous structure or object that may cause injury to the animal.
- e. Is secure so as to prevent access to the animal by persons other than the holder of the permit and persons authorised by the holder of the permit.
- f. Has an area which is appropriately sized so as to be capable of effectively and comfortably housing the animal kept in the enclosure.
- g. Is constructed of materials which are of sufficient strength to prevent the animal from escaping from the enclosure.
- h. Is drained so that the animal kept in the enclosure does not have continuous or extended contact with any part of the floor of the enclosure which is wet.
- i. Is equipped with items and areas sufficient to provide the animal with enrichment and exercise appropriate to the species of the animal.
- j. Has a floor which is non-porous or coated with a non-toxic material so as to facilitate the proper cleaning of the floor and prevent the transmission of any infectious disease between animals.

**Example:**

A wood, chipboard, brick, dirt or grass floor is not acceptable for the main living area of the enclosure but would be acceptable for the exercise area for the animal kept within the enclosure.

**S2.** The holder of the permit must keep one separate enclosure on the land available for:

- a. Each animal that is suspected of, or diagnosed as having, an infectious disease;
- b. Each animal that is whelping; and
- c. Each female animal with a litter.

**S3.** Where groups of animals are housed together on the land – the holder of the permit must ensure that each animal housed in a group is kept free of intimidation from any other animal housed in the group.

**S4.** If an animal kept on the land is particularly sensitive to changes in temperature – the animal must be provided with appropriate heating and cooling.

**Example:**

An elderly animal, puppy, or pregnant animal may be provided with an enclosed container with a doorway which gives the animal the opportunity to regulate temperature by perching on top of the container or sheltering within the container.

**S5.** The table below specifies the minimum dimensions for an enclosure in which one or more dogs may be kept.

Height of the dog measured at the shoulder of the dog (cm)	Min area (m <sup>2</sup> )	Min width (m)	Min width (m)	Increased floor area for each pup aged between eight and 16 weeks (m <sup>2</sup> )
70 and above	15	2.40	1.80	1.5
40 to 70	10	1.80	1.80	1.0
20 to 40	6	1.40	1.20	0.5
5 to 20	4	1.00	1.20	0.5

This table applies to the keeping of one adult dog or one female dog and a litter of the dog up to eight-weeks of age. If two or more adult dogs are kept in the one enclosure, the minimum dimensions for the enclosure specified above must be increased by 1.5 square metres for each dog kept in the enclosure.

**Guidelines:**

An enclosure may include:

- a. A fenced area where dogs share the keeper’s home or an enclosed yard;
- b. Dogs each have their own enclosures, such as in a kennel facility, pen, module, commercially sold dog kennel and shed; and/or
- c. A garage can form part of an enclosure.

Each dog kept in an enclosure with the minimum dimensions specified in the table above must be provided daily with additional areas for exercise, exploration, stimulation and socialisation with people and animals of their own species.

Where possible, dogs must also be introduced in a safe controlled situation, to other species that they may be required to live with in a future home environment.

If a dog is on heat the holder of a permit may be required to keep the animal in an enclosure that is:

- a. Appropriate to the species and breed of the animal; and
- b. Constructed of materials of sufficient strength to prevent any other animals from entering the enclosure.

A separate quarantine area for each animal, birthing animal or female animal with a litter must be provided in a comfortable, draught free area away from people and other animals.

#### 4.2 Noise management

**Objective:**

Noise management prevents nuisance to neighbours and the community.

**Standards:**

**S6.** The holder of a permit must take specified action to prevent the animals, including each animal of a litter, from making a noise or disturbance that may cause a nuisance or disturbance to the occupiers of other premises.

**Example:**

If the permit relates to the keeping of dogs – barking, howling or whining of a dog may result in a nuisance or disturbance to the occupiers of other premises.

**S7.** A permit condition may require the permit holder to provide and maintain soundproof enclosure for each animal kept on the land that causes, or is likely to cause, a noise nuisance.

**Guidelines:**

Dog barking may be reduced by one or more of the following:

- a. Situating kennels so that they do not face each other;
- b. Limiting external stimulation, for example by erecting partitions between kennels, or using a visual barrier; and/or
- c. Holding dogs singly or in compatible pairs.

#### 4.3 Security

**Objective:**

Security methods prevent accidental or unauthorised access to animals, facilities or dangerous materials.

**Standards:**

**S8.** The holder of the permit must ensure that any enclosure in which an animal, including an animal of a litter is kept is secure to prevent access to the animal by persons other than the holder of the permit and those persons authorised by the holder of the permit.

**S9.** A substance or liquid that may harm the health or safety of an animal kept on the land must not be stored or used in a manner that permits the animal to access or consume the substance or liquid.

**Guidelines:**

Double barrier access is recommended to assist in preventing the escape of dogs.

Any security method used must allow for ready access to dogs and ready exit for keepers and animals in an emergency.

## 5. SOURCING OF ANIMALS

### Objective:

Breeding animals are sourced responsibly to ensure the welfare of animals and prevent poor breeding practices.

### Guidelines:

Dogs, including puppies, must only be acquired from responsible sources that meet accepted standards including:

- a. Local Government requires for a breeder permit, where they exist. In Shire of Quairading, breeders of animals must meet the standards outlined in these Special Conditions to be eligible for a breeder permit.
- b. Standards of recognised Breed Societies.
- c. Animals supplied are healthy, bright, alert and sociable.
- d. The supplier is knowledgeable about breed types (the characteristics of the breed, such as size, coat, and temperament) and breed specific genetic problems, and provides documentation that the puppies' parents and grandparents have been tested (where possible) to ensure they are free of these genetic problems.
- e. A health care program is provided to breeding stock and litters that includes worming, flea control, vaccination and heartworm prevention, as recommended by a local veterinarian.
- f. Documentation of health care and medical history is provided with each puppy or dog.
- g. A health guarantee is provided.

## 6. FOOD AND WATER

### Objective:

Animals receive appropriate and sufficient food and water to maintain good health and growth, recognising the special needs of differing ages, species, and states, such as pregnancy or lactation.

### Standards:

**S10.** The holder of the permit must provide and maintain for each animal:

- a. Access to fresh water.
- b. A diet appropriate to the individual needs of the animal.

**S1.** The holder of the permit must provide and maintain on the land:

- a. An area for the storage of food for the animals which prevents –
  - i. the deterioration or contamination of the food
  - ii. water from entering the food
  - iii. vermin or insects from accessing the food.

### Guidelines:

- a. Adult dogs must be fed at least once daily.  
For pregnant dogs and puppies, see Breeding section for special dietary advice.
- b. Food and water containers must be stable, non-toxic and easily cleaned and disinfected.
- c. Food and water containers must be readily accessible to animals and positioned to avoid spillage or contamination by urine or faeces.

- d. Animals must be fed under supervision to ensure each animal gets the required amount of food.
- e. Changes to diet must be gradual to reduce the risk of stomach upset.
- f. The diet and feeding of sick or debilitated animals must be under the guidance of a veterinary surgeon.

## 7. HYGIENE

### Objective:

Animals are kept in a clean and sanitary environment to prevent discomfort and disease transfer.

### 7.1 Cleaning and disinfection

#### Standards:

**S12.** All enclosures, animal food preparation areas, and animal food utensils must be:

- a. Cleaned daily.
- b. Disinfected weekly
- c. If the enclosure, area or utensils are used for the keeping, storage or treatment of an animal – cleaned and disinfected prior to use by another animal.

**S13.** The permit holder must provide and maintain on the land an area for the storage of equipment and consumables used for the cleaning of enclosures on the land that is not accessible by any animal kept on the land.

#### Guidelines:

- a. Bedding must be cleaned and changed regularly.
- b. Cleaning and disinfection chemicals and materials must be chosen on the basis of their suitability, safety and effectiveness, and used in accordance with the manufacturers' instructions. Some common disinfectants, particularly those derived from or containing coal or wood tar products, are toxic to cats. Pine oil, phenol, cresol and chloroxylenols are such products and must be avoided. The Material Safety Data Sheets (MSDS) or instructions for all chemicals held, must be readily accessible.
- c. It is important that all surfaces and utensils be thoroughly rinsed after disinfecting to avoid poisoning. To reduce the risk of transmitting disease carrying organisms between animals, and from animals to themselves, keepers must maintain high standards of personal hygiene and all carers must wash hands thoroughly with soap and water after handling any animal or animal equipment, and use disinfectant when infectious disease is present or suspected.

### 7.2 Pest control

Pest prevention and control measures must be implemented on specialist advice and manufacturers instructions to protect the health and safety of animal carers and animals.

### 7.3 Waste disposal

#### Standards:

**S14.** Any enclosure in which an animal, including an animal of a litter is kept, must be properly drained and run-off must be kept off premises adjoining the land.

**S15.** Animal faeces must be collected:

- a. At least daily.
- b. More frequently if the number of animals kept, or the conditions of the housing of the animals, necessitates collection more often than daily.

**S16.** Collection drains on the land must be cleaned at least daily.

**S17.** The holder of the permit must collect and dispose of promptly in a hygienic manner, for example:

- a. Disposal of all animal droppings, bedding and animal food waste.
- b. Removal of any deceased animal.

**Guidelines:**

Collect dog faeces at least daily in a home yard, and twice daily, morning and evening, in a kennel situation.

## 8. SOCIALISATION, EXERCISE, ENRICHMENT AND TRAINING

### Objective:

Dogs and their offspring are well-socialised and provided with positive physical and mental stimulation to be friendly, confident and well-adjusted to home life.

### Standards:

**S18.** The holder of the permit must ensure that animal management and training methods used by the holder on the land do not compromise the physical development, health or welfare of any animal, including an animal of a litter, kept on the land.

### Examples:

1. Each animal, including each animal of a litter, must be socialised so as to:
  - a. Encourage confident and friendly behaviour with people and other animals.
  - b. Discourage timidity and aggression to persons and other animals.
2. The permit holder must provide each animal with safe experiences with a range of people, other animals, places and objects.
3. Dogs, and in particular puppies, must be socialised with both adult and juvenile dogs, not just other puppies.
4. When exercising an animal the permit holder must:
  - a. Allow the animal to run freely and choose and control its environment.
  - b. Include daily play sessions with people and other animals of the same species as the animal.

### Guidelines:

- a. Keepers must provide safe experiences with a range of people, other animals, places and objects, for their breeding stock and litters.
- b. Parent animals, male and female, influence the sociability of their offspring, genetically and behaviourally. Breeders must ensure the male parent animal is confident, well-socialised and friendly with people, regardless of whether he has any physical involvement with the pups. The female parent's genetic input and her calm, friendly behaviour towards people will also promote friendly behaviour in her offspring.
- c. Between the second and seventh week of age, as suckling decreases, play, exploration and environmental learning must be supported in the following ways:
  - i. From the age of two weeks, pups must be spoken to while handled in the presence of their mother and littermates. Benefits of handling have been shown to increase if handled in short sessions for up to an hour a day.
  - ii. Puppies from birth to four weeks still need close contact with their mother and must not be separated for long periods.
  - iii. Periods of handling must be increased and include less-familiar people, and ultimately, strangers. Four or more new people each week as a minimum are required for socialisation to be generalised.
  - iv. Pups must be touched on all parts of their body, with frequent lifting and gentle restraint so that they become familiar with being held.
  - v. Exposure to toys, objects and different noises must be introduced after the pup has some 'people' experience.
  - vi. The puppy must not experience fear or trauma – all new challenges must be experienced in a positive manner.

- d. New owners must be informed and encouraged to continue the socialisation process.
- e. New owners need to know how to interact with animals correctly. This includes not leaving young children unsupervised around and teaching young children not to approach an unknown dog, or interrupt an animal that is eating.
- f. Exercise must be provided by:
  - i. Allowing dogs access to an enclosed exercise area to run freely.
  - ii. Playing with humans or others of their own species.
  - iii. Always walking animals on a lead.
  - iv. Very active or old, pregnant or lactating animals may require more or less exercise than specified.
  - v. Dogs must have the opportunity to exercise for at least 20 minutes daily.
  - vi. During group exercise, take care to avoid mixing incompatible dogs, fighting and the transmission of infectious disease agents.
  - vii. Dogs must not be exercised in a way that poses a risk of serious injury, for example, attached to a motor vehicle, or unsupervised on a treadmill.
- g. A dog must only be tethered to a fixed object if it:
  - i. Is older than four months.
  - ii. Has been trained to accept a tether.
  - iii. Is only tethered for a short period under supervision.
  - iv. Is not tethered to a moving object or where the tether may become entangled or restricted.
  - v. Is not in season or pregnant.
  - vi. Is fitted with a collar with a swivel to which the tether is attached.
- h. Dogs must be provided with physical and mental enrichment through exposure to a variety of safe, nonthreatening objects and activities.

Enrichment may include:

  - i. Food storage toys that occupy the dog to access their daily food.
  - ii. Play with humans, other animals and toys.
- i. Training must involve positive reinforcement.
- j. Negative reinforcement must be kept to a minimum.
- k. Punishment must be avoided.
- l. Owners must seek professional advice on the use of any training device.

A collar or lead must not cause distress or injury.
- m. Check chains must only be used with care by an experienced trainer.
- n. An electronic collar must only be used as a final resort where all other strategies have been used unsuccessfully, the life of the animal is at stake, and always in accordance with manufacturer's instructions.
- o. Prong and pinch collars must never be used.



## 9. HEALTH CARE

**Objective:**

Animals are cared for to maximise their health and well-being and minimise health risks to other animals in the breeding facility and the community.

**Standards:**

**S19.** The holder of the permit must, on request, advise the local government of the veterinary surgeon to whom animal health issues about the animals will be referred.

**S20.** The holder of the permit must monitor the health, well-being and grooming of each animal daily.

**Example:**

The holder of the permit must seek advice from a veterinary surgeon if any animal appears sick, injured or in distress.

**S2.** The holder of the permit must ensure that each animal, including each animal of a litter, receives all necessary vaccinations, inoculations and treatments:

- a. That are appropriate according to the age of the animal.
- b. In any event, before the animal is offered for sale or otherwise disposed of by the holder of the permit.

**Example:**

Each animal must be vaccinated, wormed and treated for external parasites, including fleas, up to date according to protocols accepted by a veterinary surgeon.

**S22.** The euthanasia of any animal must only be carried out by a veterinary surgeon.

**Guidelines:**

Newly acquired dogs, or those visiting from another location, must not be mixed with existing animals for at least 10 days.

Animal carers must note if each animal is:

- a. Eating.
- b. Drinking.
- c. Defecating.
- d. Urinating.
- e. Behaving normally.
- f. Showing any obvious signs of illness or distress.
- g. Able to move about freely.
- h. maintaining or gaining weight.
- i. sufficiently groomed to prevent matting and/or entanglement of fur.

Veterinary advice and treatments must be sought when there are any sign of illness or injury, including:

- a. Runny nose.
- b. Runny, discharging or inflamed eyes.
- c. Repeated sneezing.
- d. Coughing.

- e. Vomiting.
- f. Severe diarrhoea, especially if bloodstained.
- g. Lameness.
- h. Bleeding or swelling of body parts (other than the vulva of a female on heat).
- i. Inability to stand, walk, urinate or defecate.
- j. Loss of appetite.
- k. Weight loss.
- l. Apparent pain.
- m. Fits, staggering or convulsions.
- n. Patchy hair loss.

Disease prevention measures, including appropriate vaccination protocol, and control of internal and external parasites including gastrointestinal and heart worms, fleas, lice and ticks, must be provided.

Prompt action must be taken when signs of disease or injury are observed. Any sick or injured animal must be placed in a comfortable, draught-free area away from people and other animals. Each animal with, or suspected of having, an infectious illness (including each animal in the same cage or enclosure) must be quarantined.

Euthanasia is unacceptable as a means of managing unwanted breeding stock and puppies.

Euthanasia of dogs is only acceptable for the relief of incurable illness, chronic pain, and suffering.

## 10. BREEDING AND REARING YOUNG ANIMALS

### Objective:

When selecting and breeding animals, the quality of the life of the animal is paramount. Breeders prioritise animal welfare, maintain genetic integrity and diversity of the species, and prevent surplus animals.

### Standards:

**S23.** A permit condition may specify the maximum number of breeding dogs which may be kept on the land at any one time.

**S24.** The holder of the permit must not mate an animal if the animal has a known hereditary disease or disorder that causes, or may cause, pain or discomfort to:

- a. The animal.
- b. An animal of a litter of the animal.

A permit condition may specify the maximum number of breeding dogs which may be kept on the land at any one time.

### Guidelines:

Litters must only be produced when there is a reasonable expectation of finding homes where they are wanted and appreciated, managed responsibly and provided quality of life.

Animals must be sourced from reputable breeders with a permit. In our Shire, breeders are required to have a breeder permit that meets the standards of these Special Conditions.

The holder of the permit must not mate an animal with a:

- a. Sibling of the animal.
- b. Parent or offspring of the animal.

Before mating, ensure the breeding dog does not have any infectious disease, for example parvovirus and hepatitis.

Where a hereditary defect is recognised in a breed and there are screening procedures or tests for the defect, the keeper must:

- a. Have a current official evaluation or test result for the dog for the hereditary defect.
- b. Provide the official evaluation or test result to the keeper of the dog if being bred with an animal not owned by the breeding facility.
- c. Provide the official evaluation or test result of both the sire and the dam to the new owner of any puppy.

A permit holder must endeavour to ensure that the genetic make-up of both sire and dam will result in a decrease or elimination of any inherited disorder.

### 10.1 Breeding age and frequency

#### Standards:

**S25.** To avoid unwanted pregnancy, the holder of the permit must keep a cycling, fertile, female dog isolated from all male dogs other than during a planned mating of the female dog.

**S26.** A permit condition may require the holder of the permit to desex a female animal which the holder of the animal has retired from breeding.

**Guidelines:**

When deciding the best time to breed or to cease breeding their animals, breeders must ensure the welfare of:

- a. Their breeding sires and dams.
- b. The animals of the litters.

Breeding animals must be physically and behaviourally sound and healthy, free from potential/ known genetic fault and heritable diseases.

While there is an oversupply of dogs in pounds and shelters, breeding must be kept to a minimum.

Female dogs must not be mated during their first oestrous cycle.

The permit holder must desex each animal retired from breeding or provide a written statement from a registered veterinarian as to why it cannot be desexed. The permit holder must also either:

- a. Provide a permanent home.
- b. Sell or transfer to a new owner who is able to care for the retired desexed animal (different permit conditions apply).

Breeders must seek professional advice regarding breeding practices and, where possible, register with an approved governing dog control body for information and advice.

**Guidelines for breeding age, frequency and total breedings**

The following table provides recommendations for a minimum age of first breeding, breeding frequency and total number of litters.

Minimum age for first breeding		Breeding frequency	Total number of litters
Female dog	Breed specific based on maturation from the second heat	No more than two litters in two years	Four without veterinary certification of fitness for further breeding and not for animals older than six years
Male dog	Nine months		

**10.2 Care of breeding animals**

**Standards:**

**S27.** The holder of the permit must regularly monitor the health of each pregnant animal, especially during the last weeks of pregnancy, and ensure that the animal receives all necessary treatments which are appropriate according to the age and condition of the animal.

**Example:**

If there is evidence that whelping has commenced, but there is no progress within 30 minutes, the animal must be examined by a veterinary surgeon.

**S28.** If an animal is giving birth, the holder of the permit must:

- a. Isolate the animal from all other animals.

- b. At least one week prior to the expected date of birth, provide the animal with a clean and adequately sized container and bedding.
- c. Promptly after completion of the birth, clean the birthing area and replace all bedding used by the animal.

**Guidelines:**

When stud dogs are confined in individual quarters, they need daily human companionship.

All matings must be supervised to ensure the well-being of animals.

The current vaccination certificates of male and female animals being brought into the premises for mating must be sighted before mating.

Veterinary advice must be sought regarding dietary requirements including an adequate supply of calcium during pregnancy and lactation.

Following birth, breeding females must be checked daily for signs of ill-health including undue bleeding or signs of mastitis.

**10.3 Puppy weaning****Standards:**

**S29.** The holder of the permit must complete the weaning of an animal before the animal is sold or otherwise disposed of by the holder.

**Guidelines:**

- a. Keepers must ensure puppies achieve a regular weight gain.
- b. Between four and six weeks of age, puppies must be introduced to suitable solid foods, which may include puppy commercial food, meat, raw bones (chicken necks and brisket bones) and vegetables.
- c. By the end of week four puppies must be fed four times per day. The mother must be allowed to gradually remove herself from her puppies over the next few weeks and her milk allowed to dry.
- d. By eight weeks, the pups must be totally weaned and eating three meals a day.
- e. Breeders must advise and provide written guidelines to new owners of the exact dietary needs of pups including how much and how often to feed them. Ideally, the breeder must supply food for at least a few days, to ensure that changes in diet occur gradually.
- f. During the weaning stage puppies must be encouraged to urinate and defecate away from the sleeping area. Paper or training pads for puppies must be provided.

**10.4 Puppy health care****Guidelines:**

- a. The eyes and ears of pups must not be interfered with before they open or unfold. Eyes will generally open naturally between seven and 14 days and ears unfold at 18 to 20 days.
- b. Vaccinations must be given at six to eight weeks, 10 and 14 weeks to prevent distemper, hepatitis, parvovirus, and kennel cough or as recommended by a veterinary surgeon.
- c. Worming for intestinal worms (hook, tape, round, whip) must commence with oral liquid at two and four weeks, after which an individual broad-spectrum wormer tablet can be used

fortnightly until 12 weeks, then every month until six months and then every three months or as recommended by a veterinary surgeon.

- d. Pups' areas must be cleaned at least twice a day, kept dry, and free of faeces and uneaten food.
- e. Pups must become used to all grooming equipment while with the breeder. This includes nail clipping, combing, brushing and exposure to gentle cleaning.

## 11. TRANSFER OF OWNERSHIP

### Objective:

The future welfare of the animals is the primary obligation when selling or rehoming animals.

Animals will be responsibly confined, managed and trained to avoid public nuisance or danger. They must not contribute to the stray or unwanted animal population.

### 11.1 Transfer and identification

#### Standards:

**S30.** The holder of the permit must not sell or otherwise dispose of an animal of a litter to a minor.

**S31.** The holder of the permit must not sell an animal of a litter which is a dog, or otherwise dispose of the dog, unless the dog is at least eight weeks of age.

**S32.** If the holder of the permit advertises an animal, including an animal of a litter, for sale or disposal – the advertisement must specify the permit number allocated to the permit by the local government.

#### Guidelines:

A breeder who is the owner of a dog must register the dog if it is 12 weeks or older.

The breeder or seller of a dog must inform a new owner, verbally and in writing, that they must register the dog with the relevant local government if the dog is 12 weeks or older.

A breeder must not, unless there is a reasonable excuse, supply a dog to anyone else if it is not implanted with a permanent identification device, that is, a microchip or other electronic device:

- Capable of being permanently implanted in a dog.
- Designed to record information in a way that can be electronically achieved.

An authorised implanter must not implant a PPID in a dog that is younger than eight weeks.

An owner of a dog that is not implanted with a PPID must ensure it is at 12 weeks unless there is a reasonable excuse.

If PID information for a dog changes, the owner must, within seven days, give notice of the changed information to a licence holder, there is a reasonable excuse.

Animals offered for sale must be healthy, weaned, vaccinated, wormed and flea-treated up to date, according to veterinary protocols.

### 11.2 Desexing

#### Standards:

**S33.** The holder of the permit must not sell or otherwise dispose of an animal which is a dog or an animal of a litter of a dog, unless:

- a. Prior to the sale or disposal, the holder obtains from a veterinary surgeon a certificate stating, or other evidence of, either of the following:
  - i. that the animal has been desexed
  - ii. that desexing the animal is likely to be a serious risk to the animal's health
- a. The animal is sold or otherwise disposed of to the holder of a current animal breeder permit.

**Guidelines:**

Desexing dogs – including puppies - prior to sale or transfer contributes to reducing unwanted dog populations.

Decisions on the age to desex a pup, must be made with a veterinary surgeon. Issues for consideration include the risk of the dog becoming unwanted or producing unwanted litters and how the dog will be kept and cared for.

**11.3 Pre and post adoption information and support****Standards:**

**S34.** If the holder of the permit sells or otherwise disposes of an animal, including an animal of a litter, to a person (the receiver) – the holder of the permit must give written notice to the receiver of:

- a. The number allocated to the permit by the local government
- b. Particulars of:
  - i. The typical lifespan of the animal.
  - ii. The common physical and behavioural characteristics for the age and breed of the animal.
- c. The standard of care appropriate for the animal, including specific information about:
  - i. Diet
  - ii. Containment
  - iii. Socialisation
  - iv. Exercise and play
  - v. Training
- d. The medical and health care history of the animal, including particulars of all vaccinations, inoculations and treatments that have been carried out on the animal.
- e. The obligations of the receiver as the keeper of the animal under respective legislation.

**Examples:**

1. The obligation to comply with minimum standards.
2. Animals to be kept under effective control.
3. The duty to provide a proper enclosure.
4. The registration obligation.
5. The dog registration renewal obligation.

**Guidelines:**

Information on any known condition of the animal that might affect its future wellbeing must be disclosed to a prospective purchaser prior to sale or transfer.

Prior to sale or transfer, the breeder must determine the prospective owner's circumstances, expectations and capacity to care for the animal, as much as reasonably possible, including:

- a. Verification of age (18 or over), and name and address.
- b. Owning or renting (written verification of landlord/body corporate permission).
- c. Suitable enclosures and housing.
- d. Capacity to integrate this pet into their current household, for example:
  - i. Separate room initially.
  - ii. Supervision of children and supervision of other pets.



- iii. Time commitment.
- iv. Expectations of how long it will take for the new pet to feel comfortable.
- e. Consideration of long-term capacity to keep the animal, for example:
  - i. Moving
  - ii. Allergies
  - iii. Finances
  - iv. Previous commitment
- f. Capacity to provide appropriate socialisation, exercise and training.

Advice given to new owners prior to purchase must include:

- a. Usual life span of the breed/species and the long-term commitment required.
- b. Desirability and advantages of desexing pups, including discounted registration fees and reducing behaviours that often cause nuisance to owners and the community.
- c. Keeping puppies away from other puppies who are unvaccinated or their vaccination is unknown - and the need for follow up vaccinations, worm and flea treatments.
- d. General care including appropriate diet, socialisation, housing, exercise and training of the animal.
- e. Common behavioural characteristics of the breed/species.
- f. Legal requirements of keeping the animal, such as containment on owners' property and numbers allowed.

Post adoption advice must be offered to assist the owner to manage any animal behaviour that is causing concern in its new home environment.

Owners must be encouraged to contact the breeders when any problem arises.

Breeders must provide verbal and written information to prospective owners, about their guaranteed return policies, including a health guarantee of a minimum of 10 days, offering free treatment for any illness which develops during the guarantee period.

Information on health guarantees to prospective new owners must include:

- a. If an animal is unacceptable to a new owner because of health problems deemed to be hereditary, congenital or existent prior to the sale, that are supported by a statement from a veterinary surgeon, within 10 days of purchase, the breeder will allow the animal to be returned and refund all monies or offer a replacement animal of the same breed with the same guarantee. Animal replacement must be delayed or avoided if the problem is due to a contagious disease.
- b. If the animal dies or is euthanised because of a disease that is traceable to the point of sale, the breeder will refund the purchase price or offer a replacement animal with the same guarantee.
- c. In the event a health problem is related to the care and management of the animal after sale, the breeder is not obliged to cover the cost of treatment, take the animal back, and/or refund monies. However, the breeder may still choose to do so.
- d. Cover for other existing animals within the household if the sold or transferred animal passes on a disease that is traceable to the point of sale.

Breeders must assist with the re-homing of their animals where the initial circumstances of the purchaser change and participate in breed placement programs for dogs in pounds and shelters.

#### **11.4 Transport**

**Guidelines:**

- a. Transporting animals to new owners can cause distress to animals and must be kept to a minimum.
- b. The breeder must provide adequate space, ventilation, shade, food and water, provision for exercise and cleaning pens to ensure the well-being of animals in transit to their new owner.
- c. The size of transport cages must prevent excessive movement and risk of injury during any sudden movement of the transport vehicle.
- d. All transported animals must be contained or suitably restrained to ensure space to turn around, and to ensure security and protection from injury.
- e. Animals must have adequate ventilation, shade and be protected from extremes of temperature. They must not be transported in the boot of a car or left in an unattended vehicle.
- f. Food and water must be provided during an extended journey, including loading, unloading and waiting time.
- g. The minimum exercise requirement of these Special Conditions applies to transported dogs.
- h. Purpose-built vehicles must be thoroughly cleaned and disinfected after use to minimise the possibility of transmission of infectious diseases between consignments of animals.
- i. Pups must not be transported domestically under the age of eight weeks, and overseas under the age of 11 weeks.
- j. Animals from different sources or who are unfamiliar with each other must be contained separately and with barriers to prevent additional stress, conflict or disease transfer.
- k. Animal containers must be strong enough to withstand handling and stacking.
- l. The consignor and consignee must confirm the departure and arrival times of animals with the carrier. Containers must be clearly labelled by the consignor, including contact details of consignor and consignee, licence number, date and time of departure.
- m. The requirements of the individual animal(s), conditions and the journey being undertaken must guide when to provide food and water. On road trips of more than two hours duration, take adequate stops to allow dogs to exercise, eat, drink, urinate and defecate where appropriate; and for enclosures to be cleaned where necessary.
- n. All transportation of live animals must comply with the requirements for animal behaviour and containers of the current IATA Live Animals regulations.

## 12. RECORD KEEPING

### Objective:

Records assist with monitoring and enforcement of breeder standards for animal care and management.

### Standards:

**S35.** The holder of a permit must keep and maintain a written register (an animal breeder register) which records details of the activities of the holder under the permit:

- a. During the term of the permit.
- b. For a minimum of three years after the end of the term of the permit.

**S36.** The animal breeder register must detail:

- a. The particulars and description of each animal kept on the land including, breed, name, date of birth, identifying tag and any other form of identification.
- b. A medical history for each animal listing vaccinations, inoculations and treatments that have been carried out for each animal.
- c. If any animal is sold or otherwise disposed of – the name and address of the new keeper of the animal and the date of sale or disposal of the animal.
- d. If the animal is, or has been, implanted with a permanent identification device – particulars of the permanent identification device of the animal.
- e. For each animal of a litter of an animal kept on the land:
  - i. The dam of the litter.
  - ii. The sire of the litter.
  - iii. The breed of each animal of the litter.
  - iv. The date of birth of each animal of the litter.
  - v. The date of mating of the parents of the litter.
  - vi. The sex of each animal of the litter.
  - vii. The distinguishing marks or other form of identification of each animal of the litter.
  - viii. If any animal of the litter is implanted with a permanent identification device – particulars of the permanent identification device of the animal.
  - ix. If an animal of the litter is sold or otherwise disposed of – the name and address of the new keeper of the animal and the date of sale or disposal of the animal.
  - x. In the event of the death of an animal of the litter – the date and the cause of death of the animal.
  - xi. A medical history for each animal of the litter listing vaccinations, inoculations and treatments of the that have been carried out for the animal.
- f. If an animal kept on the land – was not born on the land for the acquisition of the animal by the holder of the permit:
  - i. The date of the acquisition.
  - ii. The person from whom the animal was acquired by the holder of the permit.

**S37.** The holder of the permit must:

- a. Keep and maintain records about the activities of the permit holder.
- b. Produce the records for inspection promptly after receipt of a request from an authorised person.
- c. Permit the authorised person to take copies of, or extracts from, the records.
- d. Keep the records:

- i. At specified premises.
- ii. For a specified period.


**S38.** The records that the holder of the permit must keep and maintain include, without limitation, details of procedures and protocols adopted and implemented by the holder of permit in relation to:

- a. Cleaning and disinfecting enclosures, food preparation and storage areas and animal husbandry equipment.
- b. Pest management.
- c. emergencies.

**Guidelines:**

Keepers must hold back-up copies of all electronic records.

**12.4 Multi-Purpose Sports Precinct**

<b>Responsible Officer</b>	Nicole Gibbs, Chief Executive Officer
<b>Reporting Officer</b>	Natalie Ness, Executive Manager Economic Development
<b>Attachments</b>	1. CSRFF Small Grants Application Form <a href="#">↓</a>  2. CSRFF Small Grants Application Appendixes <a href="#">↓</a> 
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council note the progress made in applying for the Department of Local Government, Sport and Cultural Industries CSRFF Small Grants Funding for projects up to \$500,000 to develop Stage 1 of the Quairading Sports and Recreation Precinct.

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**IN BRIEF**

To date, Council has spent \$67,000 on the development of concept plans and probable costings for the re-development of the Quairading Sports and Recreation Precinct. Officers want to ensure that this expenditure is not wasted and so have explored ways to apply through the Department of Local Government, Sport and Cultural Industries (DLGSCI) for Community Sports Recreation Facility Funding (CSRFF) as a funding stream for Stage 1 of the Quairading Sports and Recreation Precinct.

Shire Officers have progressed conversations for potential funding streams with DLGSCI, the Commonwealth with the Growing Regions Program (GRP), Lotterywest, Cooperative Bulk Handling (CBH), the West Australian Football Commission (WAFC) and the West Australian Cricket Association (WACA). The project is required to be staged in three phases to align with several grant funding rounds to obtain the required funding to complete the project. The 3-stage Masterplan will incorporate:

- Stage 1 – Two new multi-purpose courts (netball and basketball) with new flood lighting and fencing; and existing scoreboard replaced with a new electronic scoreboard
- Stage 2 – Existing Community Building and Quairading Bulls Football Club Pavilion demolished and replaced with a new 2-Storey Sports and Recreation Pavilion, including: multi-user changerooms; female, male and universally accessible ablutions; trainers, strapping and first aid room; strapping room; community gym; sport club offices; scoreboard storage; umpire room; community storage area; canteen area; function room, bar area, kitchen, cool room; balcony areas; community storage area; new cricket pitch and cricket nets
- Stage 3 – five new tennis courts.

On Thursday, 13 May 2023, the CEO, EMED and SPO met with Ms Samantha Cornthwaite, Regional Manager Wheatbelt from the Department of Local Government, Sport and Cultural Industries to

discuss available funding and the process to commence an application on behalf of the Shire of Quairading. Ms Cornthwaite has suggested staging the project to capitalise on two current CSFRR funding streams including:

- CSFRR Small Grants Round with grant funding of \$300,000.00 to \$500,00.00 awarded to smaller sport and recreation projects with a focus on new playing surfaces, courts, synthetic surfaces and floodlighting projects
- CSFRR Large Grants Round with grant funding of up to \$2,000,000.00 for larger sport and recreation projects with a focus on projects to upgrade facilities to make them more accessible for female participants and projects in a location with a significant Aboriginal population that will increase participation or physical activity.

The DLGSCI CSRFF Small Grants Round opened on 3 July 2023 for projects up to \$500,000. Officers have prepared the DLGSCI CSRFF Small Grant Application for Stage 1 of the Quairading Sports and Recreation Precinct and are required to submit the application by 31 August 2023. If successful in the grant funding application, the Shire will be required to match the total funding amount with a 50% financial contribution to the project totalling \$211,984.40 (ex GST). A total of \$393,000 in existing grant funding from LCRI is available to match the grant funding for Stage 1 of this project if the Shire is successful with its application.

#### **MATTER FOR CONSIDERATION**

That Council note the progress made in applying for the Department of Local Government, Sport and Cultural Industries CSRFF Small Grants Funding for projects up to \$500,000 to develop Stage 1 of the Quairading Sports and Recreation Precinct.

#### **BACKGROUND**

Over a 10-year period Council has funded the development of Concept Plans and Probable Costings for the re-development of the Quairading Sports and Recreation Precinct.

The vision for the Project is that Quairading has well maintained sport, recreation and leisure facilities that are sustainable within the means of the local Shire and local not-for-profit clubs and groups. Significant research and planning for the sport, recreation and leisure needs of our community today and in the future, in consultation with the community has been used to inform the Quairading Sports and Recreation Masterplan Final Design Concept.

MCG Architects were originally contracted to work with the Quairading Sports and Recreation Working Group to develop a Concept Design for the renewal and upgrade of existing facilities. In 2021, a series of Concepts and Designs were developed and presented to the Quairading Sports and Recreation Working Group for discussion and feedback. As no funding streams had been identified the project was put on hold in 2021.

Council understands that we are requesting funding in a competitive environment. Therefore, to ensure that the Shire is demonstrating all reasonableness, Council has agreed to stagger this much needed project over three stages.

**The CSRFF Small Grants submission seeks funding only for Stage 1 of the project.**

High-level project brief and specifics for Stage 2 and Stage 3 are also included to provide DLGSCI assessors with the wider context:

**Stage 1: Construction of new Netball and Basketball Courts / Purchase of New Electronic Scoreboard**

1. Two new multi-purpose courts (dual-purpose netball and basketball) with new flood lighting and fencing. The existing courts pose a danger to the children and adults using the courts because they are uneven, filled with cracks and holes, flood easily, have poor lighting and the surfaces are made with a substandard material no longer in use. Specifically, the current courts are non-compliant with the *Work Health and Safety Act 2020*.

The proposed infrastructure comprises:

- Mat laid cushion (high quality courts) which is high quality and long-lasting court grade surface;
- Realignment of netball courts to create sufficient run-off; between courts and to ensure a safe play environment;
- Realignment of courts to ensure they are facing the correct way in line with recommendation from Netball WA;
- Lining of multipurpose surfaces (netball and basketball);
- Improved water runoff, drainage and storm water management (if required);
- Seating;
- Goal posts with padding;
- Shelters;
- Floodlighting; and
- Fencing.

Court construction costings and specifications are provided as Attachment 4 and Attachment 5a and 5b. Letters of Support from Netball WA for the court construction is provided as Appendix 6.

The Shire is proposing to reduce the courts from 4 to 2. The benefit of proposing two multi-use courts (dual-purpose netball and basketball) allows for additional space within the Sports and Recreation Precinct Masterplan to locate five (5) new tennis courts in Stage 3 of the development, improving the overall sustainability of the Precinct. This is why we have proposed to reduce the footing size from 4 to 2 courts.

2. Replacing the 70-year-old AFL scoreboard with a multi-use football and cricket electronic scoreboard. The current scoreboard is a Work Health & Safety liability. To keep score, children must manually climb up a 60-year-old, 'do it yourself' structure. If a child was to fall, the harm could potentially be significant. Specifically, the structure is non-compliant with the *Work Health and Safety Act 2020*. The proposed infrastructure comprises:
  - Electronic scoreboard (AFL/Cricket)
  - Electronic scoreboard (Hockey / Netball)

Scoreboard specifications and costings are provided as Attachment Appendix 8. Letters of Support from Quairading Football and Netball Club for the purchase of the scoreboard is provided as Appendix 9.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Significant, for the reasons discussed above.

## **ALIGNMENT WITH STRATEGIC PRIORITIES**

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 2.2 Economy:** Build upon our “Take a Closer Look” brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

## **CONSULTATION**

Consultation and engagement with the community was crucial to the development of the Quairading Sports and Recreation Masterplan.

A survey of sporting and recreation organisations within the Shire, together with an online community survey were conducted early in the Project providing the community and stakeholders the opportunity to participate in the process and inform the Masterplan Concept Design.

Key Shire Officers and neighbouring LGAs were also approached for information gathering to inform the Masterplan Concept Design.

The Quairading Sports and Recreation Working Committee were also an integral information source informing the Masterplan through committee meetings and workshops conducted by ABV Leisure.



**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

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

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

**RISK ASSESSMENT**

	Option 1
Financial	High <i>Six funding sources have been identified but will take Officers time to prepare the relevant business cases and applications. All State Government and Commonwealth Government grants require a 50% contribution from another source.</i>
Health	High <i>Provide a medium-term plan for the sustainable development and use of the sport and recreation facilities and services in Quairading to maximise opportunities for active and passive recreation in the community.</i>
Reputation	High <i>This has been an on-going project for 10 years without an obvious resolution available.</i>
Operations	High <i>Given that the once available funding sources are no longer available, it will take significant internal resource to attempt to identify and secure funding.</i>
Natural Environment	High <i>The Shire of Quairading has developed and published the Shire’s Strategic Community Plan 2021-2031. The Plan sets the vision, aspirations and objectives of the community for a 10-year period including six areas of key focus including Natural Environment considerations in the development of the town centre.</i>

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

**COMMENT**

Nil.



Department of  
**Local Government, Sport  
and Cultural Industries**

Office Use Only
TRIM: _____
Grant No: _____
Project Coordinator: _____

## CSRFF Small Grants Application Form

**For projects up to \$500,000 to be acquitted by 15 June 2024**

<p>You <b>MUST</b> discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.</p> <p>All applications <b>MUST</b> be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.</p>		
DLGSC Contact: Samantha Cornthwaite	Date: Email and phone communication throughout July and August.	Office: Northam office

### Applicant's Details:

Organisation Name:	Shire of Quairading				
Postal Address:	PO Box 38				
Suburb:	Quairading	State:	WA	Postcode:	6383
Street Address:	10 Jennaberring Road				
Suburb:	Quairading	State:	WA	Postcode:	6383

### Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Chloe Nella	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/>
Position Held:	Special Projects Officer		
Business Phone:	9645 2400	Facsimile:	9645 1126
Mobile Phone:	0407 925 957	Email:	chloe.nella@quairading.wa.gov.au

### Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 24 187 484 077
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt
Is your organisation not-for-profit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Incorporation #: *
Bank details:	Bank: Westpac	BSB: 036-172 A/c: 000001

### Local Government Authority Details:

LGA:	Shire of Quairading		
Contact:	Chloe Nella	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/>
Position Held:	Special Projects Officer		
Business Phone:	9645 2400	Facsimile:	9645 1126
Mobile Phone:		Email:	chloe.nella@quairading.wa.gov.au

**PROJECT DETAILS**

<p><b>Project Title (brief and specific):</b></p> <p>Quairading Sports and Recreation Precinct – Stage 1 Redevelopment of Shire of Quairading Netball and Basketball Courts</p>
<p><b>Project Description:</b></p> <p><b>Background</b></p> <p>Over a 10-year period Council has funded the development of Concept Plans and Probable Costings for the re-development of the Quairading Sports and Recreation Precinct.</p> <p>The vision for the Project is that Quairading has well maintained sport, recreation and leisure facilities that are sustainable within the means of the local Shire and local not-for-profit clubs and groups. Significant research and planning for the sport, recreation and leisure needs of our community today and in the future, in consultation with the community has been used to inform the Quairading Sports and Recreation Masterplan Final Design Concept.</p> <p>MCG Architects were originally contracted to work with the Quairading Sports and Recreation Working Group to develop a Concept Design for the renewal and upgrade of existing facilities. In 2021, a series of Concepts and Designs were developed and presented to the Quairading Sports and Recreation Working Group for discussion and feedback. As no funding streams had been identified the project was put on hold in 2021.</p> <p>Council understands that we are requesting funding in a competitive environment. Therefore, to ensure that the Shire is demonstrating all reasonableness, Council has agreed to stagger this much needed project over three stages.</p> <p><b>This submission seeks funding only for Stage 1 of the project.</b> High-level project brief and specifics for Stage 2 and Stage 3 are also included to provide assessors with the wider context:</p> <p><b>Stage 1: Construction of new Netball and Basketball Courts / Purchase of New Electronic Scoreboard</b></p> <ol style="list-style-type: none"> <li>Two new multi-purpose courts (dual-purpose netball and basketball) with new flood lighting and fencing. The existing courts pose a danger to the children using the courts because they are uneven, filled with cracks and holes, flood easily, have poor lighting and the surfaces are made with a substandard material no longer in use. Specifically, the current courts are non-compliant with the <i>Work Health and Safety Act 2020</i>.</li> </ol> <p>The proposed infrastructure comprises:</p> <ul style="list-style-type: none"> <li>- Mat laid cushion (high quality courts) which is high quality and long-lasting court grade surface.</li> <li>- Realignment of netball courts to create sufficient run-off; between courts and to ensure a safe play environment.</li> <li>- Realignment of courts to ensure they are facing the correct way in line with recommendation from Netball WA.</li> <li>- Lining of multipurpose surfaces (netball and basketball).</li> <li>- Improved water runoff, drainage, and storm water management (if required).</li> <li>- Seating.</li> <li>- Goal posts with padding.</li> <li>- Shelters.</li> <li>- Floodlighting; and</li> <li>- Fencing.</li> </ul> <p>Court construction costings and specifications are provided as Attachment 4 and Attachment 5a and 5b. Letters of Support from Netball WA for the court construction is provided as Appendix 6.</p> <p>The Shire is proposing to reduce the courts from 4 to 2. The benefit of proposing two multi-use courts (dual-purpose netball and basketball) allows for additional space within the Sports and Recreation Precinct Masterplan to locate five (5) new tennis courts in Stage 3 of the development, improving the overall sustainability of the Precinct. In addition reducing the footprint shows that the Shire of Quairading is not going above expectation and are following the consultation that we did with other shires.</p> <ol style="list-style-type: none"> <li>Replacing the 70-year-old AFL scoreboard with a multi-use football and cricket electronic scoreboard. The current scoreboard is a Work Health &amp; Safety liability. To keep score, children must manually climb up a 60-year-old, 'do it yourself' structure. If a child was to fall, the harm could potentially be significant. Specifically, the structure is non-compliant with the <i>Work Health and Safety Act 2020</i>. The proposed infrastructure comprises:             <ul style="list-style-type: none"> <li>- Electronic scoreboard (AFL/Cricket)</li> <li>- Electronic scoreboard (Hockey / Netball)</li> </ul> <p>Scoreboard specifications and costings are provided as Attachment Appendix 8. Letters of Support from Quairading Football and Netball Club for the purchase of the scoreboard is provided as Appendix 9.</p> </li> </ol>

**Stage 2: Construction of Quairading Sports and Recreation Pavilion**

1. Stage 2 of the Sports and Recreation Precinct project will see the demolition of the existing Community Building and the Quairading Football Club Pavilion and the construction of a new two-storey Sports and Recreation Pavilion, providing for the colocation of football, netball, hockey and tennis clubs. The new building will include:
  - Multi-user changerooms.
  - Female, male and universally accessible ablutions.
  - Community gym.
  - Multi-use sports club office.
  - Multi-use club storage room.
  - Scoreboard storage.
  - Training, strapping and first aid room.
  - Umpire room.
  - Community storage area.
  - Function room with kitchen and balcony areas.
  - Bar area.
  - Community storage; and
  - Canteen area.

There is no element of the build that does not already exist in Quairading (albeit in an old and dilapidated form), and that is not in use and in high demand by the community.

A separate funding application will be submitted in 2024 – 2025 for Stage 2 of the project.

**Stage 3: Construction of New Tennis Courts**

1. Stage 3 of the project will see the demolition of the existing eight tennis courts and the construction of five new tennis courts. This will enable all the sports clubs to co-locate in the one Precinct and to use the new communal building. It will also negate the need to build a separate club house for the Quairading Tennis Club.

A separate funding application will be submitted in 2025 – 2026 for Stage 3 of the project.

**Request for Funding:**

The Shire of Quairading is positioned to provide 50% of the funding for Stage 1 **ONLY** of the Quairading Sports and Recreation Masterplan. Council is asking that the CSRFF Smalls Grants stream fund the remaining 50% of the project.

**How did you establish a need for your project?**

**Background**

The Shire of Quairading must have a contemporary, safe and well-maintained Sports and Recreation Precinct (Sports Precinct) to provide for our youth and other members of the community. The current Sports Precinct is 70 years old and has not been subject to any significant refurbishment since initial construction. Participation in sport is vital for the physical and mental health and well-being of our young people, including through inclusive social interaction. If the Sports Precinct is not re-developed within three years, the facilities will not be available for the youth to use due to significant safety concerns. The Shire of Quairading's [Strategic Community Plan 2021-2031](#) identifies the re-development of the Sports Precinct as the number one priority in the community.

The Sports Precinct project need was established through extensive community consultation over a ten-year period, including through:

1. The establishment of the Quairading Sports and Recreation Precinct Working Group, comprising of representatives from the Hockey, Football, Netball and Tennis Clubs.
2. Formal community consultation during the review and re-development of the *Strategic Community Plan 2021-2031*.
3. Formal focus groups across the whole community, hosted by an independent consultant, devoted specifically to collecting and collating information supporting the need for the project.

Significant research and planning for the sport, recreation and leisure needs of the Quairading community today and in the future, in consultation with the community have also been used to inform the Final Design Concept. Additionally, the Working Group conducted two studies:

- A) Balanced View (ABV) Leisure Consultants were engaged to develop a *Sport and Recreation Plan 2021-2031* (The Plan) for the Shire of Quairading.
  - I. A long-term plan for the sustainable development and use of the sport and recreation facilities and services within the Shire of Quairading to maximise opportunities for active and passive recreation for the community.

<p>II. A review of the existing situation, analysis of potential future demand, consultation with the community and key stakeholders, and review of the current trends resulting in the Sports Precinct Masterplan for the Shire of Quairading's sports and recreation facilities for the next 10-year period.</p> <p>B) The engagement of a Licenced Builder, to assess the existing structures, to determine structural requirements to extend life of the assets of an additional 25-30 years, and to provide a cost estimate for the renewal of each asset.</p> <p>The project methodology for the Sports and Recreation Precinct Masterplan included:</p> <ol style="list-style-type: none"> <li>1. Background research and analysis including relevant Shire Plans, reports and studies, facility usage data and demographics.</li> <li>2. Shire current context analysis including a sports and recreation facilities audit and review of existing building condition reports.</li> <li>3. Consultation with Shire Officers, sports and recreation groups and key stakeholders, the general community, and other relevant agencies and organisations.</li> <li>4. Consultation workshop presenting the Masterplan Needs Analysis through synthesis of all information gathered through the study and provided by the Shire of Quairading.</li> <li>5. Extensive consultation and visitation with Shires with new facilities (including Beverley, Cunderdin, Kellerberin and York) to ensure that we learn from their successes and mistakes in design, delivery, and maintenance.</li> <li>6. Draft Masterplan – public comment.</li> <li>7. Final Masterplan report that equips the Shire of Quairading with the tools for informed strategic decision making with regards to a new sports and recreation facility.</li> </ol> <p>The extensive body of work detailed above highlighted serious safety and other concerns with the existing Sports and Recreation Precinct, including:</p> <ol style="list-style-type: none"> <li>1. The Sports Precinct was constructed in 1960 and has not had any significant refurbishment since, let alone any redevelopment works. The precinct is nearing 70 years old.</li> <li>2. The buildings, netball and basketball courts, scoreboard, umpire tower and other infrastructure now pose serious safety risks to both players and supporters.</li> <li>3. The facilities' functionality is poor. This includes the netball and basketball courts.</li> <li>4. The facilities are at capacity, which is limiting future growth. This includes the netball and basketball courts.</li> <li>5. The facilities are not contemporary and past the end of their asset life. This includes the netball and basketball courts.</li> <li>6. According to the Western Australian Football Commission (WAFC), the Sports Precinct is substandard and dilapidated Sports and is in dire need of reconstruction. This includes the netball and basketball courts. This view is evidenced in the AFL Sports Facility Audit held onsite in Quairading on 28 March 2017.</li> <li>7. The existing multi-use courts (dual-purpose netball and basketball) pose a danger to the children and adults using the courts because they are uneven, filled with cracks and holes, flood easily, have poor or no lighting, and the surfaces are made with a substandard material no longer in use.</li> </ol> <p>The Shire is committed to increasing the capacity for participation in sport by providing fully accessible facilities. Open-space facilities that are connected and increasing spectator capacity are also expected to foster growth in sporting activity in Quairading.</p> <p>Over a 10-year period Council has funded the development of Concept Plans and Probable Costings for the re-development of the Quairading Sports and Recreation Precinct. The two new multi-use courts (dual-purpose netball and basketball) are one element of this re-development and because of their current dilapidated state, are a safety risk and so the Shire is proposing to develop the courts as Stage 1 of the Quairading Sports and Recreation Masterplan.</p> <p><b>Benefit of Sport in Regional Communities</b></p> <p>Local Quairading sporting clubs such as football, cricket, netball, basketball, hockey and tennis clubs have played a key role in the Quairading community providing better physical and mental health outcomes for people of all ages including:</p> <ol style="list-style-type: none"> <li>1. Teaching values, volunteerism, cooperation, leadership, teamwork, and help in overcoming adversity - for local school children, learning these crucial socialisation skills has a significant impact on their academic performance, referenced in the <i>Quairading Sports and Recreation Plan 2021-2031</i>.</li> <li>2. The Shire of Quairading recognises the importance of investment in the capacity of local sports and recreation clubs as an important tool for improving health and wellbeing of the community, referenced in the <i>Shire of Quairading Strategic Community Plan 2021-2031</i>.</li> <li>3. In addition to the implied economic value added by every dollar spent in the local community, it also leads to improved employment outcomes, personal development, physical health, civic pride, and the support of other community groups, referenced in the <i>Quairading Sports and Recreation Plan 2021-2031</i>.</li> </ol> <p><b>Local Sports Participation Growth</b></p> <p>Increased female participation in traditionally male dominated mainstream sports including football, cricket and soccer, has a significant impact on:</p> <ol style="list-style-type: none"> <li>1. Growth in demand for space and the need for more female-friendly multi-use facilities such as female changerooms and multi-use sports complexes within the Quairading community.</li> </ol>
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2. The two new multi-purpose courts (dual-purpose netball and basketball) will be compliant with the *Work Health and Safety Act 2020* encouraging growth in local participation in both netball and basketball as a result of improved safety conditions.
3. The Quairading Sports and Recreation Pavilion will include new changerooms that cater for females including lockable, individual showers and more toilet cubicles, in lieu of urinals, as a priority, to encourage increased female participation.

**Game Format Changes**

Many sports are introducing new forms of the game to attract younger and new participants:

1. Basketball, netball, cricket, football, rugby and soccer are now providing modified, fast versions of the game.
2. The impact is that the introduction of modified games during off-seasons, effectively increases participation in the different sports, together with increasing requirements for sustainable sports and recreation infrastructure.

**Facility Sharing**

Strong emphasis in the Final Concept Design of the Quairading Sports and Recreation Precinct has been placed on best-practice principles of multi-use facilities and co-location of all local clubs, resulting in:

1. Facility sharing with multi-purpose facilities reducing the existing facility footprint, meeting similar needs and increased sustainability.

**Community Consultation**

Between 2017 and 2022, the Shire of Quairading and the Quairading Sports and Recreation Precinct Working Group undertook extensive community consultation via numerous channels to help inform the original Concept Design including:

1. Surveying of twenty-eight local sporting clubs and community groups.
2. 2022 community consultation via Facebook posts and letterbox drops, asking the community to prioritise new projects. The Sports Precinct was identified as the number one priority.
3. Follow up with emails, phone calls, meetings, and discussions to garner as much quality information as possible in relation to the strengths, weaknesses, opportunities and threats with the existing town's sports and recreation facilities.
4. Extensive consultation with the immediate community through the Quairading Sports and Recreation Working Group, established for the purpose and represented by all sporting clubs.
5. Members of the Quairading Sports and Recreation Working Group undertook extensive consultation and visitation with Shires with new facilities (including Beverley, Cunderdin, Kellerberrin and York) to view each town's new amalgamated facilities to ensure that we learn from their successes and mistakes in design, delivery, and maintenance.

**Guiding Principles**

The Quairading Sports and Recreation Masterplan developed a set of Guiding Recreation Facilities Policy Principles that were adopted by Council including:

1. Diversity, quality, and design
2. Maximum use of land and infrastructure
3. Land management plans
4. Support for recreation clubs.

Research and observations of best practice regarding successful Sports and Recreation Masterplans have identified the following key elements. These elements have been considered throughout the development of the Quairading Sports and Recreation Masterplan including:

1. Financially sustainable – recommended development opportunities provide a mix of facilities that are affordable and maintainable.
2. Co-location, shared use, multi-purpose designs - where possible development is designed to enable the greatest use by a variety of users.
3. Contemporary – developments should meet current designs, standards, and trends to enable longevity of use.
4. Accessibility – infrastructure should provide for access of all people (regardless of age, ability, cultural background, or level of social or economic advantage/disadvantage).
5. Sustainability – incorporation of sustainability initiatives in the new design ensuring the development meets the needs of the current community without compromising the ability to meet future generation needs.

The first stage of the redevelopment will commence in 2024 and includes the construction of the two new multi-use (dual-purpose netball and basketball courts), due to the non-compliance with the *Work Health and Safety Act 2020* that the existing courts pose, together with the proposed infrastructure:

- Mat laid cushion (high quality courts).
- Realignment of netball courts to create sufficient run-off; between courts and to ensure a safe play environment.
- Lining of multipurpose surfaces (netball and basketball).
- High quality and long-lasting court grade surface.
- Improved water runoff, drainage and storm water management (if required).

<ul style="list-style-type: none"> <li>- Seating.</li> <li>- Shelters.</li> <li>- Floodlighting; and</li> <li>- Fencing.</li> </ul>
<p><b>What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?</b></p> <p>Initially, four multi-use courts (dual-purpose netball and basketball) were considered (same design as existing court layout). In real terms, only two of the multi-use courts in the existing layout have been used by the community over the last decade. This is a result of the dilapidated state of the additional two multi-use courts posing a significant danger to youth and adults using the courts because they are uneven, filled with cracks and holes, flood easily and have mould appearing on the surface, have no lighting, and the surfaces are made with a substandard material no longer in use.</p> <p>The eight neighbouring Shires to Quairading were benchmarked for typical or common sport and recreation facilities. Two Shires who have recently developed their courts advised they only needed two courts. This is a result of several factors including:</p> <ul style="list-style-type: none"> <li>- Four courts are too many for a small regional Shire.</li> <li>- Costings associated with four courts compared to two courts.</li> <li>- Lifecycle planning with the ongoing management, maintenance, and replacement of the courts</li> <li>- Feasibility of keeping the courts in good condition moving forward.</li> </ul> <p>The benefit of proposing two multi-use courts (dual-purpose netball and basketball) allows for additional space within the Sports and Recreation Precinct Masterplan to locate five (5) new tennis courts in Stage 3 of the development, improving the overall sustainability of the Precinct. This is why we have proposed to reduce the footing size from 4 to 2 courts.</p>
<p><b>How will your project increase physical activity?</b></p> <p>The redevelopment of the Quairading Sports and Recreation Precinct's key objective is to increase participation in sport and recreation within the local community. The project has an emphasis on physical activity through:</p> <ul style="list-style-type: none"> <li>- Rational development of good quality, well-designed and well-utilised facilities</li> <li>- Development of a quality physical environment in which the local community can enjoy sport and recreation.</li> </ul> <p>The Shire of Quairading projects several community and social benefits increasing physical activity resulting from the development, including:</p> <ul style="list-style-type: none"> <li>- Nurturing growth of local sports and recreation – new courts may potentially lead to the commencement of a social netball or basketball competition in Quairading in summer (the courts will provide a more attractive and inviting place for people to come and play)</li> <li>- Netball and basketball participation will strengthen and develop in Quairading as players will have better courts to train and play on, further supporting their development.</li> <li>- Centralisation of sporting facilities and spaces improving sustainability</li> <li>- Bigger spaces allowing for more community members to utilise the facilities.</li> <li>- Improved facilities allow for better access to programs and events - having safe courts with adequate lighting will encourage more young people to use the courts at night and after school.</li> <li>- New additions will improve accessibility to all community members.</li> <li>- Better quality of life with high-quality community facilities.</li> </ul> <p>The new multi-use courts (dual-purpose netball and basketball) will lead to facility sharing and rationalisation in a reduction of infrastructure requirements that meet similar community needs, increasing sustainability.</p>
<p><b>Have the full lifecycle costs of the project been considered, and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created?</b></p> <p>A lifecycle cost approach has been incorporated into the planning stage of the redevelopment of the Quairading Sports and Recreation Precinct Project. This will ensure the Shire of Quairading and the local community can bear the true cost of running and maintaining the facility well into the future. This lifecycle approach ensures the Shire, Council, and the community understand the ongoing costs of managing, maintaining, and replacing the facility.</p> <p>An Asset Management Plan for the project will be developed providing the Shire of Quairading with the following:</p> <ul style="list-style-type: none"> <li>- opportunity to minimise the total cost for construction, operation, and maintenance through an integrated Asset Management Strategy, ensuring the Shire achieves efficient management practices for a successful facility.</li> <li>- The Shire of Quairading will assess the project's whole-of-life cost including not only the upfront capital cost but also the ongoing costs of ownership necessary to ensure service continuity.</li> <li>- The new Quairading Sports and Recreation Pavilion, multi-use courts (dual-purpose netball/basketball) and tennis courts will be included in the Shire's Asset Management Plan ensuring adequate funds are allocated to the ongoing maintenance of the entire facility including the multi-use court surfaces (dual-purpose netball/basketball) lighting and fencing.</li> <li>- As part of the Project Management Plan, Shire Officers will propose to Council that a FY24/25 Sports and Recreation Reserve Maintenance Fund is established, ensuring the ongoing costs of managing,</li> </ul>



maintaining, and replacing the facility are effectively budgeted for by the Shire of Quairading each financial year.

A Lifecycle Cost Analysis Report will be developed for the Quairading Sports and Recreation Precinct's Masterplan and a FY24/25 Reserve Fund will be established by setting aside revenue over a period of time to meet future capital expenses to maintain the facility over the life of the project.

<b>Project location:</b>	Sporting Precinct in Quairading (Map – Appendix 2)		
<b>Land ownership:</b>	Who owns the land on which your facility will be located? Shire of Quairading Lease Expiry (if applicable): N/A		
<b>Planning approvals</b>		If no, provide the date it will be applied for:	
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Shire of Quairading applying for grant	
<b>Aboriginal Heritage Act?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
<b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
<b>Please list any other approvals that are required?</b> N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
<b>Do you share your facility with other groups?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: The courts are shared between Junior and Senior Netball: <ul style="list-style-type: none"> <li>Junior Netball – train on Wednesday and play on Saturday (against other regional towns)</li> <li>Senior Netball – train on Tuesday and play on Saturday (against other regional towns)</li> </ul> In addition, these courts are used by the local community for everyday activity. If these courts are approved for an upgrade, it will provide an opportunity for the community to run both social netball and basketball competitions in summer months. The changeroom facility that will be used by players during training and on game day is shared between the Quairading Netball, Football, Hockey, and Cricket Clubs.			

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Netball	83.3%	10
General Community	12.5%	1.5
Basketball (social/youth after school)	4.2%	0.5

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

Year	Membership Data
2020/21	Season 2021: 13 Seniors (7 Indigenous) 41 Juniors
2021/22	Season 2022: 12 Seniors (7 indigenous) 56 Juniors
2022/23	Season 2023: 13 Seniors (7 Indigenous) 50 Juniors

Note:

- The Shire of Quairading has a large percentage of Indigenous players participating in both junior and senior netball
- In 2023, Senior Netball – 46% are Aboriginal; Junior Netball – 47% are Aboriginal
- Shire of Quairading Kid Sport Data for Netball - highlights in 2022/23 Quairading had 25 out of 57 (43.85%) Kid Sport Vouchers redeemed for netball use (Appendix 7).

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
Netball WA (Letter of support signed by Netball WA– appendix 6)	
<b>Have you discussed your project with your State Sporting Association?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Contact Name: Simone Hansen (Chief Executive Officer)	Date of contact: 26 July 2023

**PROJECT DELIVERY**

**Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.**

Task	Date
Attainment of Council approvals	<p>May 2023 – notes progress in identifying funding sources to develop multipurpose sports precinct (Appendix 3a)</p> <p>July 2023 – notes progress made in applying for Department of Local Government, Sport, and Cultural Industries CSRFF Small Grants Funding for projects up to \$500,000 to develop stage 1 of the Quairading Sports and Recreation Precinct (Appendix 3b)</p> <p>August 2023 – Agenda Item to Council providing information on the costings (quote) of the court’s redevelopment.</p>
Preparation of tender/quotes for the major works contract	August 2023
Issuing of tender for major works	4 September 2023 to 31 October 2023 (note LGA Caretaker Period 7 September 2023 to 21 October 2023)
Signing of major works contract	November 2023 (After announcement of funding and new Council Sworn In)
Site works commence	December 2023 to January 2024 (depending upon contractors)
Construction of project starts	December 2023 to January 2024 (depending upon contractors)
Project 50% complete	29 February 2024
Project Completed / Project Handover	30 April 2024
Project acquittal	1 June 2024

**Are there any operational constraints that would impact on the construction phase of your project?** (Such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

The main operation constraint that may impact the construction phase of the project is the Shire of Quairading is a Regional Rural Shire, located 170km east of Perth in the Central Wheatbelt of Western Australia. The Shire has experienced previous delays on major infrastructure projects in sourcing and securing contractors on time due to our regional location.

Please note: Tender documents will be drafted and open to public before the Shire is provided with an outcome on the funding. This is to ensure the project will be delivered within the tight timeline and works can start immediately, with the aim of having works completed prior to winter sports commencing in April 2024. The Shire of Quairading will place a condition in the Tender Document advising works will only progress if the Shire is successful in securing grant funding.

**GST**

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

**PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE**

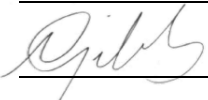
The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

**APPLICANT'S CERTIFICATION**

I certify that the information supplied is to the best of my knowledge, true and correct.

**Name:** Nicole Gibbs  
\_\_\_\_\_  
**Position Held:** Chief Executive Officer  
\_\_\_\_\_  
**Signature:**   
\_\_\_\_\_  
**Date:** 22/8/2023  
\_\_\_\_\_

### LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to [csrff@dlgsc.wa.gov.au](mailto:csrff@dlgsc.wa.gov.au) by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

■	<b>Application form.</b>
N/A	<b>Incorporation Certificate. (Not required as LGA)</b>
■	<b>Confirmation of Public Liability Insurance cover to \$10 million</b>
■	<b>Two written quotes.</b>
■	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
■	<b>Locality map, site map and building plans</b> (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
N/A	<b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted).
■	<b>Written confirmation of financial commitments</b> from other sources including copies of <b>council minutes</b> . (If a club is contributing financially then evidence of their cash at hand must be provided).
■	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
■	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation).
■	For projects involving floodlighting, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply

**Your application will be considered not eligible if:**

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in October and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

**DEVELOPMENT BONUS APPLICANTS ONLY**

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

**You MUST contact your local DLGSC office to determine eligibility before applying.**

Category		Details
Geographical location	<input checked="" type="checkbox"/> Regional/remote location <input checked="" type="checkbox"/> Growth local government	<p>Shire of Quairading is in a regional area. Quairading is located in the Central Wheatbelt of Western Australia, 170km east of Perth.</p> <p>Shire of Quairading is projecting population growth over the coming years. It has a goal of improving liveability and amenity, increasing the number of people living and working in Quairading.</p>
Co-location	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	<p>Council have had a Quairading Sports and Recreation Working Group for over five years developing Concept Plans for the redevelopment of the Quairading Sports and Recreation Precinct. This Project represents Stage 1 of the Quairading Sports and Recreation Precinct Masterplan.</p>
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	<p>The sustainability aspect will fall into Stage 2 of the Shire of Quairading Project with the building of the Quairading Sports and Recreation Pavilion. The new multi-purpose facility will reduce the existing facility footprint, meeting similar needs and increased sustainability.</p>
Increased participation	<input checked="" type="checkbox"/> New participants <input checked="" type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input checked="" type="checkbox"/> Other	<p>Once the Quairading Sports and Recreation Precinct is completed, it will allow for easier egress and access for players to move between sports (football, netball, basketball, hockey, and tennis). In addition, once the new Sports and Recreation Pavilion is completed in Stage 2, it will include female changerooms encouraging / promoting female participation.</p> <p>The redevelopment of the new netball / basketball courts will enable the community to consider implementing a local netball and basketball competition, together with a social netball competition during the summer months.</p> <p>Indigenous participation rates in netball are high in the Shire of Quairading - Senior Netball – 46% are Aboriginal; Junior Netball – 47% are Aboriginal.</p>

**PROJECT BUDGET**

**ESTIMATED EXPENDITURE**

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

<b>Project Description (detailed breakdown of project to be supplied)</b>	<b>\$ Cost ex GST</b>	<b>\$ Cost inc GST</b>	<b>Quote Used (list company name and quote no)</b>
<b>Earthworks – 1480m2</b> <ul style="list-style-type: none"> <li>Box out 200mm of existing and cart to Shire's nominated spoil point within 5km of town</li> <li>Supply and install 200mm gravel compacted to line level to 1% fall</li> <li>Trim and compact subgrade to a minimum of 7 blows/300mm on a PSP</li> <li>Install 7mm seal</li> <li>Supply and lay 30mm compacted thickness AC 7/50 asphalt.</li> </ul>	152,370	15,237	Sports Surfaces (Appendix 4)
<b>New Court Furniture</b> <ul style="list-style-type: none"> <li>Supply and install 4 combination basketball/netball towers complete with 2.4m arms made from 140mm DIA galvanised pipe and H/D rings.</li> </ul>	20,930	2,093	Sports Surfaces (Appendix 4)
<b>Fencing</b> <ul style="list-style-type: none"> <li>Supply and install 154m 300mm (H) galvanized top/bottom rail, PVC black chain wire tennis court fencing</li> <li>45mm PVC chain wire diamonds</li> <li>80nb medium gauge ends/corners/gate posts</li> <li>40nb medium gauge intermediate posts</li> <li>32nb rails</li> <li>50mm galvanized chain wire with 2.5mm gauge</li> <li>2 single leaf pedestrian gates suit 1340mm opening x 2100mm (H)</li> <li>1 x full height dual leaf swing gate to suit 3000mm opening.</li> </ul>	24,060	2,406	Sports Surfaces (Appendix 4)
<b>Scope of Works – Surfacing of Court – 1480m2</b> <ul style="list-style-type: none"> <li>Blow down courts in preparation for the <i>Plexipave</i> surface</li> <li>Power wash if required</li> </ul>	28,000	2,800	Sports Surfaces (Appendix 4)

<ul style="list-style-type: none"> <li>Supply and lay a two tone three coat <i>Plexipave</i> Pure Acrylic Surface System (Tier 1 product) comprising one coat of <i>Plexipave</i> Acrylic Resurfacing (base coat) and two coats of <i>Plexipave</i> Fortified Finish with blue inners and green outers</li> <li>Line mark by hand, with compatible textured <i>Plexicolour</i> two netball and two basketball courts, including line sealer.</li> </ul>			
<p><b>Floodlighting</b></p> <ul style="list-style-type: none"> <li>Supply and install 4 x 12m break-back swing lighting poles with engineered footing (hot dipped galvanised)</li> <li>Supply and install 4 x 640W ELA Hight Efficiency LED Lighting fittings</li> <li>Provide all underground conduits and wiring including switchboard.</li> <li>Provide final commissioning and verification of lux levels compliant to AS2560.</li> <li>All switching (Final location to be determined).</li> </ul>	\$108,610.00	\$10,861.00	Sports Surfaces (Appendix 4)
<p><b>Electronic Scoreboard – AFL</b></p> <ul style="list-style-type: none"> <li>Features software-controlled siren and 4 digit game timer which can be set to count down, count up, or to show time of day.</li> <li>Goals, behinds and total scores for AFL.</li> <li>Runs, overs, wickets, innings total and chasing total for Cricket.</li> <li>Comes standard with our easy-to-use handheld wireless controller and custom printing including club/sponsor logo.</li> </ul>	\$24,520.00	\$2,452.00	AusSport (Appendix 8)
<p><b>Electronic Scoreboard – Netball / Hockey</b></p> <ul style="list-style-type: none"> <li>Features software-controlled siren, 2 team scores (up to 99)</li> <li>4-digit game timer which can be set to count down, count up, or to show time of day.</li> <li>Comes standard with our easy-to-use handheld wireless controller and custom printing including club/sponsor logos.</li> <li>Trolley to suit</li> <li>Battery Pack included</li> </ul>	\$13,170.00	\$1,317.00	AusSport (Appendix 8)
<p><b>Goal Padding (x2)</b></p> <ul style="list-style-type: none"> <li>Cylindrical Pads with 100mm inside diameter, 500mm thick foam</li> </ul>	\$863.64	\$86.36	Hart Sport – cost from website <a href="https://www.hartsport.com.au/hart-international-netball-pos-">https://www.hartsport.com.au/hart-international-netball-pos-</a>



<ul style="list-style-type: none"> <li>• Impact absorbing foam</li> <li>• Tear resistant vinyl</li> </ul>			
<b>Seating for players and game officials</b> <ul style="list-style-type: none"> <li>• 4 player / standard blue</li> <li>• Robust aluminium frame – no rusting</li> <li>• Tinted polycarbonate sheeting</li> <li>• 900mm roof overhang</li> <li>• Premium Aluminium bench seating with backrest</li> </ul>	\$12,902.00	\$1,290.20	Felton Industries – cost from website <a href="https://felton.net.au/shop/shelters/soccer-team-shelter/">https://felton.net.au/shop/shelters/soccer-team-shelter/</a>
<b>Donated materials (Please provide cost breakdown)</b>	\$0	\$0	
<b>Volunteer labour (Please provide cost breakdown)</b>	\$0	\$0	
<b>Sub Total</b>	\$385,426.18	\$38,542.62	
<b>Cost escalation</b>	\$38,542.62	\$3,854.26	10% increase (due to current state of market and continual increases)
<b>a) Total project expenditure</b>	\$423,968.80	\$42,396.88	

- At least **two written quotes or QS estimate** required for each component.
- If your project includes a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

**PROJECT FUNDING**

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	211,984.40	21,198.44	LGA cash and in-kind	Y	Council minutes attached supporting this application with funding.
Applicant cash	N/A	N/A	Organisation's cash	N/A	
Volunteer labour	N/A	N/A	Cannot exceed applicant cash and LGA contribution – max \$50,000	N/A	N/A
Donated materials	N/A	N/A	Cannot exceed applicant cash and LGA contribution	N/A	N/A
Other State Government funding	N/A	N/A		N/A	N/A
Federal Government funding	N/A	N/A		N/A	N/A
Other funding – to be listed	N/A	N/A	Loans, sponsorship etc	N/A	N/A
CSRFF request	211,984.40	21,198.44	Up to ½ project cost but capped at \$200,000	Y	
<b>b) Total project funding</b>	<b>\$423,968.80</b>	<b>\$42,396.88</b>	<i>This should equal project expenditure as listed on the previous page</i>		

\*Please note even though we are applying for 50% of the funding, if we only end up receiving 1/3 of the funded amount from CSRFF, we will still progress with developing the netball courts.

**REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?**

LCRI Funding would be redirected to this project, if the funding approved is less than the funding requested, or the project is more expensive than indicated, so the project scope will not be reduced. The LCRI funding is confirmed.

**GST**

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

**PROJECT ASSESSMENT SHEET**

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

<b>Name of Local Government Authority:</b> Shire of Quairading
<b>Name of Applicant:</b> Chloe Nella

Note: The applicant’s name cannot be changed once the application is lodged at DLGSC.

**Section A**

The CSRFF principles have been considered and the following assessment is provided:  
(Please include below your assessment of how the applicant has addressed the following criteria)

**All applications**

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Section B**

Priority ranking of no of applications received	1 of 1 application received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input checked="" type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

**Project Rating (Please tick the most appropriate box to describe the project)**

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

*Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.*

<p><b>1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?</b></p> <p>The Shire of Quairading will contribute 50% of the funding towards this project totalling \$123,948 (incl. GST) in the FY23/24 from LCRI funding that is allocated in the Shire of Quairading Annual Budget. There are no conditions on this funding.</p>
<p><b>2. A) If a community group application: Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?</b></p> <p>N/A</p> <p><b>B) If a council application: Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?</b></p> <p>The new Quairading Sports and Recreation Pavilion, multi-user netball/basketball will be included in the Shire of Quairading's Asset Management Plan ensuring adequate funds are allocated to the ongoing maintenance of the entire facility including the multi-user netball/basketball court surfaces, lighting and fencing. As part of the Project Management Plan, Shire Officers will propose to Council that a FY24/25 Sports and Recreation Reserve Maintenance Fund is established, ensuring the ongoing costs of managing, maintaining and replacing the facility are effectively budgeted for by the Shire of Quairading each financial year.</p>
<p><b>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</b></p> <p>N/A</p>

**Signed:**



**Nicole Gibbs**

**Position**

Chief Executive officer

**Date**

22/8/2023

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 31 August 2023**. Late applications cannot be accepted in any circumstances.

Appendix 1 - Certificate of Currency



07 July 2023

To Whom it May Concern,

**LGISWA**  
 ABN 59 780 338 975  
 Managed by  
**JLT Risk Solutions Pty Ltd**  
 ABN 69 009 098 864  
 Level 3, 170 Railway Pde  
 WEST LEEDERVILLE WA 6007  
 PO Box 1003  
 WEST PERTH WA 6872  
 Tel +61 8 9483 8888  
 Fax +61 8 9483 8898  
[www.lgiswa.com.au](http://www.lgiswa.com.au)

**Certificate of Currency**

**Our Ref: 000074**

<b>PROTECTION</b>	Combined Liability	
<b>MEMBER</b>	Shire of Quairading	
<b>ABN AND ITC DETAILS</b>	ABN: 24 187 484 077	ITC: 100.00%
<b>BUSINESS</b>	Municipal or other Local Government Authorities, and all incidental and associated functions of The Member pursuant to the Local Government Act	
<b>PERIOD OF PROTECTION</b>	From: 30 June 2023 at 4 PM Local Time (WA). To: 30 June 2024 at 4 PM Local Time (WA).	
<b>GEOGRAPHICAL SCOPE</b>	Anywhere in the World excluding USA and Canada	
<b>JURISDICTIONAL SCOPE</b>	Australia	
<b>GOVERNING LAW OF CONTRACT</b>	Australian	
<b>INTEREST PROTECTED</b>	<p><b>Section A</b>                      Legal liability to third parties for injury and/or damage to property caused by an occurrence in connection with the Member's business.</p> <p><b>Section B</b>                      Professional Indemnity.</p>	
<b>LIMITS OF LIABILITY</b>	<p><b>Section A</b>                      Public Liability \$100,000,000 any one occurrence                      Products Liability \$100,000,000 any one occurrence and in the aggregate any one period of protection.</p>	

**Section B**

Professional Indemnity \$100,000,000 any one occurrence and in the aggregate any one period of protection.

**PROTECTION PROVIDER** LGISWA

**MEMBER NUMBER** 000074

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

A handwritten signature in black ink, appearing to read 'Udam Wickremaratne', is written over a light blue rectangular background.

Udam Wickremaratne  
Portfolio Manager - Liability and Property

Appendix 2 - Locality Map of Netball Courts







Appendix 3a - Council Meeting Minutes 25 May 2023



**Ordinary Council Meeting**  
**Minutes | 25th May 2023**

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**Disclaimer**

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

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**10.3 Multi-Purpose Sports Precinct**

<b>Responsible Officer</b>	Nicole Gibbs, Chief Executive Officer
<b>Reporting Officer</b>	Natalie Ness, Executive Manager Economic Development
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

**RESOLUTION: OCM 238-22/23**

Moved: Cr JR Hippisley

Seconded: Cr JC Hayes

That Council note the May 2023 update on progress made in identifying funding sources to develop the multi-purpose sports precinct.

**CARRIED 7/0**

**IN BRIEF**

Council has funded the development of concept plans and probable costings for the re-development of the Quairading recreation precinct. A current funding source to progress the project has been identified through the Department of Local Government Sports and Cultural Industries with their Community Sporting and Recreation Facilities Fund (CSRFF), together with the Australian Football Commission and the Commonwealth's Growing Regions Program (GRP).

Between 2009 - 2018, the re-development of sports precincts in the regions was funded through a combination of Royalties for Regions (RFR), Building Better Regions Fund (BBRF) and a local government contribution (usually in the form of land or in-kind support). In a previous form, the BBRF was referred to as the Building Stronger Regions Fund.

A condition of securing this funding was that the sporting clubs had to agree to co-locate in the one new facility (a new multi-purpose facility). Allegedly the sporting clubs in Quairading chose not to do this at the time (according to the previous Executive) and so were not eligible for the State and Commonwealth funding.

Most of the RFR funding has now been re-directed into the State's core business. The small amount that is still available on a competitive basis is being reserved for 'innovation resulting in economic development' projects. The BBRF was discontinued in October 2022.

The Commonwealth has now introduced the Growing Regions Program (GRP), which has a total budget of \$1B over three years. The program opens 05 July 2023 with Expression of Interest closing 01 August 2023 with full applications (by invitation) open from 01 November 2023 and due by 12 December 2023. It is anticipated the GRP will be incredibly competitive. It is anticipated that most of the funding will be re-directed to organisations who spent development money on BBRF applications. The Department of Infrastructure, Transport, Regional Development, Communications and the Arts, have confirmed information on program guidelines, eligibility criteria and the application process are now available.

The Shire will need to have 50% of the funding available for the project in order to be eligible for the other 50% from GRP funding. This is problematic, given RFR is no longer available for this purpose.

To date, Council has spent \$67,000 on the development of concept plans and probable costings for the re-development of the Quairading Recreation Precinct. Officers want to ensure that this expenditure is not wasted and so are exploring innovative ways to secure funding.

On Thursday, 13 May 2023, the CEO, EMED and SPO met with Ms Samantha Cornthwaite, Regional Manager Wheatbelt from the Department of Local Government, Sport and Cultural Industries to discuss available funding and the process to commence an application on behalf of the Shire of Quairading. Ms Cornthwaite has suggested staging the project to capitalise on two current CSRFF funding streams including the CSRFF Small Round with grant funding of \$300,000 to \$500,00 awarded to smaller sport and recreation projects with a focus on new playing surfaces, courts, synthetic surfaces and floodlighting projects, and the CSRFF Large Round with grant funding of up to \$2,000,000 for larger sport and recreation projects with a focus on projects to upgrade facilities to make them more accessible for female participants and projects in a location with a significant Aboriginal population that will increase participation or physical activity.

#### **MATTER FOR CONSIDERATION**

That Council consider noting the progress made to identify funding sources to potentially commence the development of the Multi-Purpose Sports Precinct.

#### **BACKGROUND**

Over a 10-year period Council has funded the development of concept plans and probable costings for the re-development of the Quairading Recreation Precinct.

MCG Architects were contracted to work with the Multi-Purpose Precinct Working Group to develop a concept for the renewal and upgrade of existing facilities.

A series of concepts and designs were developed with a third iteration being presented for discussion and feedback at the reconvening of the Quairading District Sport & Recreation Council Meeting held on Tuesday, 27 July 2021.

Following on from the meeting a further draft of the Concept was drawn up.

This draft has addressed points raised by the Council at its Ordinary Council Meeting on Thursday 26 August 2021 resolved as follows: -

#### *Precinct Concept Plan*

#### **RESOLUTION: 19-21/22**

1. *That the Concept Plan be revised to include a second ladies change room, a second umpire's facility and modifications to the hard court layout.*
2. *That the feasibility of hockey field location and surface be researched and considered; and*
3. *That once the final design revisions has been received, Council proceed to engage a quantity surveyor to provide an estimate of probable costs for forward planning and future grant funding applications.*

Recommendations from the Resolution including re-alignment of entry road were taken onboard and included in the final design concept and the probable costings.

The vision for the project is that we have well maintained sport, recreation and leisure facilities that are sustainable within the means of the local Shire and local not-for-profit clubs and groups.

Significant research and planning for the sport, recreation and leisure needs of our community today and in the future, in consultation with the community have been used to inform the final design concept.

To progress conversations for potential funding opportunities with the Department of Local Government, Sports and Cultural Industries, the Australian Football Commission and the Commonwealth's Growing Regions Fund the project is required to be staged in three parts. The 3-stage masterplan will incorporate:

- Leave bowling club and tennis club as is.
- Four new multi-purpose courts, replacement of netball courts with new court surfaces, together with new flood lighting.
- Scoreboard replaced with an electronic scoreboard; and
- Community building and changerooms demolished and replaced with the addition of multi-user changerooms, ablutions, youth centre and gym.

Shire Officers have prepared a community engagement and stakeholder plan for the Multi-User Sports Precinct Project and will prepare a business case for the project to progress to the next stage of conversations with the Department of Local Government, Sports and Cultural Industries, the Australian Football Commission and the Commonwealth GRP grant funding.

At this stage the Department of Local Government, Sports and Cultural Industries has expressed interest in funding for the new outside multi-purpose court, outside netball court resurfacing and new floodlighting for this area.

The Australian Football Commission has expressed interest in funding the electronic scoreboard, together with funding for the multi-use changerooms, supporting the growth of women in football and pathways for children into the Australian Football League.

It is recommended to Council that Shire Officers commence work on the business case for the Multi-User Sports Precinct project, together with the application for the Department of Local Government, Sports and Cultural Industries CSRFF grant funding for the resurfacing of the netball courts, the new multi-user court and floodlighting as stage one of the sports and recreation precinct.

The process for securing grant funding from the Department of Local Government, Sports and Cultural Industries is as follows:

1. Prepare a business case for the project
2. Engage a quantity surveyor to cost the project
3. Consultation with state sporting associations of local sporting clubs to support and endorse the project
4. Council endorsement of the project
5. Application submitted to CSRFF
6. Application endorsed by the Minister for Local Government, Sports and Recreation for the requested grant funding.

Officers will continue conversations with the Australian Football Commission for stage 2 of the project to secure grant funding for the electronic scoreboard.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Significant, for the reasons discussed above.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 2.2 Economy:** Build upon our “Take a Closer Look” brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

**CONSULTATION**

Community groups were consulted during the initial stages of the project. There will be no further consultation until a Business Case has been prepared and funding has been approved.

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

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

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

**RISK ASSESSMENT**

Option 1	
Financial	High <i>Three funding sources have been identified but will take officers time to prepare the relevant business cases. All Commonwealth grants require a 50% contribution from another source.</i>

Ordinary Council Meeting Minutes

25 May 2023

Health	N/A
Reputation	High <i>This has been an on-going project for 10 years without an obvious resolution available.</i>
Operations	High <i>Given that the once available funding sources are no longer available, it will take significant internal resource to attempt to identify and secure funding.</i>
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**

Nil.

**COMMENTS AFFECTING COUNCIL DECISION**

Cr Haythornthwaite said once the working group has been reconvened, there may be some lack of faith in the Shire from the group as to whether this project will go ahead, as it has been an ongoing project for many years.

## Appendix 3b - Council Meeting Minutes 27 July 2023



# Ordinary Council Meeting

## Minutes | 27th July 2023

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**Disclaimer**

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

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**12.8 Quairading Sports and Recreation Precinct**

<b>Responsible Officer</b>	Nicole Gibbs, Chief Executive Officer
<b>Reporting Officer</b>	Natalie Ness, Executive Manager Economic Development
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

**RESOLUTION: OCM 021-23/24**

Moved: Cr BR Cowcill  
 Seconded: Cr E Cheang

That Council note the progress made in applying for the Department of Local Government, Sport and Cultural Industries CSRFF Small Grants Funding for projects up to \$500,000 to develop Stage 1 of the Quairading Sports and Recreation Precinct.

**FOR:** Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley  
**AGAINST:** Nil

**CARRIED 7/0**

**IN BRIEF**

To date, Council has spent \$67,000 on the development of concept plans and probable costings for the re-development of the Quairading Sports and Recreation Precinct. Officers want to ensure that this expenditure is not wasted and so have explored ways to apply through the Department of Local Government, Sport and Cultural Industries (DLGSCI) for Community Sports Recreation Facility Funding (CSRFF) as a funding stream for Stage 1 of the Quairading Sports and Recreation Precinct.

Shire Officers have progressed conversations for potential funding streams with DLGSCI, the Commonwealth with the Growing Regions Program (GRP), Lotterywest, Cooperative Bulk Handling (CBH), and the West Australian Football Commission (WAFC). The project is required to be staged in three phases to align with several grant funding rounds to obtain the required funding to complete the project. The 3-stage Masterplan will incorporate:

- Stage 1 - two new multi-purpose courts (netball and basketball) with new flood lighting and fencing; and existing scoreboard replaced with a new electronic scoreboard
- Stage 2 – existing Community Building and Quairading Football Club Pavilion demolished and replaced with a new 2-Storey Sports and Recreation Pavilion, including: multi-user changerooms; female, male and universally accessible ablutions; trainers, strapping and first aid room; strapping room; community gym; sport club offices; scoreboard storage; umpire room; community storage area; canteen area; function room, kitchen, and balcony areas; community storage area; and bar area
- Stage 3 – five new tennis courts.



On Thursday, 13 May 2023, the CEO, EMED and SPO met with Ms Samantha Cornthwaite, Regional Manager Wheatbelt from the Department of Local Government, Sport and Cultural Industries to discuss available funding and the process to commence an application on behalf of the Shire of Quairading. Ms Cornthwaite has suggested staging the project to capitalise on two current CSFRR funding streams including:

- CSFRR Small Grants Round with grant funding of \$300,000 to \$500,000 awarded to smaller sport and recreation projects with a focus on new playing surfaces, courts, synthetic surfaces and floodlighting projects
- CSFRR Large Grants Round with grant funding of up to \$2,000,000 for larger sport and recreation projects with a focus on projects to upgrade facilities to make them more accessible for female participants and projects in a location with a significant Aboriginal population that will increase participation or physical activity.

The DLGSCI CSRFF Small Grants Round opened on 3 July 2023 for projects up to \$500,000. Officers are currently preparing the DLGSCI CSRFF Small Grant Application for Stage 1 of the Quairading Sports and Recreation Precinct and are required to submit the application by 31 August 2023. If successful in the grant funding application, the Shire will be required to match the total funding amount with a 50% financial contribution to the project. A total of \$393,000 in existing grant funding from LCRI is available to match the grant funding for Stage 1 of this project if the Shire is successful with its application.

#### **MATTER FOR CONSIDERATION**

That Council note the progress made in applying for the Department of Local Government, Sport and Cultural Industries CSRFF Small Grants Funding for projects up to \$500,000 to develop Stage 1 of the Quairading Sports and Recreation Precinct.

#### **BACKGROUND**

Over a 10-year period Council has funded the development of Concept Designs and Probable Costings for the re-development of the Quairading Sports and Recreation Precinct.

MCG Architects were originally contracted to work with the Quairading Sports and Recreation Precinct Working Group to develop a concept for the renewal and upgrade of existing facilities.

A series of concepts and designs were developed with a third iteration being presented for discussion and feedback at the reconvening of the Quairading District Sport & Recreation Council Meeting held on 27 July 2021.

Following on from the meeting a further draft of the Concept was drawn up.

This draft has addressed points raised by the Council at its Ordinary Council Meeting on 26 August 2021 resolved as follows: -

#### *Precinct Concept Plan*

#### **RESOLUTION: 19-21/22**

1. *That the Concept Plan be revised to include a second ladies change room, a second umpire's facility and modifications to the hard court layout;*
2. *That the feasibility of hockey field location and surface be researched and considered; and*

3. *That once the Final Design Revisions has been received, Council proceed to engage a Quantity Surveyor to provide an Estimate of Probable Costs for Forward Planning and future Grant Funding Applications.*

Recommendations from the Resolution including re-alignment of Entry Road were taken onboard and included in the Final Design Concept and the Probable Costings. The Probable Costings for the Project totalled \$8,983,000 and with no identified funding streams available at the time, the Project was placed on hold in 2021.

The vision for the Project is that we have well maintained sport, recreation and leisure facilities that are sustainable within the means of the local Shire and local not-for-profit clubs and groups.

Significant research and planning for the sport, recreation and leisure needs of our community today and in the future, in consultation with the community have been used to inform the Final Design Concept.

To progress conversations for potential funding opportunities with the DLGSCI, Commonwealth, Lotterywest, CBH and the WAFC, the Project is required to be staged in three parts. The 3-stage Masterplan will incorporate

- Stage 1 – two new multi-purpose court, replacement of netball courts with new flood lighting and fencing and existing football scoreboard replaced with a new electronic scoreboard
- Stage 2 - Community Building and Quairading Bulls Football Club Pavilion demolished and replaced with a new 2-Storey Sports and Recreation Pavilion including: multi-user changerooms; female, male and universally accessible ablutions; trainers, strapping and first aid room; strapping room; community gym; sport club offices; scoreboard storage; umpire room; community storage area; canteen area; function room, bar area, kitchen, cool room and balcony areas; community storage area
- Stage 3 – five new tennis courts.

The DLGSCI has expressed interest in funding Stage 1 for the new two outside multi-purpose netball and basketball courts and new floodlighting for this area.

Officers are preparing the CSRFF Small Grants Application for the project to progress to the next stage of conversations with the DLGSCI prior to submitting the application at the end of August 2023.

The process for securing grant funding from the DLGSCI is as follows:

1. Prepare a business case for the project
2. Engage a Quantity Surveyor to cost the project
3. Consultation with State Sporting Associations of local sporting clubs to support and endorse the project
4. Council endorsement of the project
5. Application submitted to CSFRR
6. Application endorsed by the Minister for Local Government, Sports and Recreation for the requested grant amount.

On Thursday, 29 June 2023, the CEO, EMED, SPO and EO met with Mr Steve Rose, Manager Facilities & Government Relations with the WAFC. The WAFC has expressed interest in funding the Electronic Scoreboard, together with funding for the new 2-Storey Sports and Recreation Pavilion, supporting

the growth of women in football and pathways for children into the Australian Football League. Officers will continue conversations with the WAFC for funding towards both the Electronic Scoreboard in Stage 1, together with the new 2-Storey Sports and Recreation Pavilion in Stage 2 of the Project.

The Commonwealth has now introduced the Growing Regions Program (GRP), which has a total budget of \$600M over three years. The program will be incredibly competitive, and it is anticipated that most of it will be re-directed to organisations who spent development money on Building Better Regions Funding (BBRF) applications. The Infrastructure, Transport, Regional Development, Communications and the Arts, has provided information on program guidelines, eligibility criteria and the application process and it now sits with Council to confirm which community infrastructure project it would like Officers to apply for. It is anticipated that the Shire will need to have 50% of the funding available for the Project to be eligible for the other 50% from GRP funding. This is problematic, given Royalty For Regions Funding (RFR) is no longer available for this purpose. Officers are researching other funding streams through DLGSCI, Lotterywest, CBH and the WAFC to contribute funding towards Stage 2 and Stage 3 of the Masterplan.

Round 1 of the GRP opened for Stage One - Expressions of Interest on 5 July 2023, with \$300 million available to support capital works projects for community and economic infrastructure across regional and rural areas. Eligible applicants have until 5pm (AEST), 1 August 2023 to submit an Expression of Interest Application.

There will be a two-stage process. Under Stage One, applicants will be required to submit Expressions of Interest which will be assessed to ensure projects meet eligibility requirements, project readiness and program suitability, and are aligned with regional priorities for the area.

Expressions of Interest that are assessed as meeting requirements and approved to proceed will be invited to submit a Full Application as part of Stage Two – Full Application, due by 5pm (AEST), 12 December 2023.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

#### **ALIGNMENT WITH STRATEGIC PRIORITIES**

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive

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

**CONSULTATION**

Consultation and engagement with the community was crucial to the development of the Quairading Sports and Recreation Masterplan.

A survey of sporting and recreation organisations within the Shire, together with an online community survey were conducted early in the Project providing the community and stakeholders the opportunity to participate in the process and inform the Masterplan Concept Design.

Key Shire Officers and neighbouring LGAs were also approached for information gathering to inform the Masterplan Concept Design.

The Quairading Sports and Recreation Working Committee were also an integral information source informing the Masterplan through committee meetings and workshops conducted by ABV Leisure.

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

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

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

**RISK ASSESSMENT**

	Option 1
Financial	High <i>Five funding sources have been identified but will take Officers time to prepare the relevant business cases and applications. All State Government and Commonwealth Government grants require a 50% contribution from another source.</i>
Health	High <i>Provide a medium-term plan for the sustainable development and use of the sport and recreation facilities and services in Quairading to maximise opportunities for active and passive recreation in the community.</i>
Reputation	High <i>This has been an on-going project for 10+ years without an obvious resolution available.</i>
Operations	High <i>Given that the once available funding sources are no longer available, it will take significant internal resource to attempt to identify and secure funding.</i>
Natural Environment	High

*The Shire of Quairading has developed and published the Shire’s Strategic Community Plan 2021-2031. The Plan sets the vision, aspirations and objectives of the community for a 10-year period including six areas of key focus including Natural Environment considerations in the development of the town centre.*

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.

Appendix 4 - Sport Surfaces Quote



Quairading Sports Courts  
LtQ9667C





Tel: 8 9244 2299  
 Fax: (61) 8 9244 1709  
 Email: [enquiries@sportssurfaces.com.au](mailto:enquiries@sportssurfaces.com.au)  
 Post: PO Box 2575 Clarkson WA 6030  
 ABN: 58 521 861 188  
[www.sportssurfaces.com.au](http://www.sportssurfaces.com.au)

To:	Shire of Quairading – Britt Hadlow	From:	Clive Peckham
Location:	Quairading	Date:	26 <sup>th</sup> July 2023
Email:	<a href="mailto:britt.hadlow@quairading.wa.gov.au">britt.hadlow@quairading.wa.gov.au</a>	Subject:	Resurfacing of Sports Courts

*The contents of this quote are intended for the persons / Company it is addressed to. It may contain legally confidential and privileged information. If this quote is received in error, please call this office immediately to advise us of the mistake. We would appreciate your co-operation in this matter.*

**Ref: LtQ9667C**

Dear Britt

BUDGET

Sports Surfaces is pleased to provide the following quotation for the resurfacing work to be completed at Quairading for your consideration.

**Sports Surfaces**

**Sports Surfaces** is an accredited gold status agent of APT Asia Pacific authorised to offer APT products.

**Sports Surfaces** is the sole agent in Western Australia for all **Plexipave Products**. We have laid the **Plexipave** Pure Acrylic Surfacing Systems on more than 4,000 playing surfaces throughout WA. **Plexipave/Plexicushion** was also selected as the preferred surface on thirteen courts at the

**WA State Tennis Centre**, at the **1996 Atlanta Olympic Games** and was selected as the **Australian Open Series** surface. It has also been laid at the indoor and outdoor **Hopman Cup** courts at Burswood and more recently at the Perth Arena.

**Sports Surfaces** is now an agent for Rebound Ace in Western Australia.

**Sports Surfaces** are a member of **Sports & Play Industry Association Limited**

**Clive Peckham** has been involved in the sports industry with an excellent reputation for over 39 years; he is highly experienced at national and international level with an excellent track record of installing Multi Sports Surfaces in Australia, the UK and Globally.

- Training and leadership of staff in the installation of all aspects of the **Plexipave** systems and Health and Safety requirements set by the Government.
- Designing and the building of **Plexipave** and Har-Tru clay tennis facilities including courts constructed at **Wimbledon Lawn Tennis Club**.
- Design and install synthetic turf tennis courts, soccer pitches and cricket wickets.

This quotation is based on the understanding that: -

- The works are to be carried out during favourable weather conditions.
- There is clear and unimpeded access for the delivery of materials and equipment to site.
- Clear access for the delivery of all materials and equipment to site is to be provided close to the court entrances.
- No security fencing has been allowed for.

- No hard digging has been taken into account.

**N.B.** No allowance has been made for the following: -

- A dilapidation report on any immediate structures or, surrounding buildings, which may be affected by the use of earthmoving and compaction equipment necessary in carrying out/performing the required construction of the intended facility.
- Accept any responsibility for any collateral damage in the use of the equipment as noted above.
- Any hard digging or rock excavation, or any site excavation or building permits.
- Safety / construction barriers or road traffic management outside of the immediate grounds.
- Re-instating any areas and or kerbs, which allow access to the proposed work area.
- Any ‘As Constructed Drawings’. If required, we would recommend a contingency sum be allowed.
- Any local government fees or applications for the works presented.
- To remove or trim any trees or hedges that may be on the area of works.

**Scope of Works – Earthworks ~1480m<sup>2</sup>**

- Box out 200mm of existing and cart to shires nominated spoil site within 5km of town.
- Supply and install 200mm of gravel compacted to line and level to 1% fall.
- Trim and compact subgrade to a minimum of 7 blows/300mm on a PSP.
- Install 7mm seal.
- Supply and lay 30mm compacted thickness AC 7/50 asphalt.

**\$152,370.00**

**If shire wants to use its own gravel cost will be reduced at the time.**

**Notes: Note included in cost**

- **Base inspection**
- **Detailed Excavations**
- **Excavation of rock**
- **Kerbing**
- **Primer Seal**
- **Service disconnection**
- **Service location and Protection**
- **Site facilities**
- **Site fencing**
- **Stormwater**
- **Street sweeping**
- **Survey**
- **Testing**
- **Road management**
- **No nuclear testing has been allowed for**

**New Court Furniture**



- Supply and install 4 combination basketball/netball towers complete with 2.4m arms made from 140mm DIA galvanised pipe and H/D rings.

**\$20,930.00**

**Fencing**

- Supply and install 154m 3000mm (H) galvanized top/bottom rail, PVC black chain wire tennis court fencing.
- 45mm PVC chain wire diamonds.
- 80nb medium gauge ends/corners/gate posts.
- 40nb medium gauge intermediate posts.
- 32nb rails.
- 50mm galvanized chain wire with 2.5mm gauge
- 2 single leaf pedestrian gates suit 1340mm opening x 2100mm (H).
- 1 x full height dual leaf swing gate to suit 3000mm opening.

**\$24,060.00**

**Scope of Works – Surfacing of Court ~ 1480m<sup>2</sup>**

- Blow down courts in preparation for the *Plexipave* surface.
- Power wash if required.
- Supply and lay a two tone three coat, *Plexipave* Pure Acrylic Surface System (Tier 1 product) comprising one coat of *Plexipave* Acrylic Resurfacer (base coat) and two coats of *Plexipave* Fortified Finish with blue inners and green outers.
- Line mark by hand, with compatible textured *Plexicolor* two netball and two basketball courts, including line sealer.

**\$28,000.00**

**Scope of Works - Lights**

- Supply and install 4 x 12m break-back swing lighting poles with engineered footing (hot dipped galvanised)
- Supply and install 4 x 640W ELA Hight Efficiency LED Lighting fittings
- Provide all underground conduits and wiring including switchboard.
- Provide final commissioning and verification of lux levels compliant to AS2560.
- All switching (Final location to be determined).

**\$108,610.00**

**No hard digging has been allowed for, client to supply survey points and survey site. Underground services are the responsibility of the client.**

**GST**

An additional 10% GST is applicable on the above-mentioned prices.

**Product Profile**

The **Plexipave** Pure Acrylic Surface System is accredited with an **ITF CLASSIFICATION** and is regarded by Tennis Australia as a **Tier 1 Product**. A **Plexipave Prestige** Cushion System is the surface for the tennis courts at the **Australian Open, Hopman Cup (Perth Arena) and State Tennis Centre**.

Plexipave has been laid on over **5000** courts throughout WA by Sports. **Plexipave** Surface Systems are products of the most advanced sport surface producer in the world. This is reflected in the applied surface performance, colour stability and long-term cost saving attributes.

Should you require any further information please call this office on 08 9244 2299 (our ref: LtQ9667C).

Regards,

Clive Peckham



Appendix 5a - Road Contractors Quote



CIVIL DESIGN  
CONSTRUCTION & PLANT HIRE

Attention: Nicole Gibbs  
CEO- Shire of Quairading

email: nicole.gibbs@quairading.wa.gov.au

**QUOTE TO REPLACE EXISTING NETBALL/BASKETBALL COURTS**

1. Mobilisation/Demobilisation, site establishment, insurances 7 weeks x \$3000 per week	\$ 21,000.00
2. Demolish, Fencing and cart away	\$ 8,500.00
3. Remove asphalt and base course	\$ 12,000.00
4. Regrade/Compact Subgrade 1500m2 x \$3.45	\$ 5,175.00
5. Supply 600 Tonne Road Base x \$61 tonne	\$ 36,600.00
6. Grade, Compact base course 1500m2 x \$5.10	\$ 7,650.00
7. Spray for Puff Balls 1500m2 x \$1.20	\$ 1,800.00
8. Supply Lay 300mm Flush Kerb 150m x \$52	\$ 7,800.00
9. Supply Lay 30mm AC7 Asphalt 1500m2 x \$32.50	\$ 48,750.00
10. Supply Erect 150m 3.05 Mesh Fencing & 3 Gates	<u>\$ 65,000.00</u>
	\$ 214,275.00

Option #1

11. Supply cushioned acrylic	\$ 167,500.00
12. Supply install 2 x playhard single swing away 5.2 reach + 2 pairs netball posts (padded)	<u>\$ 45,500.00</u>
	\$ 427,275.00 +GST

Option #2

13. Supply install acrylic system	\$ 214,275.00
14. Supply 2 combination netball/basketball tower, 2.4m reach Supply 2 pairs netball posts (padded)	<u>\$ 45,500.00</u>
	\$ 290,625.00+GST

Rohan Howard  
Director

20<sup>th</sup> July 2023

**Rohan J Howard**

M: 0418 902 276

E: rohyh@bigpond.com

PO Box 759 Mandurah WA 6210

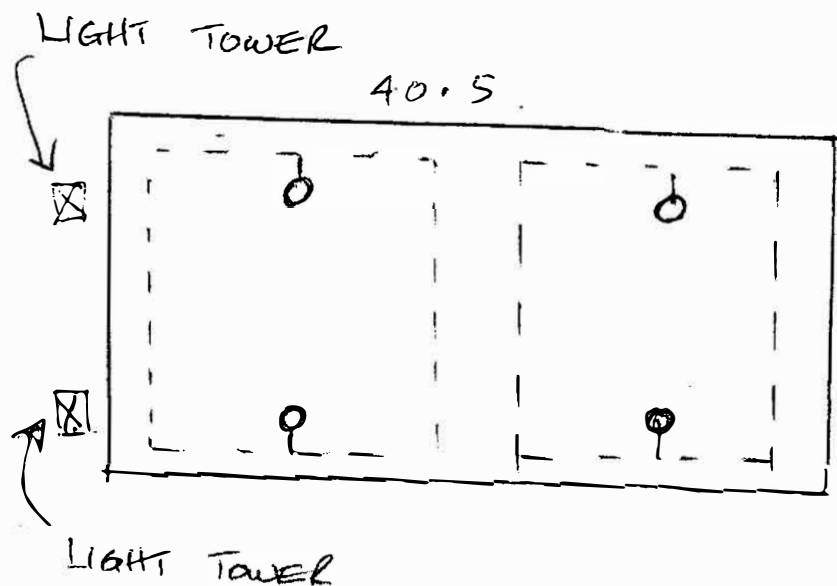
ABN: 18 087 324 785

Appendix 5b - Road Contractors Lighting Quote



CIVIL DESIGN  
CONSTRUCTION & PLANT HIRE

QUAIRADING - NETBALL/BASKETBALL COURTS LIGHTING



☒ Light Tower 38  
 ☒ Light Tower

To Supply, Erect, & Commission

4x 15 metre high light towers, connect to existing power supply with 2x 1000 watt LED Challenger Pro sports floods

\$108,530 + GST

*R Howard*  
14/8/2023

**Rohan J Howard**  
M: 0418 902 276  
E: rohyh@bigpond.com  
PO Box 759 Mandurah WA 6210  
ABN: 18 087 324 785

Appendix 6 - Letter of Support - Netball WA



26 July 2023

Shire of Quairading  
Via Email: [britt.hadlow@quairading.wa.gov.au](mailto:britt.hadlow@quairading.wa.gov.au)

Dear Britt

**Re: QUAIRADING SPORT PRECINCT MASTER PLAN**

Netball WA would like to provide this letter of support for the proposed Quairading Sport Precinct Master Plan.

Netball is the highest female participation team sport both nationally and in Western Australia. Netball WA the governing body for Netball in WA has over 230,000 members and participants engaging in the sport annually.

Quairading Bells and Quairading Netball Association has an active membership of over 60 which includes all ages and participates in the Avon Football/Netball competition. Participation numbers have increased since the COVID pandemic which has had a considerable impact on regional centres.

The proposed Quairading Sport Precinct Master Plan features two stages with direct benefit to Netball.

- Stage 1; Two outside multi use netball and basketball courts of with floodlighting upgrade; and
- Stage 2; Construction of a two-storey recreation pavilion and community building

The master plan components will support Netball in the local area, allowing members the opportunity to participate in a safe playing environment at night and assist in building a strong, connected and socially cohesive community.

The proposed master plan aligns with the Play and Grow pillars of the Netball WA 2023 -2025 Strategic Plan and will also strongly align with the Netball WA 2023 -2033 Strategic Facilities plan currently in development.

Therefore, Netball WA supports the proposed Quairading Sports Precinct Master Plan. Should you have any further questions please contact Matt Hansen, Venue Manager by email at [matt.hansen@netballwa.com.au](mailto:matt.hansen@netballwa.com.au)

Yours sincerely

**Simone Hansen**  
Chief Executive Officer  
Netball In WA

Proudly affiliated with



200 Selby Street JOLIMONT 6014  
PO Box 930 SUBIACO 6904  
Tel: (08) 9380 3700 Email: [info@netballwa.com.au](mailto:info@netballwa.com.au)  
[www.netballwa.com.au](http://www.netballwa.com.au)



5/10/23, 3:24 PM

Infographics KidSport Portal

Appendix 7 - Kidsport Data

# Quairading, Shire of

10/05/2023



16 vouchers

16 unique kids

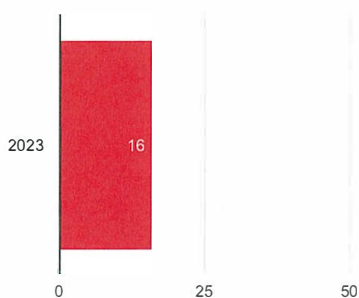
\$1,340.00

Funded

Jan 2023 - Apr 2023

Date range

### Total per year

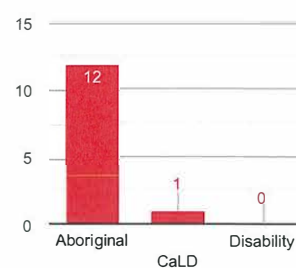


## 1 Local government

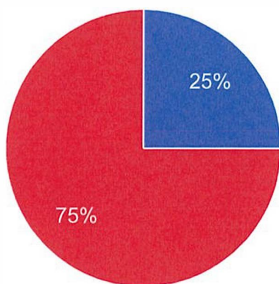
### Top LGs

Quairading 16 100.0%

### Diversity



### Gender

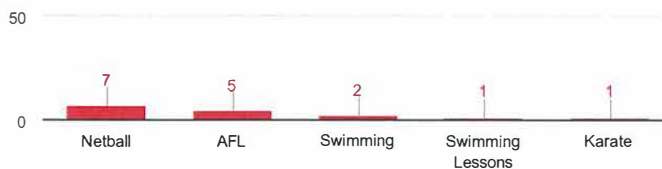


12 girls | 4 boys

### Top 10 clubs (4 in total)

Quairading Football Club	7	43.8%
Quairading Junior Netball Club	5	31.3%
Quairading Aquatic Club Incorporated	3	18.8%
GoKanRyu Karate - GKR Karate	1	6.3%

### Top sports



### How they are hearing about KidSport



5/10/23, 3:26 PM

Infographics KidSport Portal



# Quairading, Shire of

10/05/2023

41 vouchers

34 unique kids

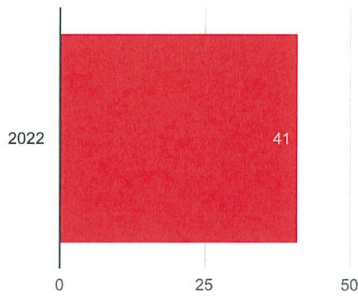
\$3,221.15

Funded

Jan 2022 - Dec 2022

Date range

### Total per year

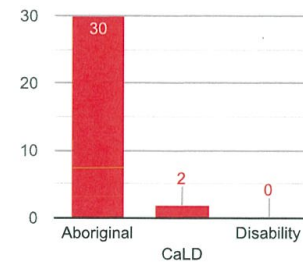


## 1 Local government

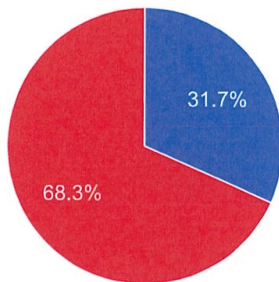
### Top LGs

Quairading 41 100.0%

### Diversity



### Gender

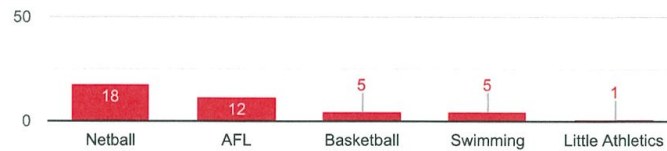


28 girls | 13 boys

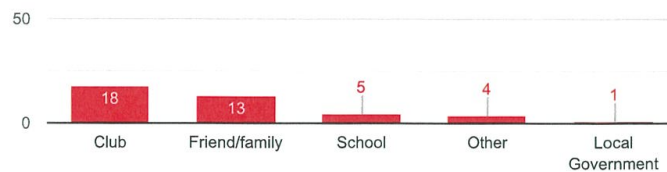
### Top 10 clubs (5 in total)

Quairading Junior Netball Club	18	43.9%
Quairading Football Club	12	29.3%
Merredin Amateur Basketball Association	5	12.2%
Quairading Aquatic Club Incorporated	5	12.2%
Northam Little Athletics Centre	1	2.4%

### Top sports



### How they are hearing about KidSport



Appendix 8 - AFL & Netball and Hockey Scoreboards - Specifications and Costings



**AusSport**

# AFL & Cricket and Hockey Scoreboards options for Shire of Quairading

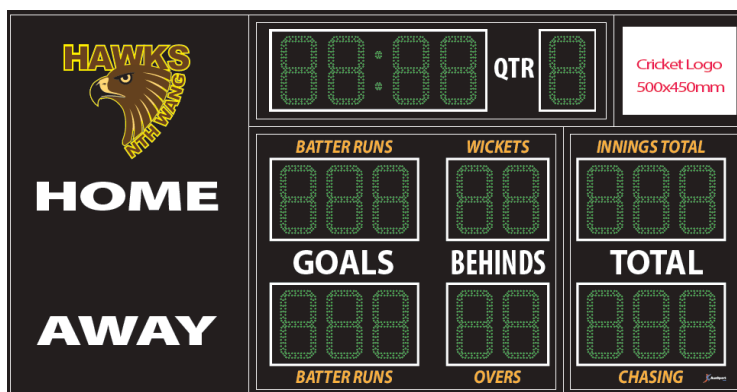
10227



July 19, 2023



### FIXED LED SCOREBOARDS MODEL: ESSENTIAL AFL



ESEENTIAL AFL 300 shown above with AFL and  
Cricket Scoring and quarter digit

Our most popular Fixed LED AFL scoreboard model is the ESSENTIAL.

Features software controlled siren and 4 digit game timer which can be set to count down, count up, or to show time of day. Goals, behinds and total scores for AFL. Runs, overs, wickets, innings total and chasing total for Cricket.

Comes standard with our easy to use handheld wireless controller and custom printing including club/sponsor logo.

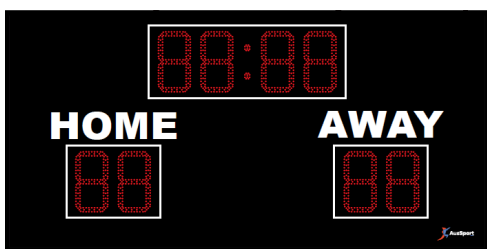
Model	Digit Height	Frame Size (approx.)	Price
ESSENTIAL AFL 200	200mm	2400mm x 1200mm x 110mm	\$9,880 + GST
ESSENTIAL AFL 300	300mm	3400mm x 1750mm x 110mm	\$14,420 + GST
ESSENTIAL AFL 400	400mm	4545mm x 2200mm x 110mm	\$19,095 + GST
ESSENTIAL AFL 500	500mm	5000mm x 2500mm x 110mm	\$24,520 + GST



Includes battery operated  
Wireless Handheld Controller or  
optional Tablet with 300m range



### FIXED LED SCOREBOARDS MODEL: HOCKEY ESSENTIAL 300



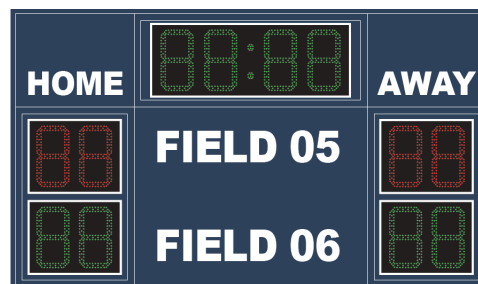
Essential 300



Essential 300 Custom 1



Essential 300 w/ quarter Digit



Essential 300 Custom 2

Our most popular Fixed LED scoreboard model is the Essential 300, which can mounted to trolley and run off a battery pack.

Features software controlled siren, 2 team scores (up to 99) and 4 digit game timer which can be set to count down, count up, or to show time of day.

Comes standard with our easy to use handheld wireless controller and custom printing including club/sponsor logos.

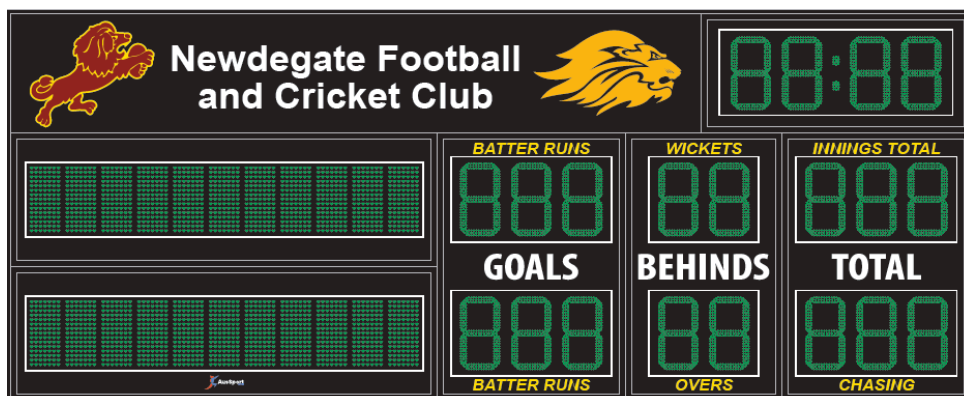
CUSTOM - Scoreboard can display 2 set of scores for 2 fields, additional controller, with custom programming is require to have 2 sets of controllers for each field, master controller to operate the game timer/clock.



Model	Digit Height	Frame Size (approx.)	Price
ESSENTIAL 300	300mm	2400mm x 1200mm x 110mm	\$9,445 + GST
ESSENTIAL 300 CUSTOM 1	300mm	2400mm x 1200mm x 110mm	\$12,320 + GST
ESSENTIAL 300 CUSTOM 2	300mm	2400mm x 1400mm x 110mm	\$14,075 + GST



**MODEL: PREMIUM AFL**



PREMIUM AFL 400 shown above with Cricket scoring

This AFL scoreboard has all the features of ESSENTIAL plus electronic team names which provides for 8 to 10 characters of text.

Features software controlled siren and 4 digit game timer which can be set to count down, count up, or to show time of day. Goals, behinds and total scores for AFL. Runs, overs, wickets, innings total and chasing total for Cricket.

Comes standard with our easy to use wireless laptop controller and custom printing including club/sponsor logo.

Model	Digit Height	Frame Size (approx.)	Price
PREMIUM AFL 200	200mm	3000mm x 1200mm x 110mm	\$13,125 + GST
PREMIUM AFL 300	300mm	4200mm x 1750mm x 110mm	\$18,785 + GST
PREMIUM AFL400	400mm	5400mm x 2200mm x 110mm	\$24,710 + GST



Includes Wireless laptop controller with 300m range (Valued at \$950)



**MODEL: PREMIUM HOCKEY**



Premium 300 with quarter digit

This Rugby Union scoreboard has all the features of ESEENTIAL plus electronic team names which provides for 8 Characters of text.

Features software controlled siren, 2 team scores (up to 99) and 4 digit game timer which can be set to count down, count up, or to show time of day.

Comes standard with our easy to use wireless laptop controller and custom printing including club/sponsor logo.

Model	Digit Height	Frame Size (approx.)	Price
PREMIUM 200	200mm	2200mm x 1200mm x 110mm	\$10,580 + GST
PREMIUM 300	300mm	2490mm x 1600mm x 110mm	\$14,825 + GST
PREMIUM 400	400mm	3050mm x 1800mm x 110mm	\$17,745 + GST



Includes Wireless laptop controller with 300m range (Valued at \$950)



## Option 1 AFL/Cricket & Hockey Essential 300

Description	Price	Qty	Subtotal
<b>AFL Essential 300 - AFL / Cricket Scoring</b> Digit Height: 300mm Viewing Distance: 100m - 150m Frame Size: 3400mm x 1750mm x 110mm, 200kg	\$14,420	1	\$14,420
<b>Quarter digit</b> Extra Digit to display the quarter for AFL	\$650	1	\$650
<b>Essential 300 Hockey Scoreboard</b> Digit height: 300mm View Distance: 100-150m Frame Size: 2400 x 1200 x 110mm 86kgs	\$9,445	1	\$9,445
<b>Premium Siren (for both boards)</b> Rated to 110db	\$750	2	\$1,500
<b>Trolley - Medium to suit 2400mm long</b> Pneumatic wheel, finished in matt black powder coat Overall dims w/sb: 2560mm x 2000mm x 700mm wide @ 110kgs	\$2,450	1	\$2,450
<b>Battery Pack - Approx Run Time 16-19hrs</b> 105ah rechargeable battery pack, comes w/smart charger.	\$1,275	1	\$1,275
<b>FREIGHT - Approx cost only* - Option 1 ** Recommended</b> AusSport Premium Crate packaging of individual scoreboards and send via general freight to Quairdaring WA. Lifting equipment required to unload truck Includes transit insurance	\$4,865	1	\$4,865



## Option 2 AFL/Cricket & Hockey Premium 300

Description	Price	Qty	Subtotal
<b>AFL Premium 300 - AFL &amp; Cricket</b> Digit Height: 300mm Viewing Distance: 100m - 150m Frame Size: 4200mm x 1750mm x 110mm, 200kgs	\$18,785	1	\$18,785
<b>Quarter digit</b> Extra Digit to display the quarter for AFL	\$650	1	\$650
<b>Premium 300 Hockey Scoreboard</b> Digit height: 300mm View Distance: 100-150m Frame Size: 2490 x 1600 x 110mm 120kgs	\$14,825	1	\$14,825
<b>Premium Siren (for both boards)</b> Rated to 110db	\$750	2	\$1,500
<b>Trolley - Large to suit board 1600mm high</b> Pneumatic wheel, finished in matt black powder coat Approx Overall dims w/sb: 2680mm x 2000mm x 1400mm wide @ 140kgs - suit double doorway width.	\$2,900	1	\$2,900
<b>Battery Pack - Approx run time 8-9hrs</b> 120ah Rechargeable battery pack comes w/smart charger Max number of Characters is 8 per team name.	\$1,375	1	\$1,375
<b>FREIGHT - Approx cost only* - Option 1 ** Recommended</b> AusSport Premium Crate packaging of individual scoreboards and send via general freight to Quairdaring WA. Lifting equipment required to unload truck Includes transit insurance	\$5,900	1	\$5,900
<b>Subtotal</b>			\$45,935
<b>GST (10%)</b>			+\$4,593.50
<b>Total</b>			\$50,528.50

This quotation is valid for 45 days and excludes installation and council approvals. \*Freight prices are indicative cost only and will be repriced at the time of shipping. We recommend transit insurance for your new scoreboard and has been included within your freight price. Due to the size of scoreboard and distance it must travel we recommend shipping in protective crates.



## Option 2 AFL/Cricket & Hockey Premium 300

Description	Price	Qty	Subtotal
<b>AFL Premium 300 - AFL &amp; Cricket</b> Digit Height: 300mm Viewing Distance: 100m - 150m Frame Size: 4200mm x 1750mm x 110mm, 200kgs	\$18,785	1	\$18,785
<b>Quarter digit</b> Extra Digit to display the quarter for AFL	\$650	1	\$650
<b>Premium 300 Hockey Scoreboard</b> Digit height: 300mm View Distance: 100-150m Frame Size: 2490 x 1600 x 110mm 120kgs	\$14,825	1	\$14,825
<b>Premium Siren (for both boards)</b> Rated to 110db	\$750	2	\$1,500
<b>Trolley - Large to suit board 1600mm high</b> Pneumatic wheel, finished in matt black powder coat Approx Overall dims w/sb: 2680mm x 2000mm x 1400mm wide @ 140kgs - suit double doorway width.	\$2,900	1	\$2,900
<b>Battery Pack - Approx run time 8-9hrs</b> 120ah Rechargeable battery pack comes w/smart charger Max number of Characters is 8 per team name.	\$1,375	1	\$1,375
<b>FREIGHT - Approx cost only* - Option 1 ** Recommended</b> AusSport Premium Crate packaging of individual scoreboards and send via general freight to Quairdaring WA. Lifting equipment required to unload truck Includes transit insurance	\$5,900	1	\$5,900
<b>Subtotal</b>			\$45,935
<b>GST (10%)</b>			+\$4,593.50
<b>Total</b>			\$50,528.50

This quotation is valid for 45 days and excludes installation and council approvals. \*Freight prices are indicative cost only and will be repriced at the time of shipping. We recommend transit insurance for your new scoreboard and has been included within your freight price. Due to the size of scoreboard and distance it must travel we recommend shipping in protective crates.

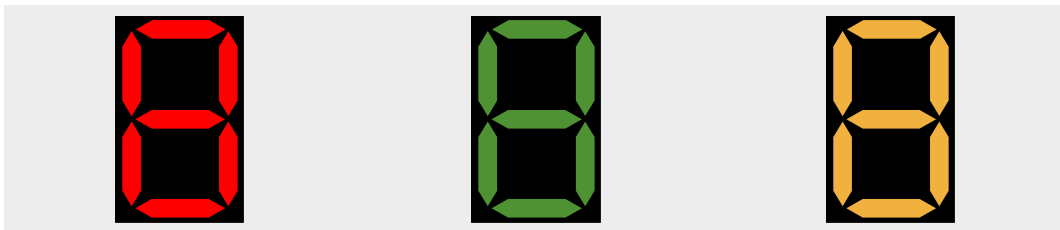


**OUR CONSTRUCTION**

Our scoreboards are designed and built in Australia using aluminium internal framework, colorbond steel capping and cladding, UV anti-glare polycarbonate protective digit covers, custom personalised printing and IP65 rated weather protection. You can choose the colour of the capping and cladding from the following:



We only use the brightest of LED digits featuring the widest viewing angles. You can choose from these 3 colours:

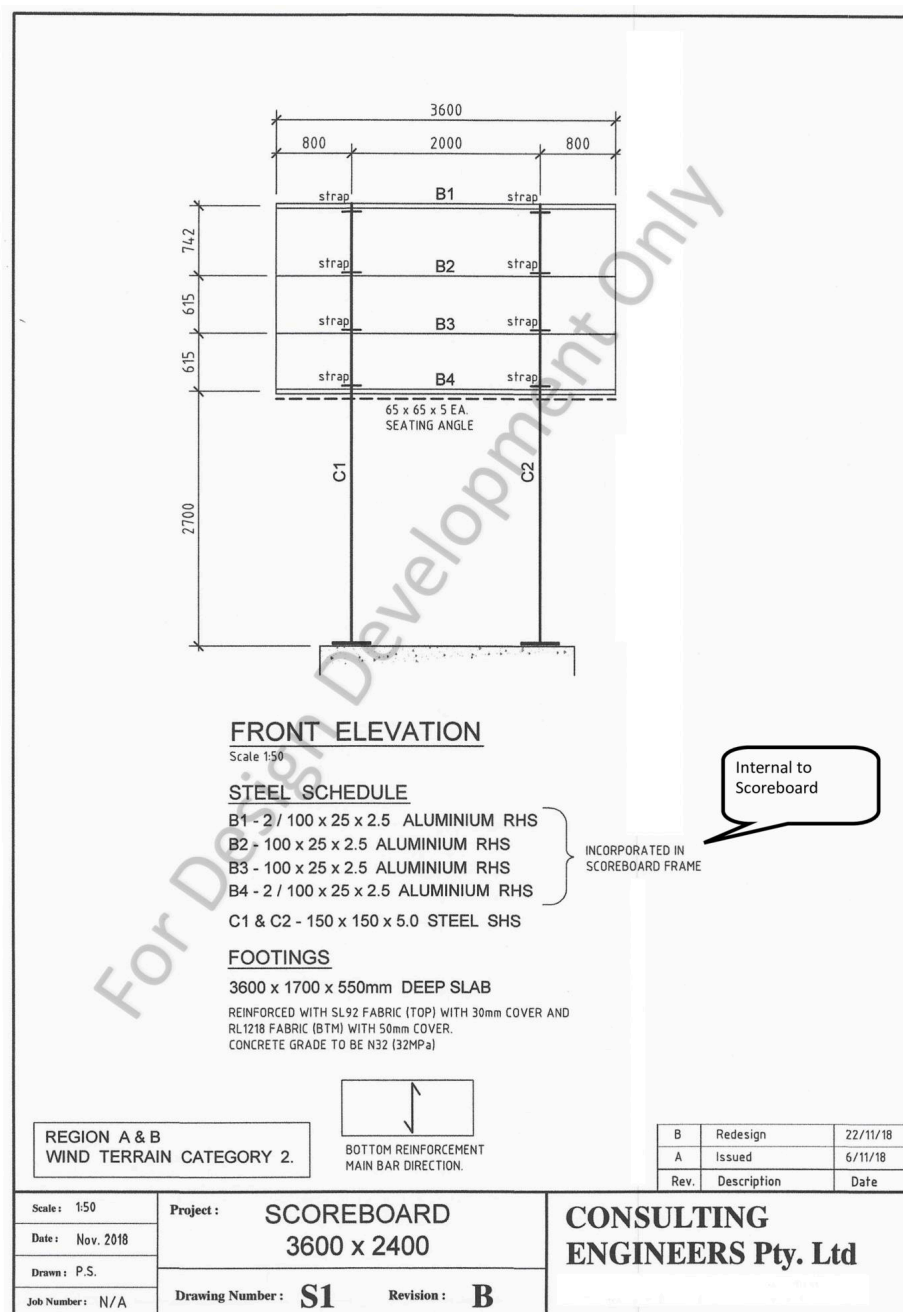


Our scoreboards come with a lead and plug to suit a standard outdoor power point. Alternatively, your scoreboard can be fitted with a junction box if your electrician would prefer to hard wire it. If you don't have power available, we can supply a rechargeable 12v inverter power pack option (On select models only).



### Installation suggestions for mounting scoreboard to a frame

The drawing below provides an example to help you design, fabricate and construct a scoreboard support for a board up to a size 3600mm x 2400mm. For more information please contact us for our comprehensive guide to construction of a scoreboard.



## Why Choose an AusSport Scoreboard?

### We make great looking scoreboards!

We believe your scoreboard should be unique. It has to make you and your club members really proud. Using our own print shop and experienced graphic designer you can be assured your scoreboard will look great.

### We've been around a while!

Since we started in 1999 we have seen constant growth and are now positioned as one of the largest and best sporting scoreboard manufacturers in Australia. Over 3,000 scoreboards have been produced to date. We must be doing something right! For the past 10 years we have also included video based scoreboards in our range. We now have plenty of great installations of these video display scoreboards under our belt.

### We know what we're doing!

We have an ace team with a combined experience of over 30 years building scoreboards for Australian conditions. Our combination of design, manufacturing, programming and support means we know how to get the best result for you. We also have the confidence to tell you what works and what won't work.

### Our products are quality!

We choose our suppliers with great care. We travel to their factories and inspect their facilities. Our team carefully inspects and test all components prior to your scoreboards being constructed. Every board is hand assembled, double checked for quality and thoroughly mechanically, electrically and environmentally tested prior to shipping. All software is installed, run-up and checked for correct operation. It takes a little longer but it is worth it. You want a scoreboard that works perfectly from day one and for many years after.

### Value for money!

We know how hard it is to get enough funds together to purchase a new scoreboard. Often countless hours are spent fundraising, writing grant applications and seeking sponsorship. You want to be certain you are getting value for your money and that your scoreboard will really last the distance. We have a huge range of scoreboards and options to suit most budgets. We don't claim to be the cheapest, but no one wants to buy off the cheap guy.

### We are the kings of customising!

Because we control all of our construction it means we can almost do whatever the customer requires (within reason!) We resize boards to fit to certain locations, we modify software to suit a customers needs, we change our designs to get the right light output, we fit extra items, drill specific holes in frames. We do all the stuff that board distributors won't (or can't) do.



## Important Info

*What's needed for us to get started on your scoreboard?*

A deposit of 50% is required upon signing of the contract.

The remaining total is due prior to shipping/installation of your scoreboards

*How long will the scoreboard take to build?*

Once you have paid we will send to you a final sign off for approval.

It includes artwork, the colour of the capping and cladding of your scoreboard and the colour of the digits of your scoreboard.

After we receive your approval it usually takes 12 weeks to complete the board. We know this might seem like a long time but all our boards are custom made and we make sure everything is absolutely right before it goes out in the field. You want a board that lasts a long time so we don't take shortcuts. We can assure you it will be worth the wait!

*What is excluded from this quote*

- Council certification/approvals (if necessary)
- No allowance is made for provision or connection of the electrical supply
- All works associated with support frames for permanent installation of the scoreboards
- Site installation
- Delivery (ex works Port Macquarie)

*Warranty*

This scoreboard has a standard warranty period of 24 months from the date of the final invoice.

More information on our conditions of ordering, our general terms and conditions of sale and our warranty can be found on our [General Information page on the AusSport website](#)



## And Finally

We know that buying a scoreboards can be a daunting technical purchase.

We've tried to keep things easy and still fully explain the important parts for you.

It is always best if we have a discussion to ensure you select the right scoreboard for your needs.

If there is anything that is not clear, you need further information or you need a specific quotation please do not hesitate to contact us.

We really would like you to become another happy customer of AusSport.



**Directors of AusSport**  
**Peter Vane & Malcolm Neale**



## Appendix 9 - Letter of Support - Quairading Football &amp; Netball Club Letter of Support



QUAIRADING FOOTBALL & NETBALL CLUB  
PO Box 37  
Quairading WA 6383

11<sup>th</sup> August 2023

Dear Shire of Quairading,

The Quairading Football and Netball Club formally acknowledge and support the Quairading Sports Precinct Masterplan project.

Our club is in its first season as an amalgamated football and netball club, bringing stronger governance to our structure in order for us to continue as a successful and a high achieving club for many years to come.

Our facilities have become very dated and are in serious need to attention and rebuild. The positioning and outlook of our oval is superb and unobstructed making it the perfect venue for an electronic scoreboard, new pavilion and changerooms and courts.

We're very excited to see the Shire of Quairading's project progress after many years of local consultation and learning from redevelopments in surrounding towns. We're looking forward to our members and the wider community experiencing the social benefits of the project including:




- Nurturing growth of local sports and recreation
- Opportunities for smaller sporting clubs to grow
- Centralisation of sporting facilities and spaces
- Bigger spaces to allow for more community members to utilise the facilities
- Improved facilities allowing for better access to programs and events
- New additions will improve accessibility to all community members
- Better quality of life with high-quality community facilities

Kind regards.

Braden Hayes | Secretary  
Management Committee  
Quairading Football & Netball Club

A handwritten signature in blue ink, appearing to read "Braden Hayes".

**12.5 2023 Community Perception Survey****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Natalie Ness, Executive Manager Economic Development**Attachments**

1. 2023 Community Perception Survey [↓](#) 
2. 2023 Community Perception Survey Poster [↓](#) 
3. 2023 Community Perception Survey Social Media Materials [↓](#) 

**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council consider the implementation of the 2023 Shire of Quairading Community Perceptions Survey, as the first step in preparing the four-year review of the Shire of Quairading *Strategic Community Plan 2021-2031*.

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**IN BRIEF**

The Shire of Quairading exists to provide, facilitate and advocate for services and facilities to improve the quality of life in the local area. It partners with other levels of government, business and community organisations to meet local needs.

The Shire of Quairading is planning for the future to improve quality of life. The Shire conducts a community survey biannually to understand the community's perception of:

- Our town, as a place to live, work and visit
- The work of Council and the Shire
- What the priorities for our town should be in the future.

The 2023 Shire of Quairading Community Perceptions Survey (CPS) will open on Monday, 4 September and close Friday, 29 September 2023. Community members aged 14 years and older are encouraged to complete this survey to rate local services, facilities and programs and share their needs.

Community members will be invited to submit one response per person by Friday, 29 September 2023 using the survey link, the QR code they will see around town or by returning a hard copy of the survey to the Shire of Quairading.

The study is being managed by the Shire of Quairading. Responses will remain private and confidential in accordance with the Privacy Act and Australian Privacy Principles. The Shire will collate a report with aggregated responses and voicebank with anonymous comments for Council's review.

While the Community Perceptions Survey is a statutory requirement for Local Government, it is only one of the many ways in which we listen to our community throughout the year. The Shire run a range of consultations on many issues and initiatives and engage regularly with local groups on matters which affect them. Council members participate in community events and have informal meetings out in the community throughout the year.

### **MATTER FOR CONSIDERATION**

That Council consider the implementation of the 2023 Shire of Quairading Community Perceptions Survey, as the first step in preparing the four-year review of the Shire of Quairading *Strategic Community Plan 2021-2031*.

### **BACKGROUND**

In December 2010, the Minister for Local Government announced a series of proposed changes to the Local Government (Administration) Regulations, to the requirements for a Plan for the Future. Under the old regulations, the Plan for the Future required a 5-year plan, which stated the broad objectives and provided a basic financial plan to accompany them. The regulations made under 5.5.56(2) of the act were approved in August 2011.

Under the changes announced by the Minister, Local Governments are now required to have two key plans, as well as several plans that underpin them. The key plans are known as the Strategic Community Plan and the Corporate Business Plan. There are number of informing strategies to both of these plans, such as Asset Management Plans, Human Resource Plans and Financial Plans.

As suggested in the material distributed by the Department of Local Government, there are three distinct phases to the development of the Strategic Community Plan. These can be described as follows:

- Where are we now?
- Where do we want to be?
- How do we get there?

When looking at the “Where are we now?” question, there are two very distinct aspects. The first is the factual aspect, which includes the range of normal demographics, the actual facilities that are available and the kinds of developments that are occurring. This aspect can usually be ascertained by reviewing statistics, asset registers and consulting other sources of information.

The second aspect has to do with the community’s perception of where they are now. To determine this, a method of consulting with the community needs to be set in place. The methodology needs to address any bias that may appear in results and ensure that a broad cross reference of people in the local community are included in the research.

The process of the four-year review of the Shire of Quairading *Strategic Community Plan 2021-2031* aligns with the Minister’s Integrated Planning and Reporting Framework.

The Shire of Quairading is planning for the future to improve quality of life. The 2023 Shire of Quairading Community Perception Survey (CPS) will open on Monday, 4 September and close Friday, 29 September 2023. Community members aged 14 years and older are encouraged to complete this survey to rate local services, facilities and programs and share their needs.

Community members will be invited to submit one response per person by Friday, 29 September 2023 using the link below, the QR code they will see around town or by returning a hard copy of the survey to the Shire of Quairading.

The study is being managed by the Shire of Quairading. Responses will remain private and confidential in accordance with the Privacy Act and Australian Privacy Principles. The Shire will collate a report with aggregated responses and voicebank with anonymous comments for Council's review.

The 2023 Shire of Quairading CPS consists of questions including:

- Questions to help the Shire of Quairading classify responses
- How the community rates the Shire of Quairading in 5 areas
- How strongly the community agrees or disagrees with 2 statements about the Shire of Quairading
- How the community rates the performance of the Shire of Quairading in 12 areas related to 'People'
- How the community rates the performance of the Shire of Quairading in 6 areas related to 'Planet'
- How the community rates the performance of the Shire of Quairading in 11 areas related to 'Place'
- How the community rates the performance of the Shire of Quairading in 10 areas related to 'Prosperity'
- Over the next 10 years, which areas would the community like the Shire of Quairading to focus on - 42 areas are listed, and community members are requested to select their top 3 priorities
- How can the Shire of Quairading address your top 3 priorities – open ended answers for more detail
- How does the community rate the effectiveness of the Shire of Quairading's key documents and communication channels.

A 2023 Shire of Quairading CPS Report will be collated with results to be tabled at the 2023 October Ordinary Council Meeting. The Shire will use the results of this survey to strengthen the inputs, further inform and refine our priorities going forward and in deciding where our efforts and resources should be applied.

The results will help to inform the 4-year review of the Shire of Quairading *Strategic Community*

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

In this financial year, budget has been allocated up to \$1,000 to cover the costs of implementing the survey, including communication materials and community engagement.



**ALIGNMENT WITH STRATEGIC PRIORITIES**

- 1.1 Community:** Work collaboratively with local and regional service providers to engage the community as active citizens.
- 1.2 Community:** Provide social and cultural activities for all members of the community
- 1.3 Community:** Advocate for the provision of quality health services, health facilities and programs in the Shire
- 1.4 Community:** Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience
- 1.5 Community:** Support emergency services planning, risk mitigation, response and recovery
- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.2 Economy:** Build upon our “Take a Closer Look” brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 2.4 Economy:** Encourage local workforce participation
- 3.1 Built Environment:** Safe, efficient and well maintained road and footpath infrastructure
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 4.1 Natural Environment:** Maintain a high standard of environmental health services
- 4.2 Natural Environment:** Conservation of our natural environment
- 4.3 Natural Environment:** Demonstrate sustainable practices of water, energy and waste management
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Governance & Leadership:** Implement systems and processes that meet legislative and audit obligations

**CONSULTATION**

The 2023 Shire of Quairading CPS will be communicated via a branded poster and social media campaign. In addition, the poster creative will be placed in the Banksia Bulletin on 31 August 2023, together with the weekly Passion Sheet Newsletter during September 2023. A letterbox drop will be scheduled for w/c 4 September 2023 to promote the survey being live.

Hard copies of the survey will be placed at key locations throughout the town including the Shire Administration Office, Medical Practice, Post Office, Coop, Quairading Hospital Administration, Quairading CRC, Youth Centre, Quairading District High School, and the Reconciliation Action Plan Committee Meeting.

The Shire’s Strategic Community Projects Team will activate a pop-up area within the Coop to have hard copies available for community members to complete/ask questions and to consult with community members as required – dates/times TBC.

The Shire’s Youth Engagement Officer will work with the Noongar community to ensure that all community members have the opportunity to complete the survey.

**RISK MANAGEMENT PRIORITIES**

Nil.

**RISK ASSESSMENT**

	Option 1
Financial	<p>Low</p> <p><i>In this financial year, budget has been allocated up to \$1,000 to cover the costs of implementing the survey, including communication materials and community engagement.</i></p>
Health	<p>Medium</p> <p><i>A key priority area in the Strategic Community Plan 2021-2031 is for the Shire to advocate for the provision of quality health services, health facilities and programs in the Shire.</i></p>
Reputation	<p>Medium</p> <p><i>The Shire of Quairading continues to be committed to seeking formal measure of community feedback against it’s Strategic Community Plan 2021-2031 and feedback on services, facilities, activities and infrastructure projects on a biannual basis to improve amenity and liveability for the Quairading community.</i></p>
Operations	<p>Low</p> <p><i>The Shire’s Strategic Community Projects Team will activate a pop-up area within the Coop to have hard copies of the survey available for community members to complete/ask questions and to consult with community members as required.</i></p>
Natural environment	<p>Medium</p> <p><i>The Shire of Quairading has developed and published the Shire’s Strategic Community Plan 2021-2031. The plan sets the vision, aspirations and objectives of the community for a 10-year period including six areas of key focus including natural environment considerations.</i></p>

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

**COMMENT**

Nil



## SHIRE OF QUAIRADING COMMUNITY PERCEPTION SURVEY

The Shire of Quairading exists to provide, facilitate and advocate for services and facilities to improve the quality of life in the local area. It partners with other levels of government, business and community organisations to meet local needs.

Community members aged 14 years and older are encouraged to complete this survey to rate local services, facilities and programs and share their needs.

Please submit one response per person by Friday, 29 September 2023 by using the QR Code, visiting [quairading.wa.gov.au](http://quairading.wa.gov.au) or returning a hard copy of the survey to the Shire of Quairading.

The study is being managed by the Shire of Quairading. Responses will remain private and confidential in accordance with the Privacy Act and Australian Privacy Principles. The Shire will collate a report with aggregated responses and voicebank with anonymous comments.

If you have any questions, contact Jen Green, Communications and Engagement Officer at the Shire of Quairading on (08) 9645 2400 or email [jen.green@quairading.wa.gov.au](mailto:jen.green@quairading.wa.gov.au).

Thank you for your assistance with this important study.

1. Do you:

- Live in the Shire of Quairading
- Regularly visit the Shire of Quairading on a FIFO or DIDO basis
- Neither of these

2. Where do you live?

- Badjaling
- Mount Stirling
- Balkuling
- Pantapin
- Cubbine
- Quairading
- Dangin
- South Quairading
- Doodenanning
- Wamenusking
- Dulbeling
- Yoting

3. Do you own property within the Shire of Quairading?

- Yes
- No

4. What is your age?

- 14-17
- 18-34
- 35-49
- 50-64
- 65+

5. What is your gender?

- Male
- Female
- Non-binary
- I use a different term

6. Are you, or anyone in your household involved with the Shire of Quairading as a:

- Councillor
- Employee
- None of these

7. Overall, how would you rate the Shire of Quairading in the following areas

	Terrible	Poor	Okay	Excellent	Unsure
Place to live	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Place to work or operate a business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Place to visit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shire of Quairading as the organisation that governs the local area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Value for money from Council rates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. How strongly do you agree or disagree with these statements about the Shire of Quairading?

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Unsure
The Shire has developed and communicated a clear vision for the area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Shire has a good understanding of community needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The Shire of Quairading exists to provide, facilitate and advocate for services and facilities to improve the quality of life in the local area. It partners with other levels of government, business and community organisations to meet local needs.

How would you rate performance in the following areas? If you are not familiar with any of these areas listed, please select Unsure/Not Applicable.

9. PEOPLE

	Terrible	Poor	Okay	Good	Excellent	Unsure/Not Applicable
Youth services and facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Services and facilities for families and children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Services, facilities and care for seniors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability access and inclusion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition and respect for First Nations Peoples, cultures and heritage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteer recognition and support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health and community services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sport and recreation facilities and services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aquatic centre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Festivals, events, art and cultural activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community safety and crime prevention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lighting of streets and public places	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



10. PLANET

	Terrible	Poor	Okay	Good	Excellent	Unsure/Not Applicable
Efforts to promote and adopt sustainable practices to manage climate change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conservation and environmental management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waste management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Animal management (dogs and cats)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storm water drainage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Natural disaster management (education, prevention and relief for fires, flooding etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. PLACE

	Terrible	Poor	Okay	Good	Excellent	Unsure
Managing responsible growth & development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning and building approvals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to housing that meets your needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preserving and promoting local history and heritage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community buildings, Town Hall and toilets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nookaminnie Rock Nature Reserve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Streetscapes, trees and verges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Footpaths, trails and cycleways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local roads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to public and shared transport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Caravan Park facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. PROSPERITY

	Terrible	Poor	Okay	Good	Excellent	Unsure/Not Applicable
Economic development and job creation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Development and activation of town centre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tourism attractions and destination marketing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to education, training, and life-long learning opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telecommunications and internet services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Power services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. PERFORMANCE

	Terrible	Poor	Okay	Good	Excellent	Unsure/Not Applicable
Council's leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advocacy & lobbying on community's behalf to influence decisions and support local issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How the community is consulted on local issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How the community is informed about what's happening in the local area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Embracing change, innovation and technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Customer service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Over the next 10 years, which areas would you like the Shire of Quairading to focus on improving? Please nominate your top 3 priorities from this list.

	1	2	3
Youth services and facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family and children services and facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nookaminnie Rock Nature Reserve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior's services, facilities and care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disability access and inclusion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Streetscapes, trees and verges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Respect for First Nations peoples	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Footpaths and cycleways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteer recognition and support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local roads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health and community services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to public and shared transport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sport and recreation facilities and services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Caravan Park facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aquatic centre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Economic development and job creation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Festivals, events, arts and cultural activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Development and activation of town centre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community safety and crime prevention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tourism attractions & destination marketing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lighting of streets and public places	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education, training, life-long learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sustainable practices / climate change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conservation and environmental management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telecommunications & internet service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waste management services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Power service	☺	☺	☺
Animal management (dogs and cats)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Council's leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storm water drainage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advocacy & lobbying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Natural disaster management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community consultation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Managing responsible growth & development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning and building approvals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Embracing change, innovation & technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Customer service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local history and heritage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community buildings, Town Hall and toilets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skate Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Off-leash dog exercise area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

15. How can the Shire of Quairading address your top 3 priorities? What major projects, changes or improvements are needed?

Priority 1

Priority 2

Priority 3

16. How would you rate the effectiveness of the Shire’s key documents and communication channels? If you are not familiar with any of these, please select Unsure/Not Applicable.

	Terrible	Poor	Okay	Good	Excellent	Unsure/Not Applicable
Shire’s Strategic Community Plan 2021-2031 (with the vision, objectives and priority projects)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shire’s website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shire’s social media presence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-newsletters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Banksia Bulletin Shire updates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Passion Sheet Shire updates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The following questions help us to classify responses. Your responses will remain confidential.

17. Do you have any children living in your household aged:

- 0-4
- 5-11
- 12-17
- 18+
- None

18. Do you, or anyone in your household identify with the following groups:

- Person with a disability
- First Nations Person
- Mainly speak a language other than English at home
- None of these

19. Are you a manager or committee member of a local community organisation, club or group?

- Yes
- No

The Shire of Quairading retains sole and exclusive rights to the 2023 Shire of Quairading Community Perception Survey. The scorecard methodology, questionnaire and associated intellectual property may not be re-used or shared with third parties without consent from the Shire of Quairading. For further information we invite you to call the Shire of Quairading on (08) 9645 2400





CLOSES 29TH SEPTEMBER, 2023

## Social Media Post

### 2023 COMMUNITY PERCEPTION SURVEY

The 2023 Community Perception Survey is now open!

The Shire of Quairading exists to provide, facilitate and advocate for services and facilities to improve the quality of life in the local area. It partners with other levels of government, business and community organisations to meet local needs.

Community members aged 14 years and older are encouraged to complete this survey to rate local services, facilities and programs and share their needs.

Please submit one response per person by Friday, 29 September 2023 using the link below, the QR code you will see around town or by returning a hard copy of the survey to the Shire of Quairading.

Survey link: <https://www.surveymonkey.com/r/HPDZDQY>

Hard copies are available at the Shire of Quairading (10 Jennaberring Rd) and at the Quairading CRC.

#Quairading



**12.6 Community Grants Program (2022/23) – Resubmission of Application – RSL**

**Responsible Officer** Natalie Ness, Executive Manager Economic Development

**Reporting Officer** Chloe Nella, Special Projects Officer

**Attachments** 1. RSL Grant Application [↓](#) 

**Voting Requirements** Simple Majority

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

**OFFICER RECOMMENDATION**

That Council approves Quairading RSL re-submission of their grant to install 4 flag poles.

**IN BRIEF**

- Community Grant Process was reviewed, updated and endorsed by the Council in December 2021.
- April Council meeting 2022 – Council gave the RSL the opportunity to reapply with a second grant application if required.
- This application was evaluated by the Grant Team based on criteria in the Grant Guidelines.

**BACKGROUND**

The Quairading RSL applied for a grant in 2022 to place an additional flagpole at the main street Memorial for ANZAC Day Celebrations.

At the April 2022 Council Meeting Council gave the RSL an opportunity to reapply with a second grant application if required. Council was concerned that the proposal included additional poles that were not the same height as the existing ones.

This new application addresses Council concerns and if successful the RSL will erect four new 6ft aluminum flag poles on the main concourse of the Shire Memorial. This will allow the Australian flag, New Zealand flag, Indigenous flag and RSL flag to all fly at the same level.

This application:

Grant Type	Number	Amount
2	1	\$600.00
<b>Grand Total</b>	<b>7</b>	<b>\$600.00</b>

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**POLICY IMPLICATIONS**

Community Grants Policy

**FINANCIAL IMPLICATIONS**

Nil – 2023-24 Financial year

Submitted for 2022-23 Budget deliberations

**ALIGNMENT WITH STRATEGIC PRIORITIES**

- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 2.1 Economy:** Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)

**CONSULTATION**

Nil

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

**RISK ASSESSMENT**

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

- RSL has addressed previous Council concerns on the project and adjusted their new application to reflect the changes of poles.
- The RSL has been successful in a funding application and received \$2,000 through the competitive Department of Veteran’s Affairs ‘Saluting their Service’ grants program which will go towards the installation of these poles.



## Community Grants Application Form Grant 2 – Small Grants \$500 - \$2500 2023

### APPLICANT DETAILS

Name of Organisation	Quairading RSL
Contact Person	Eugene Stone
Position	Secretary/Treasurer
Contact Phone Number	9645 1214
Email Address	Estone3@bigpond.com
Postal Address	PO Box 117, Quairading WA 6383
Organisation's ABN:	n/a
Are you registered for GST?	no
Please provide your Bank BSB and Account Number	036-172 157471

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


Please provide membership numbers for the previous financial year.			
Adults	2	Juniors	0
Volunteers	2	Paid Staff	0
Have you received support from Council previously?	Yes		
Year: 2019	Amount: \$2500		
Does your organisation receive any other source of funding? If yes, what?	No		
What is your club's current financial position?	Transaction Account \$9000	Cash Reserves \$0	

Shire of Quairading – Community Grants  
Grant 2 Application Form

**PROJECT / EVENT DETAILS:**

<p><b>PROJECT TITLE:</b> <a href="#">Click or tap here to enter text.</a></p>
<p><b>Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-</b></p> <ul style="list-style-type: none"> <li>• The main services / activities your Club / Organisation provides and how this project / event works to progress those</li> <li>• How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);</li> <li>• How your organisation is going to manage and deliver your project;</li> <li>• How will your organisation fund or maintain your event or project on an ongoing basis (if relevant)</li> <li>• Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request.</li> </ul>
<p>The Quairading RSL are responsible for running the ANZAC Day and Remembrance Day services annually.</p> <p>The RSL wish to erect four new 6ft aluminium flag poles on the main concourse of the Shire Memorial.</p> <p>This is to allow the Australian flag, New Zealand flag Indigenous flag, and RSL flag to fly all at the same level. The current flag poles are no longer in production and four new poles must be purchased If they are all to be the same height.</p> <p>The Project has been planned for some time now with our original Shire Grant Application submitted and considered at the April 2022 Council Meeting. There was a concern that the two additional poles we were installing were going to be at a different height to the current ones installed. We have changed our project now to have four new poles at the same height.</p> <p>In addition to the project scope change we have also recently been successful in a funding application and received \$2000 through the competitive Department of Veteran’s Affairs ‘Saluting their Service’ grants program.</p> <p>The project will be managed by the existing RSL members with help from local contractor Stephen Bartlett from Digging Docker.</p> <p>Please see attached quote from the flag pole supplier. A verbal quote was received from Digging Docker for their assistance in this project.</p> <p>The Quairading RSL has limited membership and does not meet regularly due to our members age and health. We have not included meeting minutes as we don’t have a recent copy that wouldd be relevant to this application.</p>

Shire of Quairading – Community Grants  
Grant 2 Application Form

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

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

Anything to improve the memorial and its surrounds will always be a plus for the community in many ways. Tourism, remembrance of local people who served their country and an enhancement for the main street of Quairading.

This Project aligns with the Quairading Strategic Community Plan through strategy 1.2 (Provide social and cultural activities for all members of the community).

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**Would it be possible to share your project with another group?**  
 (i.e. Is there someone you can partner with? Does your proposal duplicate an existing service?) *Please Comment.*  Yes  No

The Quairading RSL is the only sub-branch of the RSL service in Quairading.

**MILESTONES & TIMEFRAME:**

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

Item / Activity	Completed By Who?	Start Date	Completion Date
Digging Docker prepare site	Digging Docker	July 2023	August 2023
Purchase of Flag Poles	Quairading RSL	July 2023	July 2023
Installation	Digging Docker	August 2023	August 2023

**PROJECT BUDGET & COSTINGS:**

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

Item/Activity	Supplier	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
4 x 6m Flag Poles	Marindust Flagpoles	\$ 600	\$ 242	\$ 2000
Site prep and installation (Verbal Quote)	Digging Docker	\$ 0	\$ 500	\$ 0
<b>Sub-Total Budget</b>		<b>\$ 600</b>	<b>\$ 742</b>	<b>\$ 2000</b>
<b>Total Budget</b>		<b>\$ 3342</b>		

Shire of Quairading – Community Grants  
 Grant 2 Application Form



<b>External Funding – Grants / Loans / Donations</b> Please provide details of any other funding your group has applied for or received that will contribute to this project:	
<b>Name of organisation/funding source/type</b>	<b>Status</b> (e.g. Received, pending)
<b>Saluting Their Service Grants \$2000</b>	Received

Shire of Quairading – Community Grants  
 Grant 2 Application Form

<b>BUDGET BREAKDOWN:</b>		
Description	Funding amount (ex GST)	Percentage (%)
Applicant Club / Organisation	\$ 742	22
External Funding (Grants / Loans / Donations)	\$ 2000	60
Council	\$ 600	18
<b>Total</b>	<b>\$ 3342</b>	<b>100%</b>

How will you acknowledge the support received from the Shire of Quairading?	If the project is supported, the Shire of Quairading will be acknowledged through the local Passion Sheet newsletter produced by the Quairading CRC.
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**CHECKLIST OF REQUIREMENTS:**

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

**DECLARATION:**

I acknowledge that:

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

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

Name: Eugene Stone

Signed: 

Date: 22/6/2023

**SUBMISSION INFORMATION:**

All applications to be received BEFORE 4pm, 31<sup>st</sup> March (Round 1) or 30<sup>th</sup> September (Round 2).

**Late applications will not be accepted.**

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au) or post to: PO Box 38, Quairading WA 6383

Shire of Quairading – Community Grants  
Grant 2 Application Form



**MARINDUST**  
 FLAGPOLES & SPORTS GOALS  
 STAINLESS STEEL HARDWARE

**E-MAIL TRANSMISSION**

**Company Name:** Quairading RSL  
**Attention:** Eugene Stone  
**E-mail:** estone3@bigpond.com **Phone:** 0429645121  
**From:** Chris Harris  
**Date:** 16<sup>th</sup> May 2023 **No. of pages inc. Header:**

The information contained in this e-mail message may be confidential information. If you are not the intended recipient, any use, disclosure or copying of this document is unauthorized. If you have received this document in error, please telephone (08) 9258 5552.

**Quotation**

**Supply Only:**

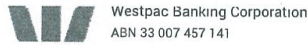
Qty	Code#	Description	Unit Price	Total price
4	MS - 5	6 metre x 80 mm diam. un-tapered external halyard Flagpoles	\$ 638.00	<b>\$ 2,552.00</b> Plus 10% GST
4	Pack	Packaging for freighting	\$ 30.00	<b>\$ 120.00</b> Plus 10% GST
1	Freight	Freight from Welshpool to Quairading per Sullivans Freight		<b>\$ 170.00</b> Plus 10% GST

**Specification for external halyard flagpoles:**

- manufactured from 6063 T6 high tensile marine grade aluminium tube (AS1664.1)
- Tapered - spun-tapered for the top third section of the pole. Un-tapered – straight up and down
- uv-stabilized heavy-duty gloss white powder coat finish to AS3715-2002 (Dulux Pearl white as standard, other colours available also clear anodised finish available)
- uv-stabilized nylon mushroom finial, cleat and flag clips
- uv-stabilized 5mm polyester halyard rope
- Halyard rope cleat height is set at 1135mm from base of flagpole (wheelchair accessible height)
- HD galvanised steel spigot with flange base plate and HDPE bushes to prevent dis-similar metal contact (AS4100 and AS1554.1)
- HD galvanised steel bolt cage with twin nuts and washers
- Engineering certification in accordance with AS1170.2 and AS1170.4
- Manufactured in WA

**Availability:** 4 – 5 days from date of order.  
**Tax:** Plus GST being 10% for all goods and services  
**Terms:** Payment 7 days from date of invoice  
**Validity:** Quotation current 60 days.

**MARINDUST**  
 Terrazzo Holdings Pty Ltd | Since 1980 | A.B.N. 66128582216 | A.C.N. 009061778  
 42a Pilbara Street, Welshpool WA P PO Box 628 Welshpool DC WA 6986  
 T (08) 9258 5552 E [sales@marindust.com.au](mailto:sales@marindust.com.au) W [marindust.com.au/flagpoles](http://marindust.com.au/flagpoles) | [marindust.com.au/stainless](http://marindust.com.au/stainless)



Westpac Banking Corporation  
ABN 33 007 457 141

Printed:22/06/2023 11:06:38 ESI

COMMUNITY SOLUTIONS ONE 036172 157471

Branch Name: QUAIRADING  
Current Balance: \$ 4,543.59  
Available Funds: \$ 4,543.59

Transactions

Date	Description	Withdrawals	Deposits	Running Balance
14/06/2023	DEPOSIT DVA 0150002673		\$ 2,000.00	\$ 4,543.59
29/05/2023	DEPOSIT QUAIRADING WA		\$ 1,000.00	\$ 2,543.59
11/05/2023	WITHDRAWAL/CHEQUE 200151	\$ 332.10		\$ 1,543.59
27/04/2023	WITHDRAWAL/CHEQUE 200100	\$ 160.00		\$ 1,875.69
27/04/2023	WITHDRAWAL/CHEQUE 200099	\$ 150.00		\$ 2,035.69
26/04/2023	WITHDRAWAL/CHEQUE 200098	\$ 20.00		\$ 2,185.69
30/03/2023	WITHDRAWAL/CHEQUE 200097	\$ 50.00		\$ 2,205.69
27/03/2023	DEPOSIT RSLWA RSLWA SBCR NOV-FEB		\$ 15.00	\$ 2,255.69
23/12/2022	WITHDRAWAL/CHEQUE 200096	\$ 90.00		\$ 2,240.69
20/12/2022	DEPOSIT RSLWA RSLWA MSHIP REFUND		\$ 20.00	\$ 2,330.69
01/12/2022	DEPOSIT RSLWA RSLWA PA22 REFUND		\$ 28.00	\$ 2,310.69
30/11/2022	WITHDRAWAL/CHEQUE 200095	\$ 328.00		\$ 2,282.69
30/11/2022	WITHDRAWAL/CHEQUE 200093	\$ 45.00		\$ 2,610.69
25/11/2022	DEPOSIT QUAIRADING WA		\$ 120.00	\$ 2,655.69
25/11/2022	DEPOSIT QUAIRADING WA		\$ 45.00	\$ 2,535.69
17/11/2022	WITHDRAWAL/CHEQUE 200094	\$ 200.00		\$ 2,490.69
07/11/2022	DEPOSIT QUAIRADING WA		\$ 645.00	\$ 2,690.69
11/07/2022	WITHDRAWAL/CHEQUE 200090	\$ 100.00		\$ 2,045.69
27/06/2022	WITHDRAWAL/CHEQUE 200089	\$ 81.10		\$ 2,145.69

Things you should know

1. Running balance means the balance of a customer's account, based on the deposits and withdrawals we've recorded on the account at a particular point in time.
2. This page is current as at 22/06/2023 13:07:29 AEST. This is not an official statement and is subject to change.

SERVICE ONLINE

Page 1 of 1



Printed:22/06/2023 11:06:38 ESI

CSP CASH RESERVE 036172 129286

Branch Name: QUAIRADING  
 Current Balance: \$ 5,371.37  
 Available Funds: \$ 5,371.37

Transactions

Date	Description	Withdrawals	Deposits	Running Balance
01/06/2023	TRANSACTION FEE	\$ 5.00		\$ 5,371.37
31/05/2023	INTEREST PAID		\$ 0.05	\$ 5,376.37
29/05/2023	WITHDRAWAL CASH 0000000 QUAIRADING WA	\$ 1,000.00		\$ 5,376.32
28/04/2023	INTEREST PAID		\$ 0.04	\$ 6,376.32
31/03/2023	INTEREST PAID		\$ 0.05	\$ 6,376.28
28/02/2023	INTEREST PAID		\$ 0.04	\$ 6,376.23
31/01/2023	INTEREST PAID		\$ 0.05	\$ 6,376.19
30/12/2022	INTEREST PAID		\$ 0.05	\$ 6,376.14
30/11/2022	INTEREST PAID		\$ 0.05	\$ 6,376.09
31/10/2022	INTEREST PAID		\$ 0.05	\$ 6,376.04
30/09/2022	INTEREST PAID		\$ 0.05	\$ 6,375.99
31/08/2022	INTEREST PAID		\$ 0.05	\$ 6,375.94
29/07/2022	INTEREST PAID		\$ 0.05	\$ 6,375.89
30/06/2022	INTEREST PAID		\$ 0.05	\$ 6,375.84

Things you should know

1. Running balance means the balance of a customer's account, based on the deposits and withdrawals we've recorded on the account at a particular point in time.
2. This page is current as at 22/06/2023 13:07:06 AEST. This is not an official statement and is subject to change.

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

*No matters for consideration*

**ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES****14.1 Cat Trapping Proposal**

<b>Responsible Officer</b>	Nicole Gibbs, Chief Executive Officer
<b>Reporting Officer</b>	Nicole Gibbs, Chief Executive Officer
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council adopt a position of maintaining the cat trapping project indefinitely (all year without a break in time) and the cost attached to doing so.

---

**IN BRIEF**

The reluctance to act on the feral cat issue at the waste management facility for over a decade has resulted in a now dire situation. Despite commencing an active cat trapping project at the facility in January 2022, the cat numbers continue to increase. The Shire now receives regular complaints that the cats are in the nature reserves, attacking resident's domestic cats, killing animals on farms, and spreading disease. It is critical that Council adopts a position of maintaining the cat trapping project indefinitely (all year and every year without a break in time) and funds the cost attached to doing so.

**MATTER FOR CONSIDERATION**

That Council consider adopting a position of maintaining the cat trapping project indefinitely (all year without a break in time) and the cost attached to doing so.

**BACKGROUND**

Feral cats are the same species as domestic cats but survive in the wild without human reliance or contact. They are a declared species under the *Biosecurity and Agriculture Management Act 2007* (BAM Act). Feral cats are defined as cats that are living and reproducing in the wild. They are not owned or socialised and survive on their own in the wild by hunting. Cats are not native to Australia. They arrived with European settlers and were later introduced in an attempt to control rabbits and rodents. Many domestic cats have also become independent of their owners and bred to become feral.

Feral cats are found across Western Australia inhabiting all types of habitats including forests, woodlands, grasslands, wetlands, and arid areas. Feral cats are the same species as domestic cats but differ in how and where they live. Feral cats are carnivores and can survive with limited access to water as they acquire most of their water from their prey and are not dependent on daily access to fresh water. They generally eat small mammals, but also catch birds, reptiles, amphibians, fish, and insects – taking prey up to the size of a brush-tail possum. In pastoral regions, they feed largely on young rabbits, but in other areas feral cats' prey mainly on native animals.

Feral cats have no defined breeding period and can have two to three litters per year; males reach sexual maturity at eight to ten months of age and females from six to eight months, usually having two to three litters year. They live on average for five years, as opposed to domestic cats that live on average nine to 15 years. Feral cats breed successfully in the Australian landscape, meaning many feral cats have never known or interacted with humans. Feral cats are now present across 99.8% of the Australian continent and can weigh up to nine kilograms.

In Western Australia, 36 mammals, 22 bird and 11 reptile species are vulnerable to predation by feral cats and a wide range of other native animals are also adversely affected by feral cats. Australia-wide, feral cats have played a major role in the extinction of at least 27 mammal species and at present endanger 147 Australian mammals, birds, reptiles and frogs. Feral cats are recognised by the Environment and Invasives Committee as an extreme threat category for Australia (the highest threat) (IPAC 2015).

Predation by feral cats is recognised as a key threatening process under the *Environmental Protection and Biodiversity Conservation Act 1999*.

Feral cats are a declared pest in Western Australia under the BAM Act. This provides a mechanism for effective and humane management of this pest animal to reduce numbers in a sustained manner. Recognised control methods for feral cats include exclusion fencing, baiting, trapping using cage traps and shooting. Trapping feral cats using cage traps allows the captured animals to be inspected for a collar and registration tag and scanned for a microchip ensuring the identification of domestic cats. Strict rules apply to shooting and baiting. Baits containing the toxin 1080 can only be used by authorised officers, Licensed Pest Management Technicians or approved users. They must operate under a Code of Practice for the Safe Use and Management of Registered Pesticides containing 1080, PAPP and Strychnine and relevant legislation. Use of firearms must comply with relevant legislation and accompanying regulations.

Control of feral cats must be humane and undertaken in accordance with the *Animal Welfare Act 2002*.

Shire officers commenced an active cat trapping project at the waste management facility in January 2022, but the cat numbers continue to increase. This is because the lack of action in the past has allowed the population to increase to such levels that additional resourcing is now required. The Shire now receives regular complaints that the cats are in the nature reserves, attacking resident's domestic cats, killing animals on farms and spreading disease. It is critical that Council adopts a position of maintaining the cat trapping project indefinitely (all year and every year without a break in time) and funds the cost attached to doing so.

Due to the regulatory restrictions on cat trapping, the cat trapping project cannot be achieved with internal resources. The project has been outsourced to WA Ranger Services. Shire officers set the traps in the afternoon and WA Ranger Services collect and dispose of the cats in the morning. You must be a registered/licensed gun owner to destroy the cats and careful records must be kept



to be able to demonstrate compliance with the *Animal Welfare Act 2002* when doing so. The current cost is \$475 per week.

### **STATUTORY ENVIRONMENT**

*Biosecurity and Agriculture Management Act 2007*

*Environmental Protection and Biodiversity Conservation Act 1999*

*Animal Welfare Act 2002*

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The current cost of the program is \$475.00 per week.

### **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
- 4.1 Natural Environment:** Maintain a high standard of environmental health services
- 4.2 Natural Environment:** Conservation of our natural environment

### **CONSULTATION**

Nil.

### **RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

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

**RISK ASSESSMENT**


	Option 1
Financial	<p>Low</p> <p><i>If the amount is included in the statutory budget then there is minimal financial risk.</i></p>
Health	<p>Medium</p> <p><i>Feral cats pose a risk to residents as well as animals. They spread disease and have the potential to injure residents.</i></p>
Reputation	<p>Medium</p> <p><i>The Shire regularly gets complaints about feral cats in the nature reserve, the townsite, farms and the Waste Facility.</i></p> <p><i>There have been real instances of resident’s cats being attacked and killed and feral cats have been reported in residents backyards in town.</i></p>
Operations	<p>Medium</p> <p><i>Internal resources will be allocated from the Works Team to set the traps in the morning to offset the cost.</i></p>
Natural Environment	<p>High</p> <p><i>Feral cats harm native fauna in that they prey on Australian mammals, birds, reptiles and frogs and spread disease.</i></p>

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.

## 14.2 Update on Works & Services Programme

<b>Responsible Officer</b>	Nicole Gibbs, Chief Executive Officer
<b>Reporting Officer</b>	Sarah Caporn, Executive Manager, Works & Services
<b>Attachments</b>	1. Current Status of 2023/24 Works Programme <a href="#">↓</a> 
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

---

### OFFICER RECOMMENDATION

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

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### IN BRIEF

- The Works depot remains a busy place with maintenance works underway along with planning for our 2023/24 programme.
- Our Grounds and Gardens staff are looking forward to completing the park and moving to new areas.
- More comprehensive updates are provided on the 2023/24 major construction, proposed Old Beverley Road West repairs, Council properties and some minor plant incidents.

### MATTER FOR CONSIDERATION

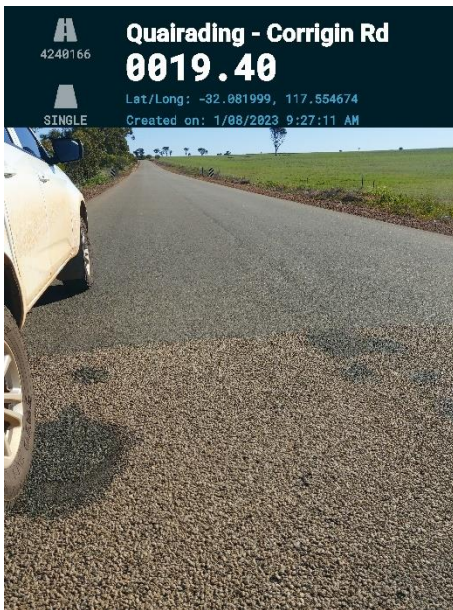
A comprehensive update of current Works & Services projects is provided below and summarised in Attachment 1.

### PROJECT UPDATES

#### Construction:

**Regional Road Group - Quairading – Corrigin Road:** The EMWS is currently undertaking procurement processes for survey work; cement stabilisation and sealing contractors for our 2023/24 works. Works will begin at SLK 19.40 and travel south (crossing Horsley Road intersection). It is recommended that the Shire will finishing where our funding does rather than finding additional budget to complete the full section as planned – which was our strategy last financial year to ensure we completed the full 6km of scope. This will likely include going back to the Regional Road Group to vary a reduction in scope which the EMWS will do when full costings become clearer. Gravel has been pushed ahead of the works in the Hammonds Hill pit.





*(L) This Image taken on 30<sup>th</sup> June. These potholes have now been filled.*



For reasons unknown to the current Executive, this road was not a route listed on the initial scope of the Wheatbelt Secondary Freight Network (WSFN). WSFN projects are cost effective for our Shire as the Local Government only needs to contribute 7% of funding with 80% coming from the Federal and the remainder from the State. The WSFN are putting together a business case for future and ongoing funding where it is anticipated that this road will be included. This means we may be able to prioritise upgrading other sealed road sections (such as Bulyee Road) rather than continue with further projects on the Quairading - Corrigin Road to stretch our funds further. Council will receive additional advice as the business case is finalised. WSFN have requested traffic counts for our main freight routes during October to December 2023.

Councillors will have noticed that our 22/23 works are sealed with a two-coat spray seal currently. The EMWS is planning to seek quotes to go back over this area with an S15R crumb rubber seal once the weather is favourable (warm) again. We needed to coat it at the end of construction to get it through winter but the crumb rubber will ensure it has a design life of 15+ years. Depending on the quotes, it is anticipated that we will readjust existing projects to release some budget to achieve the additional works. Once we've completed this, the EMWS will approach Main Roads to install centre line markings.

**Maintenance Works:** Maintenance grading programme continues. The trainee staff are progressing well but are slower than anticipated completing 3-4km per day. To combat this and to ensure a high level of maintenance grading is achieved, the EMWS has hired a grader and contract operator to assist us in completing the programme (achieving 6-8km per day). The contractor will initially focus on school bus routes and then complete roads in the north west and south west corners of the Shire while our Shire graders focus north east and south east. Our contractor was initially available for a three-week timeframe but has now indicated a greater availability through until the start of harvest but we don't anticipate needing the extra assistance for that long and will be prioritising roads accordingly. We are patching larger blowouts and potholes with loads of gravel as the situation dictates.

Potholing is also continuing for the sealed road network. Some roads are worst than others and some patches are worst than others. We have completed the Cunderdin, Corrigin and Tammin routes along with Mawson-Doodenanning. Staff are working along Old Beverley East, a patch on Dangin Mears and then Treloar Roads next.

**Old Beverley Road West:** The EMWS met with the Wheatbelt's Regional Operations Manager from the Department of Biodiversity, Conservation and Attractions (DBCA) on site last Wednesday 16<sup>th</sup> August. He indicated that our best way of processing this matter is to submit an application via their online portal for clearing of the existing creekline through the DBCA Reserve. We anticipate that it will be best to install a culvert pipe to move the water from the paddock on the north side of the road through to the south side of the road and then connect it through to the existing water way at the bottom of the Reserve. The Shire will work with surrounding landowners to clear what they can on their side of the fenceline to ensure the water has clear passage. The EMWS will work towards completing this application once things are in place for the Corrigin Road construction.

***Rural Road Spraying:***

Our Grounds and Garden staff are trained in the application of herbicides so assist in the spraying of rural roads. Our officer has done an excellent job this year as he was onto things early and has an excellent result along all minor sealed roads.

**Grounds & Gardens:**

***General Update:*** There has been limited time to do much else than focus on completing the Community Park but staff have also achieved rose pruning as well as digging several graves.

Staff have been busy preparing the final few items at the park ready to public access to commence on Friday 25<sup>th</sup> August. Corten steel edging has now been installed along with the final few loads of mulch and sand. The entry, trampoline signs and bike rack are now installed as well as the park furniture and rubbish bins.

Staff will soon commence slashing in our reserves and Shire managed blocks ahead of the looming fire season as well as begin planning for our 2023/24 works in Parker House, Arthur Kelley Village and Sportsground Precinct.

***Staff Movements:*** Our Supervisor of Grounds and Gardens has reluctantly submitted his resignation to take up a role with our local Nutrien agent. This role is currently an advertised vacancy with applications closing in early September. Our Waste Site Manager has been on leave at time of writing which has been covered by existing staff.

***Waste Site Updates:*** The E-waste and metal piles have recently been cleared and staff are working on scheduling the burning of the green waste with local Bush Fire brigades. Further improvements for the Waste Site are address elsewhere in this agenda.

***Caravan Park:*** The park has been busy with contractors of late with much of the on-site accommodation fully booked. The fire pit always proves popular and is a great addition during winter. The 2023/24 Budget includes an upgrade to the park's sewer pit, moving from an electronic probe to a series of manual floats to engage the macerating pump which is needed to move the waste from the park, up a small underground incline to meet the deep sewer line in McLennan Street. The probe is constantly faulty so the pump is currently operated manually by the Park Manager.

**Council Properties:** As recently advised via email, the Shire's Property Officer has received a significant health diagnosis so will be on extended sick leave for some weeks receiving treatment in Perth. EMWS will extend Council's best wishes for a comfortable and smooth recovery. Our Customer Service Officer has offered to assist in the Depot each afternoon to keep priority tasks progressing. We are also asking existing casual staff to assist where possible.

In terms of property updates, the Shire's Coraling Street residence is now leased to the WA Country Health Service and Edwards Way lease has been renewed for WA Police staff. The leases were finalised following some minor maintenance requests.

We currently have a vacant unit at Gillet Street and anticipate that our new Grounds and Gardens Supervisor will also need Shire accommodation. The two units on Suburban Road will also soon be vacated.

**Plant Updates:** As recently noted by our Shire President, due process was not followed in the purchasing of a new Tip Truck during 2022/23. This Purchase Order has now been cancelled with the EMWS undertaking a Tender Process or equivalent which will be presented to the September meeting.

We also recently had a spray can of paint explode in the Town Truck. It was parked over at the Park site and by all reports, sounded like a shotgun going off! This was not due to heat or any other easily identified exposure as it wasn't punctured nor a hot day when it happened. Fortunately it's not worse than a replacement windscreen and some cleaning of paint from the inside of the passenger window. This is scheduled to be repaired on Thursday 24<sup>th</sup> August.



## ENVIRONMENT

*Local Government Act 1995*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

There are no financial transactions outside of existing project scope and operational expenses until Council formally adopts their 2023/24 Budget.

The purchasing issue with the Tip Truck has been captured as part of the 2023/24 Budget.

## ALIGNMENT WITH STRATEGIC PRIORITIES

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

**CONSULTATION**

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

**RISK ASSESSMENT**

Risk Assessment Summary	
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	High <i>The Works team has strong visibility within the community and are committed to making sure the Shire is a safe and beautiful place to live and work.</i>
Operations	High <i>A well-functioning Works team ensures that Council’s priority tasks are completed in a timely and value for money method.</i>
Natural Environment	N/A

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**

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



## WORKS PROGRAMME UPDATE – 23/24

PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
<b>Works Programme Planning &amp; Road Hierarchy</b>		Rural Infrastructure Services will work with operational staff to achieve this project. Further updates to be provided to Council in due course.
<b>Major Road Construction: Quairading-Corrigin Rd</b>	October - December 2023	Procurement processes underway. Gravel has been pushed up at the Hammonds Hill pit in preparation.
<b>Gravel Resheeting: Old Beverley Road West; Stockpool Road; Badjaling North Road</b>	Scheduled early 2024.	Gravel has been pushed at Yoting South Rd (Chad Langsford's pit) in preparation for the Badj. Sth Rd.
<b>Other Road Maintenance –</b>		
<b>Cemetery Road (Permit to Take Threatened Flora (for <i>Jacksonia Quairading</i>) required)</b>		Permit expires 30 November 2023
<b>Grade Airstrip Access Road</b>		Completed, early August 2023.
<b>Footpath Improvements</b>		Request for new footpath from Arthur Kelly Village to Main Street. EMWS to seek quotes and consult with MRWA.
<b>Seal repairs (half road) on corner of Mawson-Doodenanning Rd &amp; Billacabella Rd – drainage issues with water pooling on corner</b>	September – October 2023	Scheduled for completion by the Construction team by end of October, prior to harvest.
<b>Town Hall / Shire Admin carpark (LRCI funded)</b>		Public consultation has been commenced regarding the removal of trees. Engineers have recommended they be removed as the high likelihood of further pavement failures due to roots.
<b>The Groves: Access road</b>	September 2023	Fencing and clearing done by others. Shire will need to complete access road from Ashton St to southern gateway for entry.
<b>Verge mulching / vegetation trimming: Quairading – Cunderdin Road (~20km from town edge to Shire boundary)</b>		Included within 23/24 maintenance works – specialist external contractor to complete with traffic control.







PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
<b>Level 1 Bridge Inspections</b>	Summer 2023/24	Need to compete work order on Bridge # (Dangin North Road)
<b>Kwirradig Koort Community Park</b>	July & August 2023	Still to test and finish irrigation system and stand up wind wheels. Annual maintenance visit has been scheduled.
<b>Toapin Weir</b>		Fire Pit Rings, last few signs and what to do with pump shed refurbishment. Staff will complete week commencing 18/08 after the park and prior to QCRC event on 16/09.
<b>Townsite Garden – Renewals</b>		Proposed new plantings in Main Street Precinct, Caravan Park Entry and Daycare Centre
<b>Sportsground Upgrades</b>		<p>Funding application going in for the hard sports court – demolish existing and site preparation.</p> <p>Refurbish cricket pitch in conjunction with Club.</p> <p>More fencing panels needed around Oval.</p> <p>Renew polycarbonate panels @ Ram Shed prior to their sale on 7 September. Quote received from Adam May.</p>
<b>Refurbishment of BMX / Bike Track</b>		
<p><b>Caravan Park:</b> Sewer pump (move to a silent alarm), CCTV coverage</p> <p><b>Infant Health Centre (plinth &amp; plaques)</b></p>		<p><u>Caravan Park:</u> ewer pump is always problematic so mechanical ball floats are costed into 23/24 Budget.</p> <p>Proposed installation of CCTV cameras in main public access points of park</p> <p><u>Infant Health:</u> Project Completed.</p>
<p><b>Waste Facility:</b></p> <p><b>Upgrades to fencing &amp; waste processing;</b></p> <p><b>Feral animal control programme</b></p>		<p>Addressed elsewhere in August Agenda.</p> <p>Proposed Bulk Rubbish Collection in late 2023.</p> <p>Cat control programme has been reinstated for 2023/24.</p>
<b>Aged Care Facilities:</b>		<p><b>Arthur Kelly Village:</b> 2 x Carports, Irrigation improvements, gravel carpark on NW side</p> <p><b>Parker House:</b> Total Front Garden refurbishment – may include front fencing (budget dependent) f</p>



PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
<b>Balkuling School repairs</b>		Adam May has quoted – need to schedule works.
<b>Workplace Health &amp; Safety</b>		Working through reports for what needs completing from the Audit.  Quarterly meetings of WHS Committee, attended by our LGIS Regional Risk Coordinator.
<b>Training Matrix</b>		Whole of staff training for Temporary Traffic Mgmt, Truck Licenses, more plant competency tickets, Test & Tag training (completed)
<b>Plant Upgrades</b>		Proposed to turn over 3 utes, 1 x 6 wheel tipper truck, sportsground mower and a hydraulic plant trailer.

**14.3 Management of the Containers for Change Refund Point in Quairading****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Sarah Caporn, Executive Manager, Works & Services**Attachments**

1. Attachment 1 - Complaint Letter O'Hare [↓](#) 
2. Attachment 2 - WARRRL Directions to the Operator [↓](#)  
(confidential)
3. Attachment 3 - Email Avon Valley Cash4Containers [↓](#) 

**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council seek to relinquish management of the Quairading Refund Point with a view to outsourcing the processing of Containers for Change to an external provider.

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**IN BRIEF**

The Executive Manager of Works & Services receives constant feedback on the poor state of the Waste Site (example as per Attachment 1).

Staff are constantly processing Containers for Change ahead of other waste site needs, largely due to public expectations.

The green bags and cards have helped somewhat to encourage the community to drop their bags and go but many people are still waiting to see their containers counted.

Western Australia Return Recycle Renew Limited (WARRRL) is the not-for-profit organisation created to establish and run Containers for Change in Western Australia. The Shire is frequently audited by the WARRRL (quarterly) to ensure our Refund Point is running as it should under the Refund Point Agreement and Workplace Health and Safety. Audits are administratively onerous for office staff already working over capacity.

Quairading has sufficient throughput to be an attractive option for an interested third party to take on our Refund Point which will allow Shire staff devote more time to the management of the waste site more generally.

There has been an increase in the number of people using a Scheme ID to process their claims which has been positive.

**MATTER FOR CONSIDERATION**

Council last considered improvements to the management of the Quairading Waste and Recycling Site at their March meeting. Some of the measures outlined in that agenda paper have now been implemented with only a marginal improvement in the overall appearance and management of the site.

A low cost, easy to implement step is to see if there is interest from a third party in taking on the Refund Point management. The income received by the Refund Point is not high enough to justify the amount of time staff devote to the service.

It is proposed that Council seek Expression of Interest for others interested in taking on the management of our Refund Point so that staff can be fully focused on the waste site and management of the landfill cells. The Shire would still need to manage the general household waste, ewaste, green waste, oil, tyres, building rubble, DrumMuster and Avon Waste segregations.

The Shire only receives approximately \$28,000 annually in income from WARRRL in running the Refund Point (largely from a \$0.06 processing fee per eligible container).

**BACKGROUND**

The Quairading Waste Site has been in operation for many years. Strategic waste planning is about developing future waste management strategies that provide the community with adequate services, at an affordable cost, while providing sustainable environmental protection. Council endorsed the current Waste Management Strategy in February 2022.

Council elected for the Shire to operate a Containers for Change Refund Point at the Waste Site for the community when the scheme started in WA during October 2020.

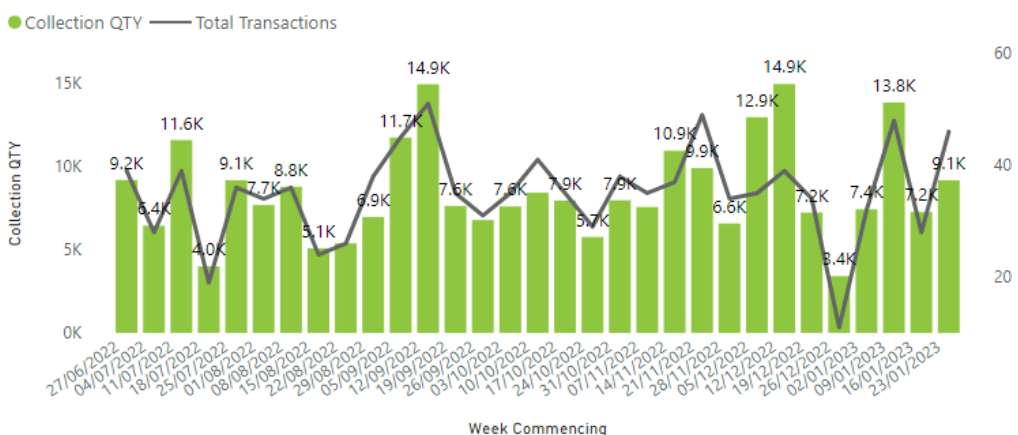
Many of our neighbouring Wheatbelt Shires never or no longer manage a Containers for Change refund point, electing instead to provide a drop point or depot for a third part to collect and process the 10c empties.

The Refund Point is time-consuming and impacts our staff’s ability to manage the rest of the Waste Site and meet our obligations under the *Environmental Protection (Rural Landfill) Regulations 2012*.

Similar sized communities manage their Containers for Change Refund Point either as a volunteer group with funds going to that group to utilise or distribute or utilise services of a third party who operates Refund Points as a small business.

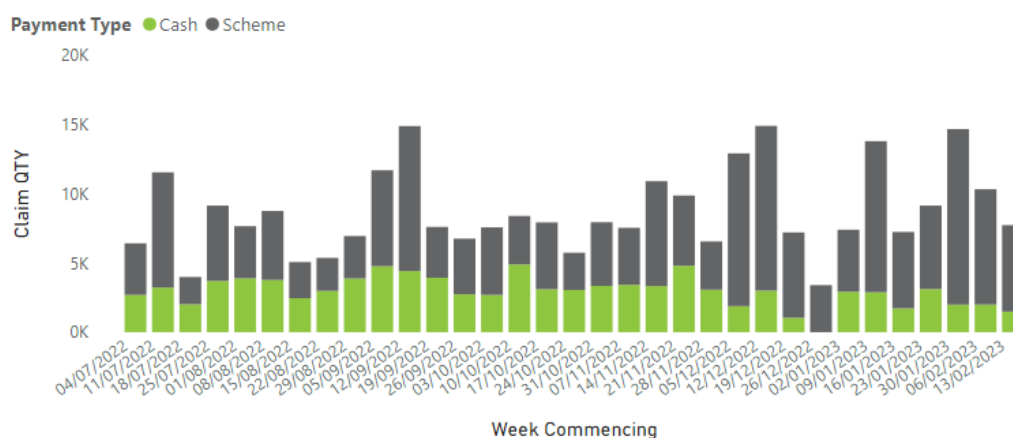
It is proposed that staff will advertise widely for Expressions of Interest should Council support the proposal to relinquish the Refund Point. This would be an open and transparent process for individuals, business or community groups to consider buying the rights to operate the Refund Point from the Shire. WARRRL will then have an Agreement with a new party for Quairading. There has already been interest from Cash for Containers who operate the Refund Point in Northam but no figures have been included (see Attachment 3).

Collections by Week



Collection by Week from 01/07/2022 to 30/06/2023. Total of 462,660 containers.

Total Claims by Week



**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Environmental Protection (Rural Landfill) Regulations 2012*

**POLICY IMPLICATIONS**

Asset Management Policy

Risk Management Policy

Work Health & Safety Policy

Waste Management Strategy

**FINANCIAL IMPLICATIONS**

All proposed short terms strategies will be covered under existing budget allocations. Longer term strategies will be costs in preparation for the 2023/24 Budget.

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

**CONSULTATION**

Aside from the frequent letters from concerned residents and the attached informal email, no consultation has been undertaken on this matter at this time.

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

Unqualified, unskilled and/or inexperienced Shire personnel increase work health and safety risks.

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

Skills/qualifications shortage across the Shire.

**RISK ASSESSMENT**

	Option 1
Financial	N/A
Health	Low <i>Unqualified, unskilled and/or inexperienced Shire personnel increase work health and safety risks.</i>
Reputation	Low <i>New local government compliance requirements and low rate-base affects rate payers’ service delivery expectations (e.g. not being met/expectations verses reality).</i>
Operations	Medium <i>The Waste Attendant position has been particularly difficult to fill. Skills/qualifications shortage across the Shire.</i>
Natural Environment	Low <i>There are legislative requirements for the management of landfill sites under the Environmental Protection (Rural Landfill) Regulations 2002. Our site meets these obligations.</i>

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

**COMMENT**

Nil

21 June 2023

Shire of Quairading  
10 Jennaberring Road  
Quairading, WA 6383

Dear Sirs,

On the 22 May, we went to the Quairading Rubbish Tip to get rid of our rubbish. We were astonished to see that there was no hole in which to deposit it. I have been depositing my rubbish at the Quairading Tip since the 1960's and I cannot remember there not being a hole for depositing rubbish there, ever since.

Because there was no hole in which to place the rubbish, it is stockpiling and blowing everywhere. This has caused the surrounding area to be badly littered, looking very unsightly.

I was also most concerned because we were not stopped before entering the tip to have our ID checked- to ensure that we are Quairading Shire ratepayers. Whilst unloading our rubbish, we did notice another vehicle there that we did not recognise, also depositing rubbish

. Of course, we don't know everyone in the Quairading Shire but we were a bit suspicious.

On Monday 29 May, my wife and five of her fellow Tidy Towns members collected about 18 bags of rubbish on the Cunderdin Quairading Road between Caroling Road and the tip. While we understand that unsecured rubbish can fly out of vehicles whilst travelling to the tip, the buildup of roadside rubbish along this stretch of the road has been noticeable.

Thank you for receiving our concerns regarding the Quairading Shire Tip. While I understand it is a huge job trying to keep it tidy and organised, it is also very important to maintain a high standard for our home town.

Sincerely,  
Paul and Judy O'Hare  
3247 Cunderdin Quairading Road  
Quairading 6383

The following photos were taken last Sunday, 23 July.









**From:** [Carolyn Bowden](#)  
**To:** [Sarah Caporn](#)  
**Cc:** [Jess Row](#)  
**Subject:** Re: Shire of Quairading  
**Date:** Thursday, 3 August 2023 4:29:00 PM

---

Hi Sarah

Thank you for reaching out. I am happy to work with you all as I'm keen to prove a drop off and click and collect in Quairading. I have a free day for my vehicle to cover or work in conjunction with Beverley day.

Carolyn

Get [Outlook for Android](#)

---

**From:** Sarah Caporn <sarah.caporn@quairading.wa.gov.au>  
**Sent:** Thursday, August 3, 2023 3:00:24 PM  
**To:** avonvalleycash4containers@gmail.com <avonvalleycash4containers@gmail.com>  
**Cc:** Jess Row <jess.row@warrri.com.au>  
**Subject:** Shire of Quairading

Hi again Caroline

I understand from a very quick chat with Jess when she was last in town that you may actually interested in considering Quairading as a Depot for your Containers for Change business. I just wanted to write to you and say that I am still very comfortable in exploring this option for the residents of Quairading.

In terms of the Containers for Change side of things, we have made some minor improvements in the take up of Scheme IDs throughout the community as well beginning to develop more of a Bag Drop style of service which I consider as positive steps towards potentially landing as a Transfer or Depot site for an off-site contractor rather than the Shire-managed model as it is currently.

I'm not sure how best to move forwards so what do you think about preparing an Expression of Interest or even a letter that I could then potentially take to the CEO or through to Council for consideration. It may be a multi-step process and be a general interest at this stage moving to firmer details as information becomes clearer but I'm approaching this in good faith for a positive outcome for our community.

I've CC'ed Jess into this email as she might have some advice for others who have also changes models. I understand this would have implications with our current agreements etc which are all items I'm willing to work through.

With thanks and kind regards, Sarah

---

**ITEM 15 MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY****15.1 Risk Management Policy****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments** 1. Risk Management Policy [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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**OFFICER RECOMMENDATION**

That Council endorse the Risk Management Policy.

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**IN BRIEF**

The Shire of Quairading's Risk Management Policy is due for its biennial review.

The Policy is an overarching document that shares Council's commitment to risk management and mitigation, and what Council is doing to manage risk in the workplace that may affect workers, Elected Members, visitors and residents.

The Policy has been included in Attachment [1] for Council consideration.

**MATTER FOR CONSIDERATION**

That Council consider endorsing the Risk Management Policy.

**BACKGROUND**

The Shire of Quairading has a Risk Management Policy as an overarching Policy that shares the commitment and objectives of Council to ensure risk is effectively managed across the organisation, and to ensure transparency and accountability.

It is the Shire's Policy to achieve best practice (aligned with ISO 31000:2018 Risk Management-Guidelines), in the management of all risks that may affect the Shire, its customers, employees, assets, functions, objectives, operations or members of the public.

Over the last 18 months, Council Officers have continued, implemented or updated several Policies, processes and procedures to assist with the mitigation of risk due to the severity of possible consequences for non-compliance with the *Work, Health & Safety Act 2020*. This Policy encompasses:

1. Risk Management Governance Framework.
2. Business Continuity Management Procedure Manual & Response Plan.
3. Regular Audit & Risk Progress Reporting to Council.
4. Regular reporting on Annual Leave liabilities to Council.
5. Regular reporting against the Risk Register/Matrix to Council.
6. Adherence to the Work Health & Safety Policy.

7. Regular review and update of Risk Management related documents.
8. Regular review of Council Policies.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Work Health & Safety Act 2020*

*Local Government (Administration) Regulations 1996*

*Local Government (Administration) Amendment Regulations 2021*

*Local Government (Audit) Regulations 1996*

*Local Government (Financial Management) Regulations 1996*

## **POLICY IMPLICATIONS**

- Bullying, Harassment & Diversity Policy
- Business Continuity Management Policy
- Bushfire Policies and Procedures
- CEO Standards for Recruitment Performance and Termination
- Children in the Workplace Policy
- Code of Conduct Behaviour Complaints Management Policy
- Code of Conduct for Elected Members Committee Members and Candidates
- Communication Policy
- Corporate Credit Card Policy
- Delegation Register
- Drug & Alcohol Policy & Testing Procedures
- Employee Code of Conduct
- Equal Opportunity Policy
- Feedback Policy
- Grievance Policy
- Leave Management Policy
- Legal Advice Policy
- Performance Development Policy
- Professional Development Policy
- Purchasing Policy
- Rates Collection Policy
- Records Management Policy
- Recovery of Rates, Debts and Service Charges Policy
- Redeployment, Redundancy or Termination Policy
- Risk Management Policy
- Underperformance & Misconduct Policy
- Voluntary Self Testing Alcohol Policy
- Work Health & Safety Policy

## FINANCIAL IMPLICATIONS

There are no financial implications with the review and update of this Policy.

## 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:

- Loss of emergency communications due to mains power supply.
- Longevity and frequency of power outages significantly impacts business.
- The sustainability and viability of the Shire of Quairading Medical Practice.
- Aged people leaving the Shire due to a lack of appropriate accommodation (well before requiring residential aged care).
- Low rate-base results in an inability to keep up with inflation.
- The resale value/return on investment for local properties remains low.
- Skills/qualifications shortage across the Shire.
- Unqualified, unskilled and/or inexperienced Shire personnel increase work health and safety risks.
- Lack of routine maintenance of Shire roads creates public safety risk and associated liability issues.
- Non-compliance with work health and safety legislation increases the risk and potential liability to the public, staff and Councillors.
- Work health and safety legislation increases liability of Councillors and Executive (personal wealth and assets) in the management of Bushfire and Volunteer Fire and Rescue Services Brigades.
- Low employee retention increases recruitment costs, decreases employee morale and decreases Shire reputation.
- Asset Management Plan is non-compliant due to aging assets and increasing costs.
- Uncertainty of Quairading's long-term future results in the further attenuation and closure of local businesses.
- New local government compliance requirements and low rate-base affects rate payers' service delivery expectations (e.g. not being met/expectations verses reality).
- A lack of planning and positioning for the Shire amalgamations leaves Quairading without any representation (including employees) in the merged and larger local government.

- Poor or no construction of roads results in public safety dangers and high-level liability consequences for Elected Members, Executive and the Shire as a whole.
- Natural disaster/s impact business continuity.
- Data breaches/hack of Shire information and communications technology systems impacts business continuity, results in financial or other data theft and increases liability (Elected Members, Executive and the Shire as a whole).
- The increasing cost of running Quairading Medical Practice results in no service or a reduced level of service.
- Misconduct (non-financial) by a Shire employee results in financial, legal and/or reputational damage.
- 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>There are no financial implications with regard to reviewing this Policy.</i>
Health	Low <i>This Policy is the overarching document expressing the Shire’s commitment to risk mitigation, which encompasses staff, Councillors, visitors and the public’s safety.</i>
Reputation	Low <i>It is now essential that the Shire provides a safe environment for workers. This Policy ensures Councils commitment to risk management and mitigation.</i>
Operations	Low <i>This Policy needs to be reviewed biennially.</i>
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**

Nil.



## RISK MANAGEMENT POLICY

### PURPOSE

Effective risk management minimises the impact of adverse events by implementing and monitoring effective mitigation of risks. It also assists to maximise on opportunities that arise when risks are identified.

The Shire will embed a coherent, systematic and structured approach to effectively manage risks arising from objectives identified in the Strategic Community Plan, Risk Management Forum and Risk Management Matrix.

This policy applies to management of all strategic and operational risks associated with the delivery of projects and services.

### OBJECTIVE

The objectives of the Risk Management Policy are delivered through the Risk Management Framework. These objectives are:

1. Develop, implement and maintain effective risk management systems and tools to identify, assess and mitigate strategic risks;
2. Assign roles and responsibilities for risk ownership;
3. Ensure treatment of risks aligns with Risk Appetite and Risk Tolerance;
4. Engage senior management to drive a risk aware culture that 'sets the tone from the top;'
5. Provide adequate training and resources for councillors and officers to assist the Shire to move towards embedding risk management in the culture;
6. Review and develop a risk register to record how strategic risks are being managed by aligning identified risks to the Strategic Community Plan aspirations;
7. Actively monitor and report on the management of risks to the Audit & Risk Committee and Council;
8. Communicate and engage with internal and external stakeholders about risk management at the Shire; and
9. Continuously improve tools within the risk management framework.

### DEFINITIONS

#### Risk

The effect of uncertainty on objectives. An effect is a deviation from the expected. It can be positive, negative or both, and can address, create or result in opportunities and threats. Objectives can have different aspects and categories, and can be applied at different levels AS/NZ ISO 31000:2018

#### Risk management

Coordinated activities to direct and control an organization with regard to risk (AS/NZ ISO 31000:2018)

## RISK MANAGEMENT POLICY

**Risk Management Policy**

Statement of the overall intentions and direction of an organization related to risk management (ISO Guide73:2009)

**Risk Management Framework**

Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organization (ISO Guide73:2009)

**Risk Appetite**

Amount and type of risk that an organization is willing to pursue or retain (ISO Guide73:2009)

**Risk Tolerance**

An organisation's or stakeholder's readiness to bear the risk after risk treatment in order to achieve its objectives (ISO Guide73:2009)

**Risk Assessment**

Overall process of risk identification, risk analysis and risk evaluation (ISO Guide73:2009)

**POLICY**

Council's commitment to effective risk management is supported by the Risk Management Framework which facilitates:

1. Embedding an organisation-wide risk management approach that aligns to the achievement of strategic objectives;
2. Developing a risk management policy and framework that implements the guidance provided by Australian New Zealand Standard for Risk Management (AS/NZS ISO 31000:2018);
3. Integrating the risk management and governance frameworks;
4. Deploying sufficient resources to effectively manage risks;
5. Managing risks effectively to protect Council's intangible and tangible assets;
6. Building confidence and trust with stakeholders by consistently and efficiently managing risks;
7. Regularly monitoring and reviewing the effectiveness and efficiency of the risk management policy and risk management framework;
8. Reporting risk management against performance indicators;
9. Communicating effectively and working together with internal and external stakeholders inviting and, where appropriate, implementing feedback received; and
10. Assigning roles and responsibilities for ownership and accountability for managing risks; and
11. Identifying emerging risks.

RISK MANAGEMENT POLICY



**RISK MITIGATION**

1. Risk Management Governance Framework.
2. Business Continuity Management Procedure Manual & Response Plan.
3. Regular Audit & Risk Progress Reporting to Council.
4. Regular reporting on Annual Leave liabilities to Council.
5. Regular reporting against the Risk Register/Matrix to Council.
6. Adherence to the Work Health & Safety Policy.
7. Regular review and update of Risk Management related documents.
8. Regular review of Council Policies.

**STATUTORY ENVIRONMENT**

Australian New Zealand Standard for Risk Management (AS/NZS ISO 31000:2018)

ISO Guide 73:2009, Risk management — Vocabulary

*Local Government (Audit) Regulations 1996* (R.17- CEO to review certain systems and procedures)

*Local Government Act 1995 Section 2.7* – Role of Council

*Local Government Act 1995 Part 7* – Audit

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Graeme Fardon	29/11/14	100-14/15	New Policy		
02	Graeme Fardon/ LGIS Consultant	20/12/18	115-18/19	<i>Policy Review Project – 5/12/2018</i>		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review	Dec 2020	
04	Nicole Gibbs			Biennial Policy Review		

**ITEM 16 URGENT COUNCILLOR'S BUSINESS**

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**ITEM 17 CONFIDENTIAL ITEMS**

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

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

**OFFICER RECOMMENDATION**

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

**17.1 Car Museum****17.2 CEO Position Description****17.3 Fluid Battery: A Synergy & Quairading Partnership**

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**17.1 Car Museum**

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**OFFICER RECOMMENDATION**

That Council directs the CEO to negotiate a formal agreement with Mr Toby Riseborough to enable the Shire to open the Car Museum to the public, in accordance with agreed Terms and Conditions, to increase tourism.

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**17.2 CEO Position Description**

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**OFFICER RECOMMENDATION**

That Council endorse the changes made to the CEO Position Description and selection criteria by the CEO Recruitment Advisory Panel.

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**17.3 Fluid Battery: A Synergy & Quairading Partnership**

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**OFFICER RECOMMENDATION**

That Council note the progress of the Fluid Battery project.

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

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**OFFICER RECOMMENDATION**

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

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**Public Reading of Resolution**

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

**ITEM 18 NEXT MEETING DATE**

The next Ordinary Council Meeting is scheduled to take place on Thursday 28 September 2023 commencing at 2.00pm in the Council Chambers, 10 Jennaberring Road, Quairading, WA.

**ITEM 19 CLOSURE**

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