

# Ordinary Council Meeting

## Minutes | 24th April 2025

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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

The Ordinary Council Meeting Minutes of Meeting held on 24th April 2025 commencing at 2.00pm.

### ITEM 1 OPENING & ANNOUNCEMENTS (00:00:01)

The Deputy Shire President opened the Meeting at 2.00 pm.

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

In accordance with Regulations 14I and 14J of the Local Government (Administration) Regulations 1996 I give notice that this meeting is being audio recorded to facilitate community participation and for minute-taking purposes. By being present, members of the public consent to the possibility of their voice being recorded. Audio recordings are published on the Shire’s website following the meeting.”

### ITEM 2 ATTENDANCE AND APOLOGIES (00:00:36)

#### Councillors

Cr JR Hippisley	Deputy Shire President
Cr BR Cowcill	
Cr RC Faltyn	
Cr EV Gom	
Cr JC Hayes	

#### Council Officers

Ms NJ Ness	Chief Executive Officer
Ms SE Caporn	Executive Manager, Works & Services
Ms M Haeusler	Executive Officer

#### Observers/Visitor

Nil

#### Apologies

Ms J Green	Executive Manager, Economic Development
Ms T Brown	Executive Manager, Corporate Services

#### Leave of Absence Previously Granted

Cr TJ Stacey	Shire President
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**ITEM 3      PUBLIC QUESTIONS (00:00:55)**

*No matters for consideration*

UNCONFIRMED

**ITEM 4      DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS (00:01:03)**

*No matters for consideration*

UNCONFIRMED

**ITEM 5      APPLICATIONS FOR LEAVE OF ABSENCE (00:01:07)**

*No matters for consideration*

UNCONFIRMED

**ITEM 6      DECLARATIONS OF INTEREST (00:01:12)**

Nil

UNCONFIRMED

**ITEM 7      CONFIRMATION OF MINUTES AND BUSINESS ARISING (00:01:27)****7.1            Confirmation of Minutes: Ordinary Council Meeting – 27 March 2025****RESOLUTION: OCM 148-24/25**

Moved:     Cr BR Cowcill

Seconded: Cr EV Gom

That the Minutes of the Ordinary Council Meeting held on the 27 March 2025 be confirmed as a true and accurate record.

FOR:            Crs JR Hippiisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes

AGAINST:     Nil

**CARRIED 5/0****BUSINESS ARISING**

Nil

**ITEM 8      RECEIVAL      OF      COMMITTEE      MEETING      MINUTES      (NO  
RECOMMENDATIONS) (00:02:12)****8.1              Reconciliation Action Plan Advisory Committee Meeting – 12 March 2025****Responsible Officer**      Natalie Ness, Chief Executive Officer**Reporting Officer**      Marion Haeusler, Executive Officer**Attachments**      Nil**Voting Requirements**      Simple Majority**Disclosure of Interest**      Reporting Officer: Nil  
Responsible Officer: Nil**RESOLUTION: OCM 149-24/25**

Moved:      Cr JC Hayes

Seconded: Cr RC Faltyn

That Council receive the minutes of the Reconciliation Action Plan Advisory Committee for its meeting on 12 March 2025.

**FOR:**              Crs JR Hippisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes**AGAINST:**      Nil**CARRIED 5/0**

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

## 8.2 Bushfire Advisory Committee Meeting – 9 April 2025 (00:03:57)

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

**Reporting Officer** Marion Haeusler, Executive Officer

**Attachments** Nil

**Voting Requirements** Simple Majority

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

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**RESOLUTION: OCM 150-24/25**

Moved: Cr RC Faltyn

Seconded: Cr JC Hayes

That Council receive the minutes of the Bushfire Advisory Committee for its meeting on 9 April 2025.

FOR: Crs JR Hippisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes

AGAINST: Nil

**CARRIED 5/0**

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

**ITEM 9      RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION (00:04:25)****9.1            Local Emergency Management Committee Meeting – 16 April 2025****Responsible Officer**      Natalie Ness, Chief Executive Officer**Reporting Officer**        Marion Haeusler, Executive Officer**Attachments**            Nil**Voting Requirements**    Simple Majority**Disclosure of Interest**   Reporting Officer: Nil  
Responsible Officer: Nil**RESOLUTION: OCM 151-24/25**

Moved:      Cr BR Cowcill


Seconded: Cr RC Faltyn

That Council receive the minutes of the Local Emergency Management Committee for its meeting on 16 April 2025.

**FOR:**            Crs JR Hippiisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes**AGAINST:**      Nil**CARRIED 5/0**

*The minutes for the Local Emergency Management Committee Meeting 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).*



**9.1.1 Department of Communities - Local Emergency Relief and Support Plan (00:06:11)****Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Marion Haeusler, Executive Officer**Attachments** 1. Department of Communities - Local Emergency Relief and Support Plan  **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

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**RESOLUTION: OCM 152-24/25**

Moved: Cr JC Hayes

Seconded: Cr RC Faltyn

**COMMITTEE RECOMMENDATION LEMC 004-24/25**

That the Local Emergency Management Committee recommend to Council that Council endorse the Local Emergency Relief and Support Plan developed by the Department of Communities as an addendum to the Shire's Local Emergency Management Arrangements.

**FOR:** Crs JR Hippiisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes**AGAINST:** Nil**CARRIED 5/0**

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Committee members requested that the contact details for the possible Shire of Quairading Evacuation Centres be updated before the plan is presented to Council.



Government of Western Australia  
Department of Communities

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# Local Emergency Relief and Support Plan

Wheatbelt Region – Northam District

Supporting Shires of Beverley, Cunderdin, Dowerin, Goomalling, Mundaring, Northam, Quairading, Tammin, Toodyay and York.



Prepared by Department of Communities, Emergency Relief and Support

**For activation of Emergency Relief and Support services for hazards defined under the WA Emergency Management arrangements call**

**0418 943 835**



Government of Western Australia  
Department of Communities

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### Ammendments

Amendments completed for the:

Shire of Beverley  
Shire of Cunderdin  
Shire of Dowerin  
Shire of Goomalling  
Shire of Mundaring  
Shire of Northam  
Shire of Quairading  
Shire of Tammin  
Shire of Toodyay  
Shire of York

Tabled and accepted at the Local Emergency Management Committee:

Shire of Beverley  
Shire of Cunderdin  
Shire of Dowerin  
Shire of Goomalling  
Shire of Mundaring  
Shire of Northam  
Shire of Quairading  
Shire of Tammin  
Shire of Toodyay  
Shire of York

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Local Emergency Relief and Support Plan – Wheatbelt region, Northam district

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**Activation summary****Alert – stage one**

- The Hazard Management Agency (HMA) or Controlling Agency is responsible for placing the Department of Communities (Communities) and the relevant Local Government/s on alert.
- Communities may engage with the Local Government/s, HMA or Controlling Agency to advise of pre-emptive preparedness activities that would support an emergency response.

**Activation for response – stage two**

- Via the on-call number 0418 943 835, the HMA or Controlling Agency is responsible for activating the Local Emergency Relief and Support Plan (LERSP) arrangements, to enable emergency relief and support service delivery for the response to the identified hazard.
- This LERSP can be activated at any incident level. Activation of this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.
- The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government.
- Should the Local Government receive an evacuation centre activation request directly from the HMA or Controlling Agency, Communities must be informed via the on-call number 0418 943 835.
- The Local Government may be required to support the initial emergency relief and support service response and open an evacuation centre. Communities will discuss preparedness and planning arrangements with the Local Government.
- All emergency relief and support related media enquiries are to be directed to Communities' Media team by phone on 6277 5325, or by email on [Media@communities.wa.gov.au](mailto:Media@communities.wa.gov.au).

**Stand down – stage three**

- The respective HMA or Controlling Agency Incident Controller is responsible for advising Communities to stand down.
- Emergency relief and support services may continue beyond this time, at the discretion of Communities.
- The Local Government is responsible for managing the overall recovery efforts affecting their community.
- When activated by the Local Government, Communities is responsible for supporting the recovery activities through the delivery of emergency relief and support services.

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**Document control**

Department of Communities is responsible for the development, maintenance and annual review of this Local Emergency Relief and Support Plan. This is completed in consultation with the Local Government and Local Emergency Management Committee.

<b>Publication date</b>	MM YYYY
<b>Review date</b>	Xxx
<b>Owner</b>	Executive Director, Emergency Relief and Support
<b>Custodian</b>	Assistant Director, Regional Preparedness and Coordination

**Amendments**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Description</b>
1	Month/year	[position title – not name]	
2	Month/year	[position title – not name]	
3	Month/year	[position title – not name]	

**Document contact**

<b>Contact</b>	ERSRegions@communities.wa.gov.au
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**Acknowledgement of Country**

The Department of Communities acknowledges the Aboriginal and Torres Strait Islander people as the traditional custodians of all the lands in Western Australia.

We recognise their continuing connection to their lands, waters and sky. We pay our respects to the Aboriginal and Torres Strait Islander people with whom we work, who we serve and protect. We also pay our respects to the Aboriginal and Torres Strait Islander cultures, and to their Elders past and present.

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### Introduction

The Department of Communities (Communities) is the support organisation responsible for providing and coordinating emergency relief and support services (previously welfare) for the 28 prescribed hazards, as specified in the emergency management legislation.

The Local Emergency Relief and Support Plan (LERSP) details the operational activities for the management and coordination of emergency relief and support services under the Local Emergency Management Arrangements (LEMA).

This LERSP is to be read in conjunction with the LEMA and [the State Support Plan - Emergency Relief and Support](#). This LERSP refers to a range of existing plans and documents relating to emergency relief and support services, including directions to websites and other sources where further information can be obtained.

### Purpose

The purpose of this LERSP is to detail the activities for the activation and coordination of emergency relief and support services before, during and after emergencies within the Local Emergency Management Committee or Local Government boundary.

The objective of this LERSP is to outline:

- the activation, and stand-down protocols of Communities and partner agencies
- Communities' responsibilities for the preparedness, response and recovery coordination of emergency relief and support services and resources, and
- the responsibilities of partner agencies to support emergency relief and support service delivery.

### Scope of activated services

Emergency relief and support services provide immediate and ongoing social supports to alleviate, as far as practicable, the effects on people impacted by an emergency. These are provided across six functional domains:

- **Emergency accommodation** - the provision of temporary shelter for impacted people evacuating from or displaced by an emergency.
- **Emergency food** – coordination of basic and essential food support for impacted people without the capacity to self-manage resulting from an emergency.
- **Emergency clothing and personal requisites** – coordination of basic and essential clothing, and personal items for emergency impacted people.
- **Emergency personal support services** – the provision of a variety of assistance for emergency impacted people. This can include early psychosocial support, practical assistance, and referral to advisory services, counselling or psychological services.
- **Registration and reunification** – the process of enabling emergency impacted people in a community to be traced and reunited with family and friends.
- **Financial assistance** – the coordination of financial assistance which, depending on the nature of an emergency, may be available to eligible impacted people affected by the event.

### Levels of response

When activated, Communities utilises the Australasian Inter-service Incident Management System (AIIMS) model to support decision making and delivery of emergency relief and support services. This includes establishing a management structure designed to deliver the key functions of control, planning, operations and logistics.

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Communities is responsible for determining and implementing the appropriate response operating model based on the scale of the emergency event. This approach involves conducting an assessment on the severity and specific requirements to decide the level of emergency relief and support services required.

Communities may undertake pre-emptive preparedness activities before an Australian Warning System (AWS) Alert is provided.

The potential or actual severity of the emergency events are broadly classified as:

- Level 1 – minor community and infrastructure impact, locally managed, supported by resources from the Local Government.
- Level 2 – medium complexity, locally managed, supported by resources from the region and if required State-wide resources.
- Level 3 – high complexity, centrally manage, supported by State-wide resources.

Via the Communities on-call number 0418 943 835, this LERSP can be activated at any level. Activation of the response arrangements in this LERSP, at any level will concurrently activate the State Support Plan - Emergency Relief and Support.

Depending on the nature of the emergency, and the scale of service demand, emergency relief and support services may be provided through the following approaches:

- remotely, by establishing the Disaster Response Hotline (1800 032 965)
- providing outreach via mobile teams for identified on-ground face-to-face support, or
- static service delivery from a designated physical location such as an evacuation centre or recovery hub.

The appropriate mode of delivery will be agreed in consultation with the HMA or Controlling Agency.

**Partner agencies**

Communities is responsible for identifying partner agencies at local and regional levels, capable of supporting a sustainable and scalable delivery of emergency relief and support services during the response and recovery stages of an emergency. Partner agencies may include other government, industry, and social sector organisations.

Communities is responsible for the costs associated with the delivery of emergency relief and support services, where a partner agency is engaged. Communities is not responsible for self-activated agency's costs during an emergency event.

Communities and partner agencies negotiate prior to activation for the required operating resources to deliver emergency relief and support.

State-level partner agency responsibilities supporting the delivery of emergency relief and support services can be viewed in the [State Support Plan – Emergency Relief and Support](#), appendix B.

**Exchange of information**

Communities may establish exchange of information agreements with HMAs, Local Governments and partner agencies. This is completed in preparation for an emergency response and recovery to ensure:

- disclosure and exchange of personal information of impacted people affected by an emergency.
- allows relevant information to be shared between HMA's, authorised officers and agencies for the purposes of emergency management.

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**Media enquiries and public information**

All emergency relief and support related media enquiries are to be directed to Communities' Media team by phone on 6277 5325, or by email on [Media@communities.wa.gov.au](mailto:Media@communities.wa.gov.au)

The HMA or Controlling Agency is responsible for the public information management function. This includes preparing and distributing timely information and instructions in the relevant language(s) to identified cultural groups living within the Local Government.

**Prevention and preparedness****Prevention**

Prevention is defined as the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Communities does not have any assigned responsibilities for prevention.

HMAs are assigned responsibility for prevention within emergency management legislation. Other emergency management agencies may also undertake prevention activities.

**Preparedness**

Preparedness is defined as the 'preparation for response to an emergency'.

- **Communities** is responsible for undertaking emergency relief and support planning and preparedness activities to ensure efficient service delivery should this LERSP be activated. This includes an understanding of partner agency capabilities to support Communities when requested.
- **Partner agencies**, with support from Communities, are responsible for developing plans in readiness for response and recovery mobilisation.
- **Support organisations** providing support to people at higher risk during emergencies are responsible for the planning provisions to cater for their specific needs throughout the emergency, such as an evacuation.
- **Hazard Management Agencies** are responsible for emergency management preparedness activities for their prescribed hazards. Local planning arrangements are provided in the LEMA.

**Pre-determined evacuation centres**

Communities establishes evacuation centres as an emergency shelter option, from which to coordinate emergency relief and support services. These centres remain operational until alternative arrangements can be made for persons impacted by the emergency.

Communities is responsible for working cooperatively with the HMA, Local Government and LEMC members to identify suitable facilities that can be used as evacuation centres appropriate for hazards that are high risk to the region.

Communities, with support from the Local Government is responsible for conducting an annual risk assessment and audit of each pre-determined evacuation centre. The purpose of the audit is to identify evacuation centres that are appropriate for the hazard-specific risks relevant to the region and to identify opportunities for Local Governments to upgrade facilities to mitigate risks.

Pre-determined evacuation centres can be found in appendix A



**OFFICIAL****Pre-positioning of emergency equipment**

Communities is responsible for the placement of equipment and supplies to support an emergency event. Generally, this placement is aligned with an evacuation centre or Communities regional office location.

Communities is responsible for conducting an annual audit on pre-positioned emergency relief and support emergency equipment and supplies. This audit ensures that there is adequate fit for purpose stock, ready to be deployed quickly and efficiently in the event of an emergency.

Pre-positioned emergency equipment can be found in appendix B

**Response**

The *Emergency Management Act 2005* defines response, as combating the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

When activated, Communities is responsible for supporting the HMA or Controlling Agency through the coordination and delivery of emergency relief and support services to the community.

The HMA or Controlling Agency is responsible for the overall response in an emergency.

If requested by the Local Government, Communities can support with recovery activities.

**Stages of response**

Communities operates a graduated response model to determine and implement the appropriate scale of emergency relief and support services. This approach involves conducting a needs assessment to determine the specific requirements and level of services required.

As mentioned, this LERSP can be activated at any level. Activation of the response arrangements in this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.

**Alert – stage one**

- The HMA or Controlling Agency is responsible for placing Communities and the Local Government on alert.
- Communities may engage with the Local Government, HMA or Controlling Agency to advise of pre-emptive preparedness activities that would support an emergency response.

**Activation for response – stage two**

- Via the on-call number 0418 943 835, the HMA or Controlling Agency is responsible for activating the LERSP arrangements, to enable emergency relief and support service delivery for the response for the identified hazard.
- This LERSP can be activated at any incident level. Activation of this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.
- Formal written acknowledgement from the HMA or Controlling Agency is required to confirm Communities is being activated.
- Should the Local Government receive an evacuation centre activation request directly from the HMA or Controlling Agency, Communities must be informed via the on-call number 0418 943 835.

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- The Local Government may be required to support the initial emergency relief and support service response and open an evacuation centre. Communities will discuss preparedness and planning arrangements with the Local Government.

**Stand down – stage three**

- The respective HMA or Controlling Agency Incident Controller is responsible for advising Communities to stand down.
- Formal written acknowledgement from the HMA or Controlling Agency is required to confirm this direction.
- Emergency relief and support services may continue beyond this time, at the discretion of Communities.

**At-risk community groups**

The HMA or Controlling Agency is responsible for directing organisations that support at-risk community groups to shelter in-place or evacuate.

Aligned with their organisation's own emergency activation plans, as a first option, support organisations are requested to evacuate to a similar facility in a safer location. Where required, Communities may be directed to support evacuated at-risk community groups.

**Emergency accommodation**

The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government.

Communities is responsible for coordinating and assessing the provision of temporary accommodation for people displaced by an emergency or evacuating from an emergency. Communities may utilise a range of emergency accommodation options to support people impacted by an emergency.

Expenses related to the activation of evacuation centres that are not approved by the HMA and/or Controlling Agency, will not be covered by Communities.

To ensure the safety of evacuees, staff and volunteers, Communities will not support the HMA/Controlling Agency to establish evacuation centres:

- in bushfire emergency warning areas, and will only establish evacuation centres in Bushfire Watch and Act areas, with Incident Controller confirmation it is safe
- if there are no safe access routes to the evacuation centres, and
- if there are structural and/or health concerns with the evacuation centre.

In circumstances where an evacuation centre is already established in a bushfire emergency warning area, in consultation with the Incident Controller, Communities will:

- conduct a risk assessment, and
- implement mitigation strategies.

In the event of an unusual damage claim resulting from the use of the facility as an evacuation centre, Communities will facilitate processes with the HMA/Controlling Agency to respond to the claim.

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**Alternate accommodation sites**

In large scale state-level impact emergencies, local facilities may be inadequate to ensure the safety of all evacuees, staff, and volunteers. Communities is responsible for requesting the use of facilities from Local Governments or private owners to support impacted people from other Local Governments.

**Animal welfare in emergencies**

No pets or animals are allowed in an evacuation centre due to health and safety considerations, except for assistance animals, like guide and hearing dogs.

Owners or caregivers are responsible for their animals and are encouraged to make arrangements to ensure their welfare throughout all stages of an emergency.

The Department of Primary Industries and Regional Development has been assigned the role and responsibility for coordinating animal welfare services in emergencies. This is supported by the Local Government, where possible.

Further details can be found in the [State Support Plan – Animal Welfare in Emergencies](#) or the Local Animal Welfare Plan in the LEMA (if applicable).

**Emergency food**

The HMA or Controlling Agency may coordinate food security during an emergency event, such as where there is limited food access due to geographical isolation.

Communities is responsible for coordinating emergency food provision to people impacted by an emergency where emergency relief and support service delivery is activated. This does not include food provision to staff from other emergency management organisations or partner agencies.

Communities cannot accept food prepared by any person or organisation without a Food Handling Certificate issued by the Local Government.

**Emergency personal support services**

Communities is responsible for coordinating and connecting people impacted by an emergency to personal support services.

Emergency personal support services aim to assist impacted people to cope with the psychosocial, well-being, personal and practical needs following an emergency. These services can encompass a variety of supports to community and impacted people to build capacity and to complement natural supports.

Communities may engage partner agencies to support the coordination of services personal support to impacted people and communities.

**Emergency financial assistance**

Communities is responsible for coordinating and connecting eligible people impacted by an emergency to financial assistance and related services.

The below categories of financial assistance may be provided on a case-by case basis to people deemed eligible.

- **Immediate financial assistance** (Category 1) – non-means tested short term assistance provided to impacted people to buy food, clothing, and personal requisites. Category 1 financial assistance is capped at a nominal amount per person, per household and is provided to impacted people based on an assessment of need.

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- **Temporary accommodation assistance** (Category 2) – non-means tested assistance provided to impacted people based on an assessment of need.
- **Essential household contents** (Category 3) – means tested assistance provided to impacted people, whose contents within their primary place of residence has been directly impacted by an emergency. This assistance is to maintain a basic standard of living by contributing towards the replacement of essential household items (e.g., cooking utensils, bedding, furniture, and whitegoods). This assistance is capped at a nominal amount, per household and may be provided to impacted people who are without insurance or underinsured.
- **Essential structural repairs** (Category 4) – means tested assistance provided to impacted home owner-occupiers to undertake essential repairs to their principal residences. This assistance enables the impacted person to make their home condition safe to inhabit. This assistance is capped at a nominal amount, per household and may be provided to impacted people who are without insurance or underinsured.

**Emergency clothing and personal requisites**

Communities is responsible for coordinating and connecting people impacted by an emergency to clothing and personal requisites. These services can encompass a variety of supports to community and impacted people to compliment natural supports.

Communities will coordinate and provide personal requisites when:

- impacted people do not have access to their own provisions, or
- impacted people cannot fund their own provisions due to financial restraints.

Communities is not responsible for the provision of medication or coordination of donated funds, goods and services.

**Registration and reunification**

The registration of impacted people in an emergency enables reunification with family and friends. Enquiries about impacted people can be coordinated, intrastate, interstate or internationally. To facilitate the reunification of impacted people, Communities may activate an appropriate system to facilitate registration and reunification services.

Communities will support the HMA or Controlling Agency to ensure appropriate public messaging is provided when activated.

**Recovery**

Recovery is defined in the *Emergency Management Act 2005* as 'the support of emergency-affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psycho-social and economic wellbeing'. The recovery process begins as soon as the emergency impact occurs. Recovery operates in parallel to the response phase and may continue after the response phase is complete.

Under the *Emergency Management Act 2005*, Local Government is responsible for managing recovery following an emergency affecting their community. Local Governments are guided by their Local Recovery Plans within their LEMA and may appoint a Local Recovery Coordinator. The Local Government may seek support from Communities during recovery.

When activated by the Local Government, Communities is responsible for supporting the recovery activities through the delivery of emergency relief and support services.

**OFFICIAL****Approach to recovery**

Communities' recovery activities are underpinned by the National Principles for Disaster Recovery. This is delivered across the social, built, economic and natural environments.

Communities operates within a scalable recovery model to determine and implement the appropriate level of emergency relief and support services required to respond to the needs of impacted people and community.

To support the needs of the community during large scale recovery programs, Communities emergency relief and support services may be funded under the Disaster Recovery Funding Arrangements.

Communities will undertake an evaluation of the effectiveness of recovery activities, including an assessment of preparedness activities for future impacts.

**Cessation of recovery**

Cessation of emergency relief and support services as part of a recovery program will be determined in consultation with the Local Government and may be dependent on community needs, access to other support services, impacted people and the community's resilience.

Local Emergency Relief and Support Plan – Wheatbelt Region, Northam district

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## Appendices

### A) Local evacuation centres

Name of centre	Capacity	Address	Contact	Comments
<b>SHIRE OF BEVERLEY EVACUATION CENTRES</b>				
<b>Beverley Town Hall (Primary)</b>	220 / 75	138 Vincent St (Hunt Rd), Beverley	Shire 9646 1200, CESM 0427 057 719 Stephen Gollan 0429 461 200	Air Con Yes Short term
<b>Beverley Function and Recreation Centre (Beverley Amenities Building) (Secondary)</b>	90 / 30	Forrest St, (John St) Beverley	Stephen Gollan 0429 461 200	Air Con Yes Short term Beverley Amenities Building
<b>Beverley Bowling Club (Secondary)</b>	120 / 50	68 Forrest St, (Smith St) Beverley	Jeff Murray 0428 925 662	Air Con No Short term Shire of Beverley (Owned building but subleased)
<b>SHIRE OF CUNDERDIN EVACUATION CENTRES</b>				
<b>Cunderdin Community &amp; Recreation Centre (Primary)</b>	292 / 75	Lundy Ave, Cunderdin	Shire 9635 2700 CESM 0448 008 653 CEO 0458 351 008	Air Con Yes Short term Space for caravans on site.

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				Unpowered sites
<b>Cunderdin Town Hall (Secondary)</b>	356	Main St, (Cubbine St) Cunderdin	Shire 9635 2700 CESM 0448 008 653 CEO 0458 351 008	Under renovation
<b>WA College of Agriculture – Cunderdin (Secondary)</b>	300 / 150 TBC by School	Baxter Rd, 3kms North of Cunderdin	School 9635 1302 9635 2100 9635 1334 (Residential and Day School)	Air Con No Short term Availability to be confirmed if required. May be used by DFES to accommodate Air Crews
<b>Meckering Town Hall (Primary)</b>	300 / 100	Cnr Vanzetti and Snooke Sts, Meckering	Shire 9635 2700 CESM 0448 008 653 CEO 0458 351 008	Air Con No Short term
<b>Meckering Sport Club (Secondary)</b>	200 / 66	Dempster St (Clifton St), Meckering	Sports Club 9625 1271 CESM 0448 008 653 CEO 0458 351 008	Air Con No Emergency only
<b>SHIRE OF DOWERIN EVACUATION CENTRES</b>				
<b>Dowerin Town and Lesser Hall (Primary)</b>	299 / 66	11 Cottrell St, Dowerin	Shire 9631 1202, CEO 0429 311 202	Air Con in Lesser Hall Short term Disable access
<b>Dowerin Recreation Centre (Secondary)</b>	300 / 150	Cnr Memorial Ave & Maisey St	Shire 9631 1202, CEO 0429 311 202	Air Con No Short term Disable access
<b>SHIRE OF GOOMALLING EVACUATION CENTRES</b>				

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<b>Goomalling Recreation Centre (Primary)</b>	150 / 50	47 Quinlan Cnr Lockyer Sts	Goomalling Shire 9629 1101 CEO 0439 496 559 Michelle (Jenna Tavern) 9623 2273	Partial Air Con Short term Has Electronic scoreboard for messages and movies. Parking for caravans
<b>Goomalling War Memorial Hall (Secondary)</b>	300 / 100	34 Quinlan Cnr Hoddy Sts	Goomalling Shire 9629 1101 CEO 0439 496 559	Air Con Yes Short term
<b>SHIRE OF NORTHAM EVACUATION CENTRES</b>				
<b>Northam Recreation Centre (Primary)</b>	1000 / 300	44 Peel Tce, Northam	Shire 96226100, David Emery (Ctr Mgr) 9622 5153 0447 242 186	Air Con Yes Long term
<b>Northam Senior High School (Secondary)</b>	600 / 200	Kennedy St, Northam	Terry Martino (Principal) 9621 0000	Air Con Yes Short term
<b>SHIRE OF QUAIRADING EVACUATION CENTRES</b>				
<b>Quairading Community building (Primary)</b>	200 / 66	Lot 190 McLennen St Quairading Greater sports ground area	Shire 96451001 CEO Natalie Ness 0499 718 358 Community Emergency Services Manager 0448 008 653	Air Con Yes Short term  (Ability to plug in external Generator)  Disability Access Available
<b>Quairading Town Hall &amp; Lesser Hall (Primary)</b>	420 / 140	Jennaberring Rd (next to Shire office)	Shire 96451001 CEO Natalie Ness 0499 718 358 Community Emergency Services Manager 0448 008 653	Air Con Yes Long term Ability to plug in external Generator No Showers. Showers available at the



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				Community Building  Disability Access Available
<b>Quairading Community Resource &amp; Cultural Arts Centre (Secondary)</b>	200	1 Parker St, Quairading	Manager 9645 0096 Executive Manager Economic Development 0439 473 287	Air Con Yes Short term  Disability Access Available
<b>Quairading Bowling Club</b>	140	Greater Sports Ground, Quairading 6383 (off McLennan St)	Shire 96451001 CEO Natalie Ness 0499 718 358	Air Con TBA Short Term  Disability Access Available
<b>SHIRE OF TAMMIN EVACUATION CENTRES</b>				
<b>Tammin Town Hall (Primary)</b>	300 / 93	1 Donnan Street, (Gt Eastern Hwy)	Shire of Tammin 08 9637 0300 (W) CEO 0458 351 008	Air Con Yes Long term
<b>Donnan Park Pavilion (Secondary)</b>	70 / 28	70 Tammin-Wyalkatchem Rd, Tammin	Shire of Tammin: 9637 0300, CEO 0458 351 008	Air Con Yes Short term
<b>SHIRE OF TOODYAY EVACUATION CENTRES</b>				
<b>Toodyay Memorial Town Hall (Primary)</b>	200 / 60	117 Stirling Tce, Toodyay	Shire of Toodyay: 9574 9300 Ranger services 9574 9370 Emergency Services Manager - Rob Koch 0458 042 104 CEO – Aaron Bowman 0484 149 846	Air Con Partial Short term

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<b>Toodyay Sports Pavilion (Showground Pavilion) (Primary)</b>	100 / 30	No 1 Toodyay St, Toodyay (Cnr Telegraph Rd and Toodyay Sts)	Shire of Toodyay: 9574 9300 Ranger services 9574 9370 Emergency Services Manager - Rob Koch 0458 042 104 CEO – Aaron Bowman 0484 149 846	Air Con No Short term
<b>SHIRE OF YORK EVACUATION CENTRES</b>				
<b>York Recreation Centre (New Building, Primary)</b> <b>York Recreation Centre (Old Building, Secondary)</b>		Lot 292 South St, York	Natalie Denning 9641 0600 0406 048 929 <a href="mailto:ndunning@belgravialeisure.com.au">ndunning@belgravialeisure.com.au</a>	Air Con Yes Short term  Managed by Belgravia. Lease in place. Waiting for copy to put on file 30/12/22
<b>York Town Hall (Secondary)</b>		27 Joaquina St, York	Chris Linnel 9641 2233 0447 884 150	Air Con No Short term

**B) Communities' pre-positioned equipment**

Storage option	Address	Access / comments
8 X 5 trailer	Northam CPFS office – 303 Fitzgerald Street Northam	Shed is behind a large double padlocked gate. The gates code is 9222. There is an anti-theft device on the trailer hitch and the code to remove that padlock is 9222.

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Pre positioned stock – 20 beds, personal requisites, blankets, sheets and towels	Northam Recreation Centre – 44 Peel Terrace Northam	Equipment is stored under the grandstand




**ITEM 10     MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING  
(00:10:01)**

*No matters for consideration*

UNCONFIRMED

**ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT (00:10:10)****11.1 Accounts for Payment - March 2025****Responsible Officer** Cynthia Lowe, Senior Finance Officer**Reporting Officer** Lauryn McLean, Finance & Customer Service Officer

**Attachments**

1. (i) List of Accounts - March 2025 [↓](#) 
2. (ii) Department of Transport Takings - March 2025 [↓](#) 
3. (iii) Credit Card Reconciliation - March 2025 [↓](#) 

**Voting Requirements** Simple Majority

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

**RESOLUTION: OCM 153-24/25**

Moved: Cr JC Hayes

Seconded: Cr BR Cowcill

That Council note the following:

1. That schedule of accounts for March 2025 covering EFT 15069 to EFT 15167, municipal vouchers 24029 – 24030 and DD17463.2 to DD17622.1 totalling \$485,202.46 be received (Attachment i);
2. That police licensing payments for the month of March 2025 totalling \$27,845.15 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for March 2025 totalling \$7,688.12 be received (Attachment iii); and
4. That net payroll payments for the month of March 2025 totalled \$125,750.97;

**FOR:** Crs JR Hippisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes**AGAINST:** Nil**CARRIED 5/0****IN BRIEF**

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

**MATTER FOR CONSIDERATION**

Note the accounts paid during March 2025.

**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 2024/2025 budget.

Payments made for the 2024/25 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:

- 3.1 Governance, Financial and Compliance Risks:** Financial Viability and Asset Management
- 3.3 Governance, Financial and Compliance Risks:** Organisational Misconduct

**RISK ASSESSMENT**

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

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

**COMMENT**

The payment listing for March 2025 are included in **Attachment (i)**

(i) List of Accounts - March 2025					
Chq/EFT	Date	Name	Description	Amount	
EFT15069	07/03/2025	TELSTRA	TELSTRA ACCOUNT #941548000 SUPPLY AND USAGE FOR THE PERIOD 20/02/2025 TO 19/03/2025 + ADMIN, MEDICAL PRACTICE, LAND CARE, LICENSING, POOL, DEPOT, QCRC	\$ 610.16	
EFT15070	07/03/2025	AUSTRALIAN TAXATION OFFICE	JANUARY BAS RETURN	\$ 43,120.00	
EFT15072	07/03/2025	BOB WADDELL & ASSOCIATES PTY LTD	2024/2025 RATES MANAGEMENT: 3.5HRS SERVICE PROVIDED BY TARA (W/E: 28/02/2025) REMOVE PENALTY INTEREST, CHANGE OF OWNERSHIP, PENSIONER CLAIMS, INTRIM SCHEDULES 2024/2025 RATES MANAGEMENT: 2.25HRS SERVICE PROVIDED BY TARA (W/E: 23/02/2025) RATES QUERIES 2024/2025 ASSISTANCE PROVIDED WITH RESOLVING CONNECTIVITY ISSUES	\$ 1,056.00	
EFT15073	07/03/2025	ROE TOURISM ASSOCIATION	ROE TOURISM ASSOCIATION FULL MEMBERSHIP AND CONTRIBUTION TO EXECUTIVE OFFICER POSITION + 2024/25	\$ 6,000.00	
EFT15074	07/03/2025	SANDY'S DESIGNS	SUPPLY AND INSTALL WINDOW TREATMENTS AT 14 REID STREET	\$ 6,231.50	
EFT15076	07/03/2025	QUAIRADING BOOK POST (2020)	ADMIN POSTAGE & STATIONERY + FEBRUARY 2025	\$ 528.09	
EFT15077	07/03/2025	BRIAN KIMBER	SKELETON WEED REIMBURSEMENTS + VEHICLE COSTS, COMMUNICATIONS AND OTHER EXPENDITURE + FEB 2025	\$ 511.26	FULLY
EFT15078	07/03/2025	COMPLETE OFFICE SUPPLIES PTY LIMITED	PINK COPY PAPER, 3X STICKY NOTES, WEEKLY PLANNER, MOUSE PAD X 2, PENS, STAPLE REMOVER, STAPLER, MOUNTING TAPE, CORD CLIPS, AIRWICK DISPENSER, 3X STICK NOTES, TISSUES, TOILET PAPER FOR DEPOT AND ADMIN	\$ 497.42	
EFT15079	07/03/2025	AMD AUDIT & ASSURANCE PTY LTD	CONDUCT LRCI AUDIT FOR 2023+2024	\$ 2,178.00	
EFT15080	07/03/2025	REWARD HOSPITALITY	COFFEE STICKS BLEND 43 NESCAFE 1000/CTN, CLASSIC BATH TOWEL CHARCOAL 680X1370MM, CLASSIC BATH TOWEL WHITE 600 X 1200MM + CARAVAN PARK	\$ 428.00	



EFT15081	07/03/2025	Crisp Wireless	MONTHLY INTERNET CONNECTION + MARCH 2025 FOR ADMIN, DEPOT, 8 DALL, 28 REID, MEDICAL PRACTICE, YOUTH CENTRE, DR HOUSE, SWIMMING POOL AND VET CLINIC	\$ 981.90	
EFT15082	07/03/2025	M.A.L. AUTOMOTIVE PTY LTD.	GENERAL SERVICE AND CHECK WARNING LIGHT ON + 2024 MAZDA BT+50 4X4 DUAL CAB GENERAL SERVICE AND CHECK + 2023 MAZDA BT+50 DUAL CAB GEN BLUE	\$ 1,415.26	
EFT15083	07/03/2025	CITY OF KALAMUNDA	BUILDING SERVICES FOR MAY TO JANUARY 2025 + APPROXIMATELY 30 MIN PER WEEK (2HRS PER MONTH) + BUILDING SERVICES 29/05/2025 TO 30/01/2025	\$ 1,406.97	
EFT15084	07/03/2025	CHG+MERIDIAN AUSTRALIA PTY LIMITED	QUAIRADING CRC GYM EQUIPMENT RENTAL FOR THE PERIOD 01/04/2025 TO 30/06/2025 + PRINCIPAL AND INTEREST	\$ 3,401.99	
EFT15085	07/03/2025	BOOEASY AUSTRALIA PTY LTD + EFTSURE VERIFIED	ROOM MANAGER (CARAVAN PARK BOOKINGS) MONTHLY FEE FEBRUARY 2025	\$ 242.00	
EFT15086	07/03/2025	ARUN JAMES GEORGE THONGJAJ + EFTSURE VERIFIED	PROFESSIONAL PHOTOS FOR AUSTRALIA DAY (FULLY FUNDED)	\$ 150.00	FULLY
EFT15087	07/03/2025	S.C GREIG & S.M GREIG T/A PERTH MATTRESS & FURNITURE RECYCLING COMPANY + EFTSURE VERIFIED	COLLECTION OF MATTRESSES FOR RECYCLING + WRF	\$ 8,342.40	
EFT15088	13/03/2025	AVON WASTE	DOM RUBBISH X4, RECYCLING SERVICE X2, NEW SERVICE AND BIN, REBATE FOR CONTAINERS DEPOSIT SCHEME	\$ 9,291.26	FULLY
EFT15089	13/03/2025	QUAIRADING FARMERS CO+OP	QUAIRADING FARMERS CO+OP FEBRUARY PURCHASES FOR ADMIN, YOUTH CENTRE, DEPOT, CARAVAN PARK, COUNCIL, SWIMMING POOL, PUBLIC CONVENIENCES, MINISTER MEETING, SKATE PARK WORKSHOP	\$ 705.49	
EFT15090	13/03/2025	TELSTRA	TELSTRA ACCOUNT #3147560738 WAP INTERNET SUPPLY AND USAGE FOR THE PERIOD 02/03/2025 TO 01/04/2025	\$ 529.95	PARTIALLY
			TELSTRA ACCOUNT #3147560795 CESM SAT PHONE SUPPLY AND USAGE FOR THE PERIOD 04/03/2025 TO 03/04/2025 TELSTRA ACCOUNT #4866080200 QMP FAX INC SERVICE AND EQUIPMENT HIRE SUPPLY AND USAGE FOR THE PERIOD 01/03/2025 TO 28/03/2025		

EFT15091	13/03/2025	COMMUNITY RESOURCE CENTRE + QUAIRADING	QUAIRADING COMMUNITY CENTRE PRINTING FOR YOUTH CENTRE, 3G SURVEYS, BANKSIA BULLETIN	\$ 215.82	
EFT15092	13/03/2025	CDA AIR CONDITIONING & REFRIGERATION	ADMIN OFFICE+ CEO OFFICE + DIAGNOSE & REPAIR AIR FLOW IN DUCTS	\$ 243.85	
EFT15094	13/03/2025	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD + EFTSURE VERIFIED	REPLENISHMENT OF FIRST AID KITS + WORKS DEPOT / SHIRE VEHICLES / ADMIN	\$ 2,342.15	
EFT15095	13/03/2025	BOB WADDELL & ASSOCIATES PTY LTD	2024/2025 RATES MANAGEMENT: 2HRS SERVICE PROVIDED BY TARA (W/E: 09/03/2025) RATES QUERIES	\$ 352.00	
EFT15096	13/03/2025	SYNERGY	SYNERGY ACCOUNT #765171390 CARAVAN PARK, CARETAKERS COTTAGE, CABINS 1 + 7, SWIMMING POOL AND PARKS AND GARDENS + POWER SUPPLY AND USAGE FOR THE PERIOD 12/12/2024 + 08/01/2025 SYNERGY ACCOUNT #765171390 CARAVAN PARK, CARETAKERS COTTAGE, CABIN 1+7, PARKS AND GARDENS, SWIMMING POOL POWER SUPPLY AND USAGE FOR THE PERIOD 09/01/2025 TO 12/02/2025 SYNERGY ACCOUNT #857387870 STREET LIGHTS POWER SUPPLY AND USAGE FOR THE PERIOD 25/01/2025 TO 24/02/2025	\$ 9,482.07	PARTIALLY
EFT15097	13/03/2025	BENTNAIL BUILDING & MAINTENANCE	EXCAVATOR HIRE + CEMETERY AND FUEL CHARGE (MACHINE RETURNED UNFUELED)	\$ 308.00	
EFT15098	13/03/2025	TERRY STACEY	PARTIAL REFUND DUE TO SUBSTANDARD CLEANING TO HALL, KITCHEN AND SOUND HIRE BOND FROM 20/02/2025	\$ 1,010.00	FULLY
EFT15099	13/03/2025	CIVISTRUCT AUSTRALIA PTY LTD	REFUND OF DUPLICATE PAYMENT MADE FOR INVOICES 20111 AND 20139 PAYMENT MADE 27 AND 28 FEB 2025	\$ 137.34	FULLY
EFT15100	13/03/2025	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2024/25 ESL QUARTER 3 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE AND EMERGENCY SERVICE OF WA ACT 1998 PART 6A + EMERGENCY SERVICE LEVY + SECTION 36ZJ AND OPTION B AGREEMENT	\$ 25,629.10	FULLY
EFT15101	13/03/2025	GREAT SOUTHERN FUEL SUPPLIES	6000L DIESEL FOR DEPOT, 210L DRUM OF AD+BLU + DEPOT, 5000L DIESEL + DEPOT	\$ 19,703.77	

EFT15102	13/03/2025	COMBINED PEST CONTROL	BRIDGE INSPECTION LEVEL 1 ONLY TIMBER BRIDGE MAINTENANCE + QUAIRADING+CORRIGIN ROAD,DANGIN+MEARS ROAD, MOUNT STIRLING ROAD, BADJALING NORTH ROAD, GEYER STREET, SOLOMON ROAD AND BRIDGE INSPECTION LEVEL 1 ONLY NON TIMBER BRIDGE MAINTENANCE + BADJALING NORTH ROAD, CUBBINE ROAD, HAYES ROAD, MOUNT STIRLING ROAD, BAJALING SOUTH ROAD BRIDGE TERMITE INSPECTION FOR QUAIRADING+CORRIGIN ROAD, DANGIN+MEARS ROAD, MOUNT STIRLING ROAD, BADJALING NORTH ROAD, DANGIN NORTH ROAD, GEYER STREET, SOLOMON ROAD	\$ 6,600.00	
EFT15103	13/03/2025	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF FEBRUARY + DATES SERVICED 17/02/2025, 20/02/2025, 24/02/2025, 25/02/2025, 26/02/2025	\$ 1,068.38	
EFT15104	13/03/2025	R MUNNS ENGINEERING CONSULTING SERVICES	ONSITE CONDITION ASSESSMENT + ROAD, DRAINAGE, FOOTPATHS, SIGN ASSETS	\$ 21,002.30	
EFT15105	13/03/2025	MOORE AUSTRALIA (WA) PTY LTD + EFTSURE VERIFIED	EMCS ATTENDANCE AT 2025 WA LOCAL GOVERNMENT BUDGET WORKSHOP + 21ST FEBRUARY 2024	\$ 1,430.00	
EFT15106	13/03/2025	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICE LEVY FOR THE PERIOD 01/02/2025 TO 28/02/2025 (BUILDING PERMIT)	\$ 63.50	FULLY
EFT15107	13/03/2025	LOCAL GOVERNMENT PROFESSIONALS	ESP NETWORKING EVENT + RETHINKING TIME MANAGEMENT + EXECUTIVE OFFICER	\$ 120.00	
EFT15108	13/03/2025	EARTHSTYLE CONTRACTING	INSTALLATION 3 x 450mm HDPE PIPES+ QDG+ CORRIGN RD SLK 9.49 &10.05	\$ 14,410.00	FULLY
EFT15109	13/03/2025	Nutrien Ag Solutions	10X HUNTER I40 SPRINKLER FOR OVAL NUTRIEN TURF FERTILISER BAG 20KG AND KIKUYU SEED FOR CARAVAN PARK	\$ 2,055.68	
EFT15110	13/03/2025	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES + MARCH 2025, ADMIN AND MEMBERS POSTAGE & STATIONERY + MARCH 2025	\$ 2,703.87	
EFT15111	13/03/2025	QUAIRADING TYRE & BATTERY SUPPLIES + FUEL ACCOUNT	JANUARY FUEL PURCHASES FOR QO, POTH, OQ, BACKHOE AND Q5480	\$ 560.25	

EFT15112	13/03/2025	BUNNINGS GROUP LIMITED	VET + 2x EMBOSSED FROST ADHESIVE FILM, DOWNLIGHT IP44 LED HPM, DOOR STOP, 5x TRACK SLIDING DOOR GUIDE FLOOR MOUNT, 3 X D SHACKLE 10MM FOR 2018 ISUZU DMAX UTE, MARKER FOR DEPOT, 3 X D SHACKLE 6MM FOR 2019 MAZDA BT+50	\$ 137.89	
EFT15113	13/03/2025	COMPLETE OFFICE SUPPLIES PTY LIMITED	DOCUMENT PROTECTOR, POLYPOST BINDER PACK FOR DEPOT	\$ 63.86	
EFT15114	13/03/2025	HUTTON & NORTHEY SALES	TRAILER PLUG FOR 2014 MAZDA BT+50 SINGLE CAB	\$ 29.19	
EFT15115	13/03/2025	BH GRAPHIC DESIGN	RAP GRAPHIC DESIGN + 2X COVER OPTIONS AND INTERNAL SPREADS, 36PP INTERNAL PAGES DESIGNED INCLUDING 4PP COVER, 2 ROUNDS OF EDITING	\$ 2,145.00	
EFT15116	13/03/2025	ELDERS QUAIRADING	LOCKABLE CAMM+LOCK FITTINGS + DANGIN MEARS FIRE TANK, RAT BAIT AND TRAPS + CARAVAN PARK	\$ 1,280.00	
EFT15117	13/03/2025	ALTUS PLANNING + EFTSURE VERIFIED	TOWN PLANNING SERVICES FOR FEBRUARY 2025	\$ 3,155.63	PARTIALLY
EFT15118	13/03/2025	WORKWEAR HUB	WORKS / GARDENS CREW UNIFORMS	\$ 3,172.70	
EFT15119	13/03/2025	GREENWOOD OPERATIONS PTY LTD	TOP YARD PUMP + TEST CIRCUIT, TRACE FAULT TO PUMP MOTOR, NEW PARK+ BBQ POWER TEST CIRCUIT AND RESET RCD, AIRFIELD+CHECK ON REPORTED LANDING LIGHT NOT LIGHTING+ NO FAULT FOUND, ALL IN ORDER, BORE FIELD+DISCONNECT PUMPS, SPLICE CABLE TO NEW PUMPS, REPAIR 1 DAMAGED CABLE, RECONNECT AND TEST PUMPS, HEAT SHRINK, 2.5mm COPPER CRIMP SLEEVE, SUNDRIES, EDWARDS WAY+ REPAIR RANGEHOOD AND INSTALL DUCTING FOR SECURITY CAMERAS, CONTROL MODULE AND LAMP HOLDER, 40 x 25 PVC DUCT, SUNDRIES	\$ 2,846.16	
EFT15120	13/03/2025	DESTINY MASHFORD + POLLETT	REFRESHMENTS FOR YOUTH WHILE AT SHIRE OFFICE	\$ 14.98	
EFT15121	13/03/2025	BEAM ME UP MEDIA PTY. LTD. + EFTSURE VERIFIED	COMMUNITY STAR GAZING EVENT	\$ 2,310.00	
EFT15122	13/03/2025	THE PINEL FAMILY TRUST T/A ASPHALT IN A BAG + EFTSURE VERIFIED	ASPHALT IN A BAG PREMIUM DENSE MIX + TAMMIN ROAD, QUAIRADING+CORRIGIN ROAD, QUAIRADING+CUNDERDIN ROAD, CUBBINE ROAD	\$ 1,787.50	
EFT15123	13/03/2025	L.N. PRICE AND PARTNERS PTY. LTD. T/A BUSSELTON ADVANCED DRIVER TRAINING + EFTSURE VERIFIED	HR DRIVER TRAINING + DEPOT EMPLOYEE	\$ 1,895.00	
EFT15124	13/03/2025	CHLOE NELLA	REFUND OF COMMUNITY BUILDING AND KEY BOND FOR HIRE ON 06/03/2025	\$ 625.00	FULLY
EFT15125	13/03/2025	BK BEES AND HONEY + EFTSURE VERIFIED	BEE HIVE REMOVAL AT TOAPIN WEIR PICNIC TABLE	\$ 201.80	

EFT15126	13/03/2025	KARAN HAYWARD	REFUND OF BOND FOR SHIRE HALL BUILDING & KEY + WINMAR FUNERAL 28.02.25	\$ 875.00	FULLY
EFT15127	13/03/2025	BOC LIMITED	CONTAINER SERVICE + DAILY TRACKING FOR PERIOD 29/01/2025 TO 25/02/2025	\$ 47.49	
EFT15128	13/03/2025	SHIRE OF QUAIRADING	U4/19 GILLET STREET + BOND TO COVER DEBTOR ACCOUNT, PAYMENT OF SUBSTANDARD CLEANING FROM HALL, KITCHEN AND SOUND BOND FROM 20/02/2025, U4/19 GILLET STREET + BALANCE OF	\$ 667.33	FULLY
EFT15129	26/03/2025	WHEATBELT EQUIPMENT PTY LTD + EFTSURE VERIFIED	FORWARD AND REVERSE CONTROL SWITCH FOR 2010 JCB BACKHOE	\$ 1,166.25	
EFT15130	26/03/2025	DEPARTMENT OF PRIMARY INDUSTRIES & REGIONAL DEVELOPMENT + EFTSURE VERIFIED	SKELETON WEED + MGMT PROGRAM + COST	\$ 1,554.00	FULLY
EFT15131	26/03/2025	TELSTRA	TELSTRA ACCOUNT #3147560712 MOBILE SUPPLY AND USAGE FOR THE PERIOD 16/03/2025 TO 15/04/2025 + DEPOT, ADMIN, CARAVAN PARK, CSM AND WRF	\$ 443.39	PARTIALLY
EFT15132	26/03/2025	COUNTRY COPIERS NORTHAM	ADMIN SHIRE COPIER READING FOR THE PERIOD 05/02/2025 + 09/03/2025	\$ 181.04	
EFT15133	26/03/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 119 PRINCIPAL AND INTEREST REPAYMENT + MARCH 2025	\$ 8,096.35	
EFT15134	26/03/2025	BURGESS RAWSON	WATER CORP ACCOUNT #9007855432 WATER RATES 11/12/2024 TO 10/02/2025 + HEAL ST QUAIRADING LOT RLY RES WATER CORP ACCOUNT #9018402607 WATER RATES 11/12/2024 to 10/02/2025 + 1 QUAIRADING+YORK ROAD LOT 366	\$ 2,171.32	
EFT15135	26/03/2025	CDA AIR CONDITIONING & REFRIGERATION	SERVICE TO SEE WHY THE AIR CON ISN'T WORKING AT 19 POWELL CRESCENT	\$ 785.40	
EFT15136	26/03/2025	NOEL RAYMOND STONE	REFUND FOR CARAVAN PARK CABIN BOOKING	\$ 90.00	FULLY
EFT15137	26/03/2025	BOB WADDELL & ASSOCIATES PTY LTD	2024/2025 RATES MANAGEMENT: 4.5HRS SERVICE PROVIDED BY TARA (W/E: 23/03/2025) EMAILS/QUERIES, INTERIM SCHEDULES, REVIEW PROPERTY TRANSFERS 2024/2025 FINANCIAL ASSISTANCE WITH THE JANUARY 2025 MONTHLY FINANCIAL STATEMENTS	\$ 2,244.00	

			2024/2025 RATES MANAGEMENT: 3.75HRS SERVICE PROVIDED BY TARA (W/E: 16/03/2025) UPDATING PROPERTY DETAILS, EMAILS/QUERIES, UPDATING PROPERTY DETAILS AND LAND PARCELS 2024/2025 FINANCIAL ASSISTANCE WITH THE ANNUAL BUDGET REVIEW 2024/2025 FINANCIAL ASSISTANCE WITH THE ANNUAL BUDGET REVIEW		
EFT15138	26/03/2025	SYNERGY	SYNERGY ACCOUNT #195168700 28 REID STREET POWER SUPPLY AND USAGE FOR THE PERIOD 11/01/2025 TO 19/03/2025 + 2427 KW USED AND SYNERGY ACCOUNT #195168700 28 REID STREET LATE FEE FOR INVOICE 2094269081 + ONCHARGE SYNERGY ACCOUNT #195168700 28 REID STREET POWER AND SUPPLY FOR THE PERIOD 12/11/2024 TO 10/01/2025 + 1245 KW USED + ONCHARGE	\$ 3,512.62	PARTIALLY
			SYNERGY ACCOUNT #440305530 VET CLINIC POWER SUPPLY AND USAGE FOR THE PERIOD 08/01/2025 TO 10/03/2025 + 116 UNITS USED		
			SYNERGY ACCOUNT #404791220 64 CORALING STREET POWER SUPPLY AND USAGE FOR THE PERIOD 08/01/2025 TO 10/03/2025 + 786 UNITS USED SYNERGY ACCOUNT #187804760 QWRF POWER SUPPLY AND USAGE FOR THE PERIOD 08/01/2025 TO 10/03/2025 + 108 UNITS USED		
			SYNERGY ACCOUNT #207862210 YOUTH CENTRE POWER SUPPLY AND USAGE FOR THE PERIOD 08/01/2025 TO 10/03/2025 + 1372 UNITS USED		
			SYNERGY ACCOUNT #137839080 QCRC POWER SUPPLY AND USAGE FOR THE PERIOD 12/02/2025 TO 11/03/2025 + 2492 KW USED AND SYNERGY ACCOUNT #137839080 FROM CORRECTED CREDIT FROM INCORRECT PAYMENT ALLOCATION TO ACCOUNT #422437350 ON 13/11/2024 INVOICE 2018291825		
EFT15139	26/03/2025	SULLIVAN LOGISTICS PTY LTD T/A KALEXPRESS AND QUALITY TRANSPORT	FREIGHT + ROAD BITUMEN BAGS + PALLET FOR TRELOAR ROAD	\$ 127.66	

EFT15140	26/03/2025	G J JONES PLUMBING	HAYES EAST RD STANDPIPE + FIX LEAK, UNIT 4 AKV + CLEAR BLOCKAGE IN SHOWER	\$ 283.80	
EFT15141	26/03/2025	STATE WIDE TURF SERVICES	SUPPLY & INSTALL ASTRO TURF AT CRICKET PRACTICE NETS	\$ 5,940.00	
EFT15142	26/03/2025	SANDY'S DESIGNS	YOUTH CENTRE + WINDOW BLINDS (NORTHERN SIDE AND TV ROOM)	\$ 2,068.00	
EFT15143	26/03/2025	CR. JO HAYTHORNTHWAIT	COUNCILLOR SITTING FEES OCTOBER + DECEMBER 2024	\$ 1,610.00	
EFT15144	26/03/2025	WA LOCAL GOVERNMENT ASSOCIATION	UNDERSTANDING LOCAL GOVERNMENT ELEARNING COURSE AND CONFLICTS OF INTEREST ELEARNING COURSE + CR GOM + RE+ENROLEMENT AFTER EXPIRY	\$ 484.00	
EFT15145	26/03/2025	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF MARCH + DATES SERVICED 04/03/2025, 10/03/2025, 12/03/2025	\$ 779.63	
EFT15146	26/03/2025	SHERRIN RENTALS PTY LTD	HIRE + SMOOTH DRUM ROLLER FOR BULYEE+QUAIRADING ROAD AND OLD BEVERLEY EAST ROAD RRG	\$ 4,268.00	PARTIALLY
EFT15147	26/03/2025	FARMARAMA PTY LTD	TORK T2 MINI JUMBO T/ROLL 400M 1PLY 12CTN FOR PUBLIC CONVENIENCES, X BIN LINERS 240LT, POLY RISER 1+1/2' X 300MM, PHIL BRUSH 2X1 1/2" ASST CLEANING SUPPLIES FOR PUBLIC CONVENIENCE	\$ 722.78	
EFT15148	26/03/2025	AUSTRALIA DAY COUNCIL OF SOUTH AUSTRALIA INC	AUSTRALIA DAY MERCHANDISE + BUNTING, BOW BANNER, PULL UP BANNER (FULLY FUNDED)	\$ 1,205.00	FULLY
EFT15149	26/03/2025	PERTH BOUNCY CASTLE HIRE + EFTSURE VERIFIED	6 HOLE MINI GOLF FOR AUSTRALIA DAY (FULLY FUNDED)	\$ 1,034.00	FULLY
EFT15150	26/03/2025	BUNNINGS GROUP LIMITED	8 DALL ST + PAINT EXT TAUBMANS ALLWEATHER 4L SG WHITE, 2x MINI ROLLER KIT 100mm , PAINT STIRRER MONARCH, VET + 2 x EMBOSSED FROST ADHESIVE, DEPOT+ SCOTCH EXTREME MOUNTING TAPE	\$ 27.75	
EFT15151	26/03/2025	WESTWIDE AUTO ELECT & AIR CON	FIT AND WIRE IN 24v SOLENOID THROUGH NEW MASTER BATTERY ISOLATION SWITCH IN CAB, TO ISOLATE BATTERY POWER IN COMMUNITY BUS (Q458)	\$ 836.50	
EFT15152	26/03/2025	Crisp Wireless	8 DALL ST / MEDICAL PRACTICE + 12HR BACK UP POWER SUPPLY FOR MODEM	\$ 1,512.50	
EFT15153	26/03/2025	SECUREX PTY LTD.	ADDING NEW STAFF TO ALARM PIN PAD + REMOVING OLD STAFF IN ADMIN BUILDING	\$ 154.00	

EFT15154	26/03/2025	ELDERS QUAIRADING	UNIPRO PAINT ROLLER KIT 270MM + UNIT4 19 GILLET STREET, 2 x CEMENT RAPIDSET + DAY CARE CENTRE, 4 x DYNA BOLTS + VET CLINIC, HAND & BODY WASH, GLOVES DISPOSIBLE + PUBLIC TOILETS	\$ 176.70	
EFT15155	26/03/2025	WORKWEAR HUB	4 X STEEL BLUE WORK BOOTS FOR WORKS CREW	\$ 854.75	
EFT15156	26/03/2025	ZONE 50 ENGINEERING SURVEYS PTY LTD	FEATURE SURVEY FOR FULL LENGTH OF DANGIN + MEARS RD TO REVIEW CURRENT SCENARIO AND PRODUCE NEW DESIGNS AS REQUIRED SLK 0.00 + 22.18	\$ 4,224.00	FULLY
EFT15157	26/03/2025	VERIZON CONNECT	MONTHLY SUB + MARCH 2025, VEHICLE TRACKING	\$ 496.10	
EFT15158	26/03/2025	CIVIL PRODUCTS WA + EFTSURE VERIFIED	GIFT FOR RETIRING COUNCILLOR	\$ 57.20	
EFT15159	26/03/2025	RPM HIRE + EFTSURE VERIFIED	EXTENSION OF PO 5543 + TRAFFIC LIGHT HIRE FEBRUARY 2025 + OLD BELVERLEY EAST ROAD AND BULYEE+QUAIRADING ROAD (RRG PARTIAL)	\$ 1,633.50	PARTIALLY
EFT15160	26/03/2025	XAV GROUP PTY LTD T/A CONTRACT AQUATIC	ANNUAL 2024+2025 SWIMMING POOL OPERATION CONTRACT + MARCH 2025	\$ 19,800.00	
EFT15161	26/03/2025	TUTT BRYANT EQUIPMENT + EFTSURE VERIFIED	PURCHASE OF BOMAG 12T SMOOTH DRUM ROLLER MINUS TRADE OF AMMANN SMOOTH DRUM ROLLER	\$ 147,400.00	
EFT15162	26/03/2025	STURTEVANT FAMILY TRUST T/A XCARD PTY LTD + EFTSURE VERIFIED	EMERGENCY KITS (DFES GRANT)	\$ 2,440.00	FULLY
EFT15163	26/03/2025	THE TRUSTEE FOR TREVETHAN FAMILY TRUST BETTA CAMPERS + EFTSURE VERIFIED	CEMETERY MATERIALS + PURCHASE OF TURF FOR GRAVE SURROUND	\$ 550.00	
EFT15164	26/03/2025	WHEATBELT ARBORIST SERVICE PROFESSIONALS + EFTSURE VERIFIED	CHOPPING DOWN OF TREE BY ARBORIST AT CARAVAN PARK	\$ 1,980.00	
EFT15165	26/03/2025	POSEIDON POWER WASHING PTY LTD + EFTSURE VERIFIED	PRESSURE CLEANING OF 2 x NETBALL COURTS + REMOVE BLACK MOULD AHEAD OF WINTER SPORTS SEASON AND TRAVEL COSTS FOR 2X TECHNICIANS AND	\$ 7,150.00	
EFT15166	26/03/2025	ANNETTE HALPIN	REFUND OF SHORTENED STAY AT CARAVAN PARK SITE BOOKING	\$ 63.00	FULLY
EFT15167	26/03/2025	ROYAL LIFE SAVING SOCIETY AUSTRALIA	ASSESSMENT OF QUAIRADING SWIMMING POOL + FACILITY SAFETY SERVICES INCL TRAVEL AND ACCOMMODATION	\$ 649.00	
24029	17/03/2025	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT	\$ 507.00	FULLY
24030	27/03/2025	SHIRE OF QUAIRADING	WHYTE + REFUND OF BUS BOND TO SHIRE + INVOICE PAID LESS BOND (REFER INVOICE 19494)	\$ 150.00	FULLY



DD17463.2	04/03/2025	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	YARRAN, SHAREE + BOND + U4/19 GILLET STREET, QUAIRADING, HARE, JACOB + BOND LOT 190 MCLENNAN STREET, QUAIRADING (INCL PET BOND), BAVIN, NOAH + BOND 19 POWELL CRESCENT, QUAIRADING (INCL PET BOND)	\$ 1,788.00	FULLY
DD17531.1	01/03/2025	AUSTRALIAN TAXATION OFFICE	GENERAL INTEREST CHARGES AND LATE PAYMENT FEES 2024	\$ 6,537.82	
DD17597.1	14/03/2025	SINCH MESSAGE MEDIA + DIRECT DEBIT	Bulk SMS Service	\$ 552.57	
DD17610.1	13/03/2025	BEAM Clearing House	Payment of Superannuation for PPE 09.03.2025 to Beam Clearing House	\$ 9,090.22	
DD17612.1	13/03/2025	BEAM Clearing House	Payment of Superannuation for PPE 23.02.2025 to Beam Clearing House	\$ 9,186.39	
DD17618.1	27/03/2025	BEAM Clearing House	Payment of Superannuation for PPE 23.03.2025 to Beam Clearing House	\$ 8,977.96	
DD17622.1	27/03/2025	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	VET CLINIC SECURITY BOND + 11 JENNABERRING ROAD	\$ 1,320.00	FULLY
				\$ 485,202.46	

**TRANSPORT TAKINGS FOR THE MONTH ENDING****31 MARCH 2025**

<b>ACTUAL TOTAL TAKINGS</b>		
<b>DATE OF TAKINGS</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
27/02/2025	TRANSPORT TAKINGS	\$2,594.45
04/03/2025	TRANSPORT TAKINGS	\$1,191.50
05/03/2025	TRANSPORT TAKINGS	\$3,939.75
06/03/2025	TRANSPORT TAKINGS	\$1,981.75
07/03/2025	TRANSPORT TAKINGS	\$1,025.45
10/03/2025	TRANSPORT TAKINGS	\$963.05
11/03/2025	TRANSPORT TAKINGS	\$628.00
12/03/2025	TRANSPORT TAKINGS	\$1,928.60
13/03/2025	TRANSPORT TAKINGS	\$1,231.75
14/03/2025	TRANSPORT TAKINGS	\$231.40
17/03/2025	TRANSPORT TAKINGS	\$622.10
18/03/2025	TRANSPORT TAKINGS	\$3,149.20
19/03/2025	TRANSPORT TAKINGS	\$3,229.60
20/03/2025	TRANSPORT TAKINGS	\$673.10
21/03/2025	TRANSPORT TAKINGS	\$836.50
25/03/2025	TRANSPORT TAKINGS	\$1,677.05
26/03/2025	TRANSPORT TAKINGS	\$4,195.15
27/03/2025	TRANSPORT TAKINGS	\$341.20
<b>TAKINGS RECEIVED IN THE BANK - MARCH 2025</b>		<b>\$27,845.15</b>

<b>AMOUNTS YET TO BE DRAWN</b>		
<b>DATE OF TAKINGS</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
28/03/2025	TRANSPORT TAKINGS	\$3,105.50
31/03/2025	TRANSPORT TAKINGS	\$1,698.85
<b>MARCH TAKINGS RECEIVED IN THE BANK - APRIL 2025</b>		<b>\$4,804.35</b>

Shire of Quairading			
Credit Card Reconciliation - Page 1			
Statement From	28/02/2025	Statement Total	
Statement To	27/03/2025	\$	7,688.12

Credit Card Summary			
Card Name	Title	Card Ending	Amount Spent
Natalie Ness	CEO	\$ 4,433.70	\$ 4,433.70
Tricia Brown	EMCS	\$ 1,615.31	\$ 1,615.31
Sarah Caporn	EMWS	\$ 442.89	\$ 442.89
Jen Green	EMED	\$ 1,196.22	\$ 1,196.22

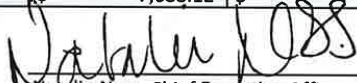
  

Credit Card Transaction - GL Entry			
GL Code	Amount (incl GST)	GST (\$)	Narration/Summary
2130642.2101	\$ 173.30	\$ 15.76	LEAVING GIFT FOR SPO, ACCOMMODATION FOR VARIOUS MEETINGS - CEO (FUNDING MEETINGS) REFRESHMENTS FOR VARIOUS MEETINGS - PROJECT MEETING LIA - STAGE 2 SETTLEMENT FOR CEO, SPO AND DMI ENGINEERING
PQ0.2610.4001	\$ 265.45	\$ 24.14	FUEL FOR Q0
2040211.2101	\$ 32.00	\$ -	REFRESHMENTS FOR CEO, EMED, GPO - FAREWELL MEETING X2, REFRESHMENTS - SCP REVIEW PROJECT MEETING
2040211.2101	\$ 426.07	\$ 38.74	BIRTHDAY GIFT FOR EO, SOQ - STAFF LUNCHEON, REFRESHMENTS FOR VARIOUS CEO, SPO PROJECT MEETINGS PERTH
2040187.2101	\$ 126.95	\$ 11.54	FLOWERS FOR SHIRE PRESIDENT
CI14201.2980.2101	\$ 2,113.27	\$ 192.12	BOOKING FOR Q0 CAR SERVICE CANCELLED DUE TO WAITING ON PARTS COULDN'T CANCEL CAR BOOKING - TO BE REIMBURSED BY CEO, PERSONAL RELOCATION - TO BE REIMBURSED BY CEO CAR HIRE WHILE Q0 HAS REPAIRS
PQ0.2970.2101	\$ 900.80	\$ 81.89	CAR HIRE WHILE Q0 HAS REPAIRS
EV08702.2980.2101	\$ 25.50	\$ 2.32	YOUTH CENTRE TOOL KIT, CHILDRENS WEEK
PQ0.2410.2704	\$ 20.35	\$ 1.85	CAR WASH FOR Q0
120302110.2100	0.92	\$ -	BANK FEES FOR REFRESHMENTS - CEO AND SPO PROJECT MEETINGS PERTH X2
2130641.2100	87.27	\$ -	ECONOMIC DEVELOPMENT - SUBSCRIPTION AND MEMBERSHIPS
191306010.2100	\$ 261.82	\$ -	ECONOMIC DEVELOPMENT - SUBSCRIPTION AND MEMBERSHIPS - PAID IN ADVANCE
BO9111.2205.2101	\$ 91.12	\$ 8.28	LAWN CARE FOR 28 REID
BM9111.2201.2101	\$ 113.61	\$ 10.33	MATERIALS FOR IRRIGATION AT 28 REID STREET
POQ1.2610.4001	\$ 250.41	\$ 22.77	FUEL FOR Q0
121402040.2003	\$ 1,160.17	\$ 105.47	REFRESHMENTS AND ACCOMMODATION FOR TRAINING CONFERENCE
20503110.2430.2100	\$ 63.30	\$ 5.75	ANNUAL SUBSCRIPTION FOR CCTV CAMERAS - PARK, POOL, CARAVAN PARK, VINTAGE CLUB, WASTE SITE
191306010.2100	\$ 126.60	\$ 11.51	ANNUAL SUBSCRIPTION FOR CCTV CAMERAS - PARK, POOL, CARAVAN PARK, VINTAGE CLUB, WASTE SITE - PAID IN ADVANCE 25/26 FY
P388.2610.4001	\$ 121.40	\$ 11.04	FUEL FOR Q388
BO11301.2890.2101	\$ 50.74	\$ 4.61	COMMUNITY BUILDING BBQ KEYS
BO12201.2980.2101	\$ 12.95	\$ -	MAGAZINE GIFT FOR DEPOT EMPLOYEE
121403040.2003	\$ 60.30	\$ -	EMPLOYEE - HR LICENCE
BO12201.2970.2100	\$ 7.60	\$ 0.69	PARKING AT QEII MEDICAL
W13224.2980.2101	\$ 998.69	\$ 90.78	STARGAZING EVENT - MERCHANDISE, MERCHANDISE FOR KIDS - JARS FOR JELLY BEANS, JELLY BEANS AND STICKERS AND AEROGUARD
AW5101.2980.2101	\$ 103.50	\$ 9.41	DFES TOWN/FARM MAILOUT ENVELOPES - GRANT FUNDED
W13216.2400.2100	\$ 29.94	\$ 2.72	SOCIAL MEDIA MARKETING - STAR GAZING EVENT



W13216.2400.2100	\$ 0.89	\$ -	SOCIAL MEDIA MARKETING - STAR GAZING EVENT - OVERSEAS TRANSACTION FEE - GST FREE
120704520.2100	\$ 63.20	\$ -	MEDICAL PRACTICE DEPOSITED PLAN FOR ARCHITECT - CARPARK BLOCK AND BUILDING BLOCK
<b>Totals</b>	<b>\$ 7,688.12</b>	<b>\$ 651.72</b>	
			<b>ACCOUNTS PROCESSING</b>
			Journal Date (DD):
			Journal Number:
			Journal Batch:
			Journal Posting Period:

Shire Confirmation

  
Natalie Ness, Chief Executive Officer

Council Approval

  
Trevor Stacey, Shire President



Electronic Statement

**BusinessChoice Everyday Mastercard® Statement**

Billing Account Number	5163 2800 9109 9937
Payment Due Date	22 APRIL 2025
Closing Balance	\$7,688.12
Minimum Payment Due	\$231.00
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>	
Natalie Ness	5163280091099937	7,393.93	20,000	
<b>Statement From</b>	<b>Statement To</b>	<b>Payment Due Date</b>	<b>Opening Balance</b>	<b>Minimum Payment Due</b>
28 FEB 2025	27 MAR 2025	22 APR 2025	7,393.93	231.00
			<b>Closing Balance</b>	<b>Available Credit</b>
			7,688.12	12,311.88

**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			
7,393.93	7,393.93 -	0.00	0.00	0.00	7,688.12	7,688.12	0.00	231.00



Electronic Statement

**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

**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).

**By Telephone Banking**

Call 132 032 if you have another Westpac account.

**Via Westpac Internet Banking**

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

**Using BPAY**

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

**In Person**

At any of our Westpac branches in Australia.

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

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

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.

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

Statement From 28/02/2025  
Statement To 27/03/2025

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

Credit Card Transactions - Natalie Ness, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
27/02/2025	COLES NORTHAM	\$ 50.00	\$ 4.55	Y	2130642.2101	LEAVING GIFT FOR SPO
27/02/2025	SHELL NORTHAM	\$ 50.01	\$ 4.55	Y	PQ0.2610.4001	FUEL FOR Q0
28/02/2025	VIBE SUBIACO	\$ 262.20	\$ 23.84	Y	2130642.2101	ACCOMMODATION FOR CEO PERTH FUNDING MEETINGS
4/03/2025	BP QUAIRADING	\$ 103.01	\$ 9.36	Y	PQ0.2610.4001	FUEL FOR Q0
6/03/2025	MAKERS KEEP QUAIRADING	\$ 6.00	\$ -	N	2040211.2101	REFRESHMENTS FOR CEO, EMED, GPO - FAREWELL MEETING
6/03/2025	MAKERS KEEP QUAIRADING	\$ 15.00	\$ -	N	2040211.2101	REFRESHMENTS FOR CEO, EMED, GPO - FAREWELL MEETING
7/03/2025	QUAIRADING CO-OP	\$ 11.00	\$ -	N	2040211.2101	REFRESHMENTS - SCP REVIEW PROJECT MEETING
7/03/2025	ADVANCED PERTH REMOVAL WANGARA	\$ 1,762.27	\$ 160.21	Y	CI14201.2980.2101	PERSONAL RELOCATION - TO BE REIMBURSED BY CEO
8/03/2025	REDDY EXPRESS - PERTH	\$ 50.00	\$ 4.55	Y	PQ0.2610.4001	FUEL FOR Q0
9/03/2025	WOOLWORTHS FLOREAT	\$ 25.50	\$ 2.32	Y	EV08702.2980.2101	YOUTH CENTRE TOOK KIT, CHILDRENS WEEK
10/03/2025	VIBE SUBIACO	-\$ 236.90	-\$ 21.54	Y	2130642.2101	ACCOMMODATION FOR CEO PERTH FUNDING MEETINGS CANCELLED
11/03/2025	THE ROWING PAVILION	\$ 98.00	\$ 8.91	Y	2130642.2101	REFRESHMENTS - PROJECT MEETING LIA - STAGE 2 SETTLEMENT FOR CEO, SPO AND DMI ENGINEERING
11/03/2025	THE ROWING PAVILION	\$ 15.00	\$ 1.36	Y	2130642.2101	REFRESHMENTS - PROJECT MEETING LIA - STAGE 2 SETTLEMENT FOR CEO, SPO AND DMI ENGINEERING
11/03/2025	THE ROWING PAVILION	-\$ 15.00	-\$ 1.36	Y	2130642.2101	REFUND FOR WRONGLY CHARGED REFRESHMENTS
13/03/2025	COLES NORTHAM	\$ 50.00	\$ 4.55	Y	2040211.2101	BIRTHDAY GIFT FOR EO
14/03/2025	BP QUAIRADING	\$ 188.50	\$ 17.14	Y	2040211.2101	SOQ - STAFF LUNCHEON
17/03/2025	PETALS NETWORK FLORIST	\$ 126.95	\$ 11.54	Y	2040187.2101	FLOWERS FOR SHIRE PRESIDENT
19/03/2025	G.G FORD AND P FORD	\$ 351.00	\$ 31.91	Y	CI14201.2980.2101	BOOKING FOR Q0 CAR SERVICE CANCELLED DUE TO WAITING ON PARTS COULDN'T CANCEL CAR BOOKING - TO BE REIMBURSED BY CEO
19/03/2025	SOUTHERN STAR ENTERPRISES - CAR WASH	\$ 20.35	\$ 1.85	Y	PQ0.2410.2704	CARWASH FOR Q0

Credit Card Transactions - Natalie Ness, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
19/03/2025	CATALANO FAMILY KITCHEN HIGHGATE	\$ 104.77	\$ 9.52	Y	2040211.2101	REFRESHMENTS FOR CEO, SPO PROJECT MEETINGS PERTH
19/03/2025	NIGHTOWL - HIGHGATE MT LAWLEY SERVICE STATIONS	\$ 62.43	\$ 5.68	Y	PQ0.2610.4001	FUEL FOR Q0
19/03/2025	BLUE SHARK SUBIACO	\$ 47.80	\$ 4.35	Y	2040211.2101	REFRESHMENTS - CEO AND SPO PROJECT MEETINGS PERTH
19/03/2025	BLUE SHARK SUBIACO	\$ 0.48	\$ -	N	120302110.2100	BANK FEES FOR REFRESHMENTS - CEO AND SPO PROJECT MEETINGS PERTH
20/03/2025	BULWER FISH AND CHIPS PERTH	\$ 35.00	\$ 3.18	Y	2040211.2101	REFRESHMENTS - CEO AND SPO PROJECT MEETINGS PERTH
20/03/2025	BULWER FISH AND CHIPS PERTH	\$ 0.44	\$ -	N	120302110.2100	BANK FEES FOR REFRESHMENTS - CEO AND SPO PROJECT MEETINGS PERTH
20/03/2025	EUROPCAR BASSENDEAN	\$ 900.80	\$ 81.89	Y	PQ0.2970.2101	CAR HIRE WHILE Q0 HAS REPAIRS
24/03/2025	SURVEY MONKEY	\$ 87.27	\$ -	N	2130641.2100	ECONOMIC DEVELOPMENT - SUBSCRIPTION AND MEMBERSHIPS
24/03/2025	SURVEY MONKEY	\$ 261.82	\$ -	N	191306010.2100	ECONOMIC DEVELOPMENT - SUBSCRIPTION AND MEMBERSHIPS - PAID IN ADVANCE
<b>Total</b>		<b>\$ 4,433.70</b>	<b>\$ 368.36</b>			





Electronic Statement

**BusinessChoice Everyday Mastercard® Statement**

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

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

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

**Card Account Transaction Details**

Account Name	Card Number	Credit Limit	Available Credit
Natalie Jane Ness	5163 2800 0106 6463	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 FEB 2025	27 MAR 2025	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	4,433.70	0.00	0.00	4,433.70 -	0.00	0.00	0.00

CSF VPN

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Westpac Banking Corporation ABN 33 007 457 141



Electronic Statement

Summary of Billing Account Transactions		
Date of Transaction	Description	Debits/Credits
14 MAR	<b>Payments</b> AUTOMATIC PAYMENT	
	<b>Sub Total:</b>	7,393.93 - <b>7,393.93 -</b>
	<b>Miscellaneous Transactions</b>	
27 MAR	NATALIE NESS 5163 2800 0106 6463 Monthly Balance	4,433.70
27 MAR	TRICIA BROWN 5163 2800 0107 6777 Monthly Balance	1,615.31
27 MAR	SARAH CAPORN 5163 2800 0153 8917 Monthly Balance	442.89
27 MAR	JENNIFER GREEN 5163 2800 0180 5969 Monthly Balance	1,196.22
	<b>Sub Total:</b>	<b>7,688.12</b>
	<b>Grand Total:</b>	<b>294.19</b>

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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



Electronic Statement

## 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.

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BusinessChoice Everyday Mastercard®					
Date of Transaction	Description			Debits/Credits	
	<b>Purchases</b>				
27 FEB	COLES 0492	NORTHAM	AUS	50.00	
	GROCERY STORES, SUPERMARKETS				
27 FEB	Shell Coles Express No	Northam	AUS	50.01	
	SERVICE STATIONS				
28 FEB	VIBE SUBIACO	SUBIACO	AUS	262.20	
	HOTELS, MOTELS, RESORTS - LO				
04 MAR	BP QUAIRADING 6561	QUAIRADING	AUS	103.01	
	SERVICE STATIONS				
06 MAR	SQ *THE MAKER'S KEEP	Quairading	AUS	6.00	
	VARIETY STORES				
06 MAR	SQ *THE MAKER'S KEEP	Quairading	AUS	15.00	
	VARIETY STORES				
07 MAR	QUAIRADING CO-OP	QUAIRADING	AUS	11.00	
	GLASSWARE & CRYSTAL STORES				
07 MAR	ADVANCED PERTH REMOVAL	WANGARA	AUS	1,762.27	
	TRANSPORTATION SERVICES NOT				
08 MAR	Reddy Express 6966	Redd Perth	AUS	50.00	
	SERVICE STATIONS				
09 MAR	WOOLWORTHS 4359	FLOREAT	AUS	25.50	
	GROCERY STORES, SUPERMARKETS				
10 MAR	VIBE SUBIACO	SUBIACO	AUS	236.90 -	
	HOTELS, MOTELS, RESORTS - LO				
11 MAR	The Rowing Pavilion	Mount Pleasant	AUS	98.00	
	EATING PLACES, RESTAURANTS				

CSF VPN

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Westpac Banking Corporation ABN 33 007 457 141



Electronic Statement

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	
11 MAR	The Rowing Pavilion Mount Pleasant AUS EATING PLACES, RESTAURANTS	15.00	
11 MAR	The Rowing Pavilion Mount Pleasant AUS EATING PLACES, RESTAURANTS	15.00 -	
13 MAR	COLES 0492 COLES 0492 NORTHAM AUS GROCERY STORES, SUPERMARKETS	50.00	
14 MAR	BP QUAIRADING 6561 QUAIRADING AUS SERVICE STATIONS	188.50	
17 MAR	PETALS NETWORK PTY LTD SYDNEY AUS FLORISTS	126.95	
19 MAR	G.G FORD & P FORD SWANBOURNE AUS AUTOMOBILE RENTAL & LEASING	351.00	
19 MAR	SOUTHERN STAR ENTERPRI MUNDARING AUS CAR WASHES	20.35	
19 MAR	Catalano Family Kitch Highgate AUS EATING PLACES, RESTAURANTS	104.77	
19 MAR	NIGHTOWL - HIGHGATE WA MT LAWLEY AUS SERVICE STATIONS	62.43	
19 MAR	BLUE SHARK SUBIACO AUS EATING PLACES, RESTAURANTS	48.28	
20 MAR	324 Bulwer Fish&Chip Perth AUS FAST FOOD RESTAURANTS	35.44	
20 MAR	EUROPCAR Bassendean Bassendean AUS EUROP CAR	900.80	
24 MAR	SURVEYMONK* T 46645123 SYDNEY AUS COMPUTER SOFTWARE	349.09	
	<b>Sub Total:</b>	<b>4,433.70</b>	
	<b>Miscellaneous Transactions</b>		
27 MAR	TRANSFER CLOSING BALANCE TO BILLING ACCT	4,433.70 -	
	<b>Sub Total:</b>	<b>4,433.70 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

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

Cardholder Signature

Date 15/4/25

Transactions examined and approved.

Manager/Supervisor Signature

Date 15/04/2025

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Shire of Quairading						
Credit Card Reconciliation - Page 3						
Statement From		28/02/2025				
Statement To		27/03/2025				
Credit Card Transactions - Tricia Brown, EMCS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
3/03/2025	BUNNINGS	\$ 91.12	\$ 8.28	Y	BO9111.2980.2101	LAWN CARE FOR 28 REID
3/03/2025	BUNNINGS	\$ 113.61	\$ 10.33	Y	BM9111.2980.2101	MATERIALS FOR IRRIGATION AT 28 REID STREET
4/03/2025	AMPOL DAWESVILLE	\$ 87.99	\$ 8.00	Y	P0Q1.2610.4001	FUEL FOR OQ
14/03/2025	AMPOL DAWESVILLE	\$ 83.26	\$ 7.57	Y	P0Q1.2610.4001	FUEL FOR OQ
18/03/2025	CROWN TOWERS PERTH	\$ 1,092.42	\$ 99.31	Y	121402040.2003	ACCOMMODATION FOR TRAINING CONFERENCE
20/03/2025	NOODLEBOX BURSWOOD	\$ 22.23	\$ 2.02	Y	121402040.2003	REFRESHMENTS FOR TRAINING CONFERENCE
21/03/2025	CROWN TOWERS PERTH	\$ 45.52	\$ 4.14	Y	121402040.2003	REFRESHMENTS FOR TRAINING CONFERENCE
23/03/2025	AMPOL DAWESVILLE	\$ 79.16	\$ 7.20	Y	P0Q1.2610.4001	FUEL FOR OQ
Total		\$ 1,615.31	\$ 146.85			



Electronic Statement

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**Card Account Transaction Details**

Account Name	Card Number	Credit Limit	Available Credit
Tricia Brown	5163 2800 0107 6777	2,000	2,000.00
Statement From	Statement To	Facility Number	
28 FEB 2025	27 MAR 2025	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	1,615.31	0.00	0.00	1,615.31 -	0.00	0.00	0.00



Electronic Statement

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

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

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.



Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

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BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	<b>Purchases</b>		
03 MAR	BUNNINGS 314000 HALLS HEAD AUS	204.73	
	HOME SUPPLY WAREHOUSE STORES		
04 MAR	AMPOL DAWESVILL 55215F DAWESVILLE AUS	87.99	
	SERVICE STATIONS		
14 MAR	AMPOL DAWESVILL 55215F DAWESVILLE AUS	83.26	
	SERVICE STATIONS		
18 MAR	Crown Towers Perth Burswood AUS	1,092.42	
	HOTELS, MOTELS, RESORTS - LO		
20 MAR	NoodleBox Burswood Burswood AUS	22.23	
	EATING PLACES, RESTAURANTS		
21 MAR	Crown Towers Perth Burswood AUS	45.52	
	HOTELS, MOTELS, RESORTS - LO		
23 MAR	AMPOL DAWESVILL 55215F DAWESVILLE AUS	79.16	
	SERVICE STATIONS		
	<b>Sub Total:</b>	<b>1,615.31</b>	
	<b>Miscellaneous Transactions</b>		
27 MAR	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,615.31 -	
	<b>Sub Total:</b>	<b>1,615.31 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	



Electronic Statement

I have checked the above details and verify that they are correct.	
Cardholder Signature 	Date <u>9/4/25</u>
Transactions examined and approved.	
Manager/Supervisor Signature 	Date <u>15/4/25</u>

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**Complaints**

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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



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

Statement From 28/02/2025  
Statement To 27/03/2025

Credit Card Transactions - Sarah Caporn, EMWS						
Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
27/02/2025	PAYPAL UNIDEN TELECOMMUNICATIONS EQUIPMENT	\$ 63.30	\$ 5.75	Y	20503110.2430.2100	ANNUAL SUBSCRIPTION FOR CCTV CAMERAS - PARK, POOL, CARAVAN PARK, VINTAGE CLUB, WASTE SITE
27/02/2025	PAYPAL UNIDEN TELECOMMUNICATIONS EQUIPMENT	\$ 126.60	\$ 11.51	Y	191306010.2100	ANNUAL SUBSCRIPTION FOR CCTV CAMERAS - PARK, POOL, CARAVAN PARK, VINTAGE CLUB, WASTE SITE - PAID IN ADVANCE 25/26 FY
22/03/2025	BP CON E PERTH SERVICE STATIONS	\$ 121.40	\$ 11.04	Y	P388.2610.4001	FUEL FOR Q388
23/03/2025	AIDAN SOUTHWELL VAWSER CLAREMONT	\$ 50.74	\$ 4.61	Y	BO11301.2890.2101	COMMUNITY BUILDING BBQ KEYS
25/03/2025	MEDICAL CTR CHEMIST NEDLANDS	\$ 12.95	\$ -	N	BO12201.2980.2101	MAGAZINE GIFT FOR DEPOT EMPLOYEE
26/03/2025	SHIRE OF QUAIRADING	\$ 60.30	\$ -	N	121403040.2003	EMPLOYEE - HR LICENCE
26/03/2025	WILSON PARKING NEDLANDS	\$ 7.60	\$ 0.69	Y	BO12201.2970.2100	PARKING AT QEII MEDICAL
<b>Total</b>		<b>\$ 442.89</b>	<b>\$ 33.60</b>			



Electronic Statement

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**Card Account Transaction Details**

Account Name	Card Number	Credit Limit	Available Credit
Mrs Sarah Elizabeth Caporn	5163 2800 0153 8917	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 FEB 2025	27 MAR 2025	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	442.89	0.00	0.00	442.89 -	0.00	0.00	0.00



Electronic Statement

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## BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
27 FEB	<b>Purchases</b> PAYPAL *UNIDEN AUST 01300366895 AUS	189.90	
22 MAR	TELECOMMUNICATIONS EQUIPMENT BP CON E PERTH 5365 EAST PERTH AUS	121.40	
23 MAR	SERVICE STATIONS AIDAN SOUTHWELL VAWSER CLAREMONT AUS	50.74	
25 MAR	BUSINESS SERVICES NOT ELSEWH MEDICAL CTR CHEMIST NEDLANDS AUS	12.95	
26 MAR	DRUG STORES, PHARMACIES SHIRE QUAIRADING QUAIRADING AUS	60.30	
26 MAR	GOVERNMENT SERVICES NOT ELSE WILSON PARKING AUSTRAL NEDLANDS AUS	7.60	
	AUTOMOBILE PARKING LOTS AND		
	<b>Sub Total:</b>	<b>442.89</b>	
27 MAR	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	442.89 -	
	<b>Sub Total:</b>	<b>442.89 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

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

Cardholder Signature

Date

9.04.25

Transactions examined and approved.

Manager/Supervisor Signature

Date

15/4/25



*Electronic Statement*

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Shire of Quairading						
Credit Card Reconciliation - Page 5						
Statement From		28/02/2025				
Statement To		27/03/2025				
Credit Card Transactions - Jen Green, EMED						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
6/03/2025	CUSTOM GEAR GLEBE	\$ 698.50	\$ 63.50	Y	W13224.2980.2101	MERCHANDISE FOR EVENTS AND STAR GAZING NIGHT
11/03/2025	KMART MULGRAVE	\$ 96.00	\$ 8.73	Y	W13224.2980.2101	STARGAZING EVENT - JARS FOR JELLY BEANS KIDS MERCHANDISE
11/03/2025	VISTAPRINT	\$ 49.98	\$ 4.54	Y	W13224.2980.2101	STICKERS FOR MERCHANDISE - STARGAZING NIGHT
12/03/2025	OFFICEWORKS BENTLEIGH	\$ 103.50	\$ 9.41	Y	AW5101.2980.2101	DFES TOWN/FARM MAILOUT - GRANT FUNDED
12/03/2025	OFFICEWORKS BENTLEIGH	\$ 94.76	\$ 8.61	Y	W13224.2980.2101	STARGAZING NIGHT KIDS MERCHANDISE
19/03/2025	FACEBOOK AD	\$ 29.94	\$ 2.72	Y	W13216.2400.2100	SOCIAL MEDIA MARKETING - STAR GAZING EVENT
19/03/2025	FACEBOOK AD	\$ 0.89	\$ -	N	W13216.2400.2100	SOCIAL MEDIA MARKETING - STAR GAZING EVENT - OVERSEAS TRANSACTION FEE - GST FREE
20/03/2025	QUAIRADING CO-OP	\$ 59.45	\$ 5.40	Y	W13224.2980.2101	AEROGUARD - STARGAZING EVENT
25/03/2025	LANDGATE	\$ 31.60	\$ -	N	120704520.2100	MEDICAL PRACTICE DEPOSITED PLAN FOR ARCHITECT - CAR PARK BLOCK
25/03/2025	LANDGATE	\$ 31.60	\$ -	N	120704520.2100	MEDICAL PRACTICE DEPOSITED PLAN FOR ARCHITECT - BUILDING BLOCK
Total		\$ 1,196.22	\$ 102.91			

Electronic Statement

**BusinessChoice Everyday Mastercard® Statement**

MRS J GREEN  
SHIRE OF QUAIRADING  
14 REID ST  
QUAIRADING WA 6383

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

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

**Card Account Transaction Details**

Account Name	Card Number	Credit Limit	Available Credit
Mrs J Green	5163 2800 0180 5969	2,000	2,000.00
Statement From	Statement To	Facility Number	
28 FEB 2025	27 MAR 2025	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	1,196.22	0.00	0.00	1,196.22 -	0.00	0.00	0.00



Electronic Statement

## 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	
	<b>Purchases</b>		
06 MAR	CUSTOM GEAR GLEBE AUS	698.50	
	MISCELLANEOUS GENERAL MERCHA		
11 MAR	KMART Mulgrave AUS	96.00	
	DISCOUNT STORES		
11 MAR	Vistaprint Australia P Derrimut AUS	49.98	
	BUSINESS SERVICES NOT ELSEWH		
12 MAR	OFFICEWORKS Bentleigh Eas AUS	198.26	
	STATIONERY, OFFICE & SCHOOL		
19 MAR	FACEBK *Q7G4AMCVJ2 fb.me/ads IRL	30.83	
	INC FX FEE AUD \$0.89		
	ADVERTISING SERVICES		
20 MAR	QUAIRADING CO-OP QUAIRADING AUS	59.45	
	GLASSWARE & CRYSTAL STORES		
25 MAR	LANDGATE MIDLAND AUS	31.60	
	GOVERNMENT SERVICES NOT ELSE		
25 MAR	LANDGATE MIDLAND AUS	31.60	
	GOVERNMENT SERVICES NOT ELSE		
	<b>Sub Total:</b>	<b>1,196.22</b>	
	<b>Miscellaneous Transactions</b>		
27 MAR	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,196.22 -	
	<b>Sub Total:</b>	<b>1,196.22 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

## Electronic Statement



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

Cardholder Signature

Date

9/4/25

Transactions examined and approved.

Manager/Supervisor Signature

Date

15/4/25

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 831 678

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



**11.2 Monthly Financial Statements - March 2025 (00:11:27)****Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Tricia Brown, Executive Manager, Corporate Services**Attachments** 1. Attachment (i) Monthly Financial Statement March 2025 [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil**RESOLUTION: OCM 154-24/25**

Moved: Cr RC Faltyn

Seconded: Cr BR Cowcill

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Statement of Financial Activity, Statement of Financial Position, explanation of material variances and associated documentation for the period ending 31 March 2025, as included in Attachment (i)

**FOR:** Crs JR Hippisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes**AGAINST:** Nil**CARRIED 5/0****IN BRIEF**

- Monthly financial statements for the period ending 31 March 2025 attached
- Depreciation has been calculated for the months up to 31 March 2025.
- Admin Allocations have been run for the months of July 2024 to 31 March 2025.

**MATTER FOR CONSIDERATION**

To receive the monthly financial report and statements.

**BACKGROUND**

The Local Government (Financial Management) Regulations 1996 requires Shire Officers to prepare, within a prescribed timeframe, financial reports covering prescribed information and present these to Council.

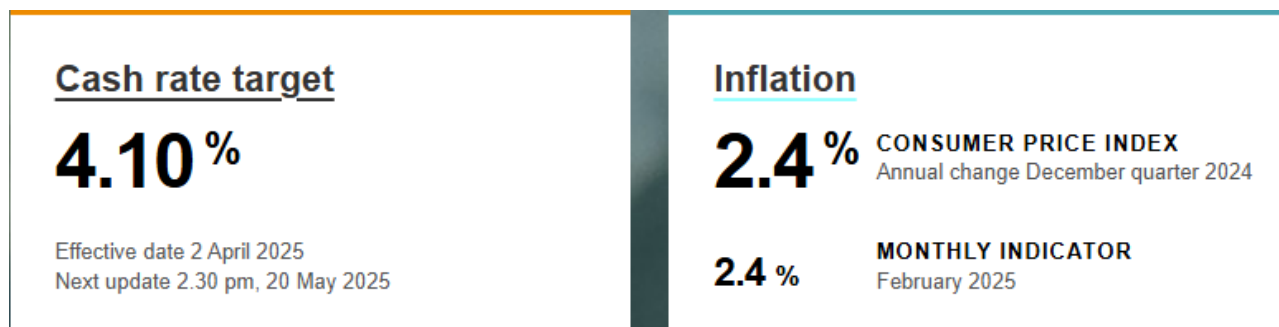
Shire Officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislated requirements.

The Consumer Price Index (CPI) rose 2.4% in the 12 months to February 2025.

	Dec 23 to Dec 24 % change	Jan 24 to Jan 25 % change	Feb 24 to Feb 25 % change
All groups monthly CPI	2.5	2.5	2.4

Following the statement announced by the Reserve Bank Board: Monetary Policy Decision on 1 April 2025 there have been no changes to the Cash Rate Target or Inflation Rate.

In framing the 2024/2025 Budget, the Shire has taken into consideration the economic environment and sustainability of its services into the future.



Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 requires each local government to present a Statement of Financial Activity that reports on income and expenditure as set out in the Annual Budget. In addition, regulation 34(5) stipulates for a local government to adopt a percentage or value to report on material variances between budgeted and actual results. The 2024/25 Budget determines the variance analysis for significant amounts of \$10,000 and 10% for the financial year.

## STATUTORY ENVIRONMENT

*Australian Accounting Standards*

*Local Government (Financial Management) Regulations 1996*

*Local Government Act 1995*

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

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

## POLICY IMPLICATIONS

Significant Accounting Policies

## FINANCIAL IMPLICATIONS

Council adopted the 2024/25 Budget at the OCM 29th August 2024. Council has also adopted the Budget Review at the OCM 27<sup>th</sup> March 2025.

## 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:

### 3.1 Governance, Financial and Compliance Risks: Financial Viability and Asset Management

## RISK ASSESSMENT

	Option 1
Financial	<i>Low</i> <i>24-25 Budget Adopted by Council.</i>
Health	Low
Reputation	Low
Operations	Low
Natural Environment	Low

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

## COMMENT

The February 2025 Monthly Financial Statements reflects the adopted 2024/2025 Budget and subsequent Budget Review.

The current aged creditors balance as of 31 March 2025 is \$318,105.00 with the majority of the balance being current invoices.

The current aged debtors balance as of 31 March 2025 is \$25,409.07 with the majority of the balance being current and 30-day invoices.

**SHIRE OF QUAIRADING****MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
For the Period Ended 31 March 2025****LOCAL GOVERNMENT ACT 1995****LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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**SHIRE OF QUAIRADING  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MARCH 2025**

**KEY INFORMATION**

**Items of Significance**

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

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
<b>Significant Projects</b>					
<b>Grants, Subsidies and Contributions</b>					
Grants, Subsidies and Contributions	86%	615,874	461,898	532,104	70,206
Capital Grants, Subsidies and Contributions	30%	2,066,381	1,549,719	611,786	(937,933)
	43%	2,682,255	2,011,617	1,143,890	(867,727)
Rates Levied	100%	2,799,736	2,795,150	2,787,313	(7,837)
<b>Financial Position</b>					
		Prior Year 31 March 2024	Current Year 31 March 2025		
Adjusted Net Current Assets	67%	\$ 1,679,710	\$ 1,118,621		
Cash and Equivalent - Unrestricted	134%	\$ 899,238	\$ 1,207,427		
Cash and Equivalent - Restricted	96%	\$ 4,231,587	\$ 4,079,169		
Receivables - Rates	122%	\$ 405,723	\$ 496,717		
Receivables - Other	18%	\$ 526,327	\$ 95,360		
Payables	243%	\$ 232,990	\$ 566,259		

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

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

**SHIRE OF QUAIRADING  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MARCH 2025**

**SUMMARY INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 March 2025  
Prepared by: Tricia Brown (EMCS)  
Reviewed by: Natalie Ness (CEO)

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

**SIGNIFICANT ACCOUNTING POLICES**

**GOODS AND SERVICES TAX**

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

**CRITICAL ACCOUNTING ESTIMATES**

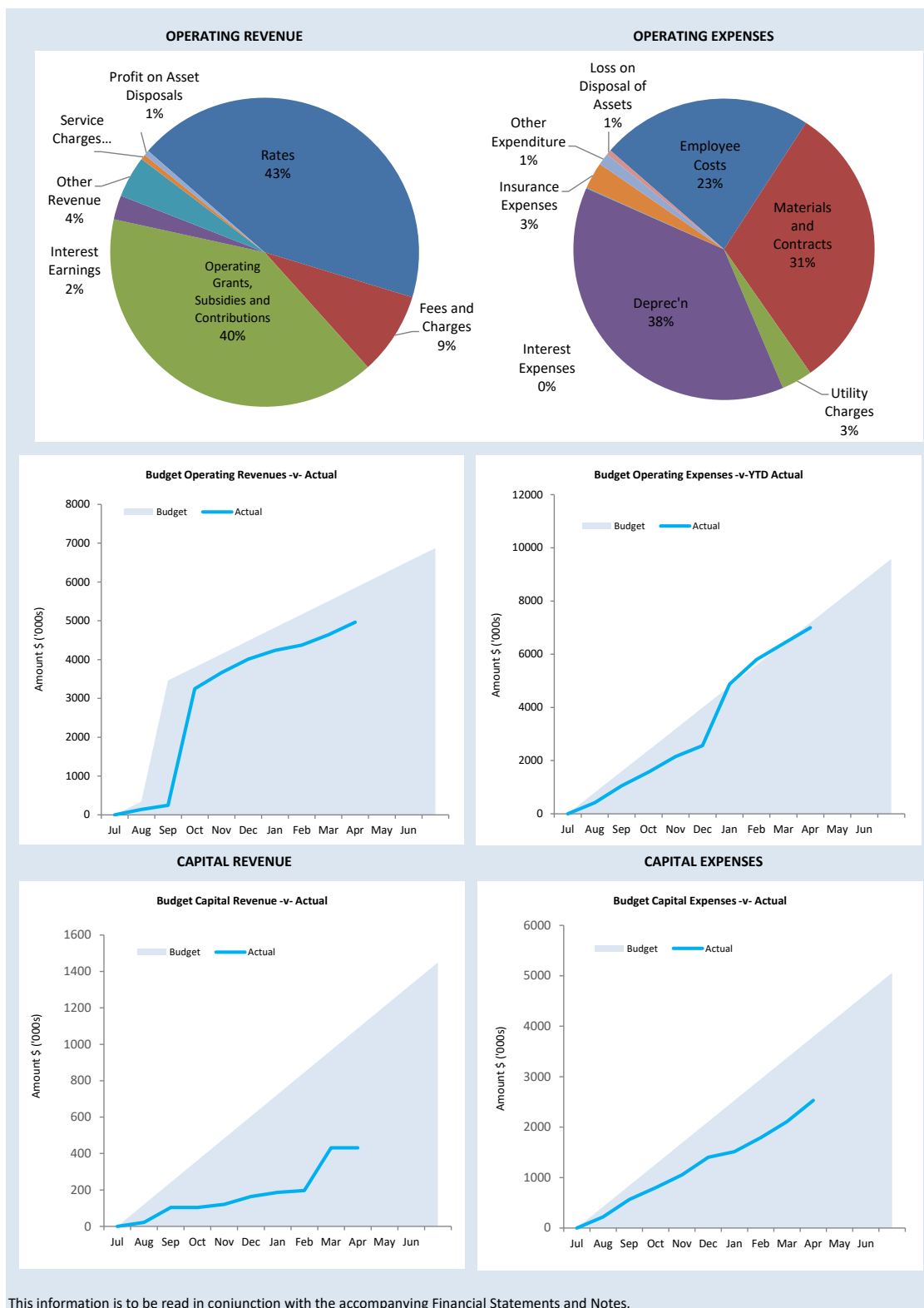
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

**ROUNDING OFF FIGURES**

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

**SHIRE OF QUAIRADING**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 31 MARCH 2025**

**SUMMARY GRAPHS**



15



**SHIRE OF QUAIRADING**  
**KEY TERMS AND DESCRIPTIONS**  
**FOR THE PERIOD ENDED 31 MARCH 2025**

**STATUTORY REPORTING PROGRAMS**

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

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

SHIRE OF QUAIRADING  
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM  
FOR THE PERIOD ENDED 31 MARCH 2025

## BY PROGRAM

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>								
Governance	0	0	0	8	8		▲	
General Purpose Funding - Rates	6 2,799,736	2,799,736	2,795,150	2,787,313	(7,837)	(0%)	▼	
General Purpose Funding - Other	481,956	481,956	361,431	378,530	17,099	5%	▲	
Law, Order and Public Safety	286,992	286,992	215,208	155,652	(59,556)	(28%)	▼	\$
Health	500	500	369	189	(180)	(49%)	▼	
Education and Welfare	72,712	72,712	54,477	49,613	(4,864)	(9%)	▼	
Housing	169,464	169,464	127,017	130,552	3,535	3%	▲	
Community Amenities	234,046	234,046	175,464	178,300	2,836	2%	▲	
Recreation and Culture	30,150	45,150	33,849	35,782	1,933	6%	▲	
Transport	304,769	304,769	228,564	272,980	44,416	19%	▲	\$
Economic Services	326,600	326,600	244,908	259,570	14,662	6%	▲	
Other Property and Services	50,100	85,100	63,801	104,055	40,254	63%	▲	\$
	4,757,025	4,807,025	4,300,238	4,352,542				
<b>Expenditure from operating activities</b>								
Governance	(688,725)	(656,965)	(492,633)	(532,304)	(39,671)	(8%)	▼	
General Purpose Funding	(120,484)	(110,624)	(82,917)	(84,226)	(1,309)	(2%)	▼	
Law, Order and Public Safety	(611,515)	(611,414)	(458,397)	(481,076)	(22,679)	(5%)	▼	
Health	(547,158)	(514,931)	(386,127)	(483,648)	(97,521)	(25%)	▼	\$
Education and Welfare	(365,867)	(350,666)	(262,746)	(205,625)	57,121	22%	▲	\$
Housing	(255,064)	(256,822)	(192,168)	(195,030)	(2,862)	(1%)	▼	
Community Amenities	(1,149,300)	(1,123,161)	(842,148)	(516,528)	325,620	39%	▲	\$
Recreation and Culture	(1,316,934)	(1,322,895)	(991,593)	(1,010,019)	(18,426)	(2%)	▼	
Transport	(3,465,795)	(3,477,340)	(2,607,777)	(2,619,646)	(11,869)	(0%)	▼	
Economic Services	(1,028,479)	(1,039,623)	(779,166)	(681,045)	98,121	13%	▲	\$
Other Property and Services	(47,502)	(121,927)	(91,152)	(188,145)	(96,993)	(106%)	▼	\$
	(9,596,823)	(9,586,368)	(7,186,824)	(6,997,292)				
<b>Operating activities excluded from budget</b>								
Add back Depreciation	3,448,062	3,448,062	2,585,970	2,660,933	74,963	3%	▲	
Adjust (Profit)/Loss on Asset Disposal	7 312,693	312,693	234,513	3,362	(231,151)	(99%)	▼	\$
Movement in Leave Reserve (Added Back)	4,739	4,739	4,739	6,295	1,556	33%	▲	
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0			
Movement in Employee Benefit Provisions	0	0	0	0	0			
Rounding Adjustments	0	0	0	0	0			
Movement Due to Changes in Accounting Standards	0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss	0	0	0	0	0			
Loss on Asset Revaluation	0	0	0	0	0			
Adjustment in Fixed Assets	0	0	0	0	0			
	3,765,494	3,765,494	2,825,222	2,670,590				
<b>Amount attributable to operating activities</b>	<b>(1,074,304)</b>	<b>(1,013,849)</b>	<b>(61,364)</b>	<b>25,840</b>				
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Capital Grants, Subsidies and Contributions	13 2,066,381	2,066,381	1,549,719	611,786	(937,933)	(61%)	▼	\$
Proceeds from Disposal of Assets	7 920,000	920,000	689,994	251,454	(438,540)	(64%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	0	0	0	0	0			
	2,986,381	2,986,381	2,239,713	863,240				
<b>Outflows from investing activities</b>								
Land Held for Resale	8 (50,000)	(50,000)	(37,494)	(49,412)	(11,918)	(32%)	▼	\$
Land and Buildings	8 (751,494)	(741,828)	(556,173)	(244,327)	311,846	56%	▲	\$
Plant and Equipment	8 (1,373,057)	(1,299,104)	(974,295)	(814,754)	159,541	16%	▲	\$
Furniture and Equipment	8 (15,000)	0	0	0	0			
Infrastructure Assets - Roads	8 (1,859,924)	(1,881,836)	(1,411,236)	(910,078)	501,158	36%	▲	\$
Infrastructure Assets - Drainage	8 0	0	0	0	0			
Infrastructure Assets - Footpaths	8 (5,500)	(5,500)	(4,122)	(5,500)	(1,378)	(33%)	▼	
Infrastructure Assets - Other	8 (553,081)	(663,712)	(497,718)	(270,367)	227,351	46%	▲	\$
Infrastructure Assets - Bridges	8 (20,000)	(35,100)	(26,316)	(35,100)	(8,784)	(33%)	▼	
Payments for financial assets at amortised cost - self supporting loans	0	0	0	0	0			
	(4,628,055)	(4,677,081)	(3,507,354)	(2,329,539)				
<b>Amount attributable to investing activities</b>	<b>(1,641,675)</b>	<b>(1,690,700)</b>	<b>(1,267,641)</b>	<b>(1,466,299)</b>				
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from new borrowings	9 0	0	0	0	0			
Transfer from Reserves	10 530,000	530,000	397,494	180,000	(217,494)	(55%)	▼	\$
Transfer from Restricted Cash - Other	0	0	0	0	0			
	530,000	530,000	397,494	180,000				
<b>Outflows from financing activities</b>								
Repayment of borrowings	9 (67,898)	(67,898)	(50,913)	(41,243)	9,670	19%	▲	
Payments for principal portion of lease liabilities	9 (29,925)	(29,925)	(22,428)	(11,047)	11,382	51%	▲	\$
Transfer to Restricted Cash - Other	0	0	0	0	0			
Transfer to Reserves	10 (275,000)	(285,452)	(214,083)	(147,530)	66,553	31%	▲	\$
	(372,823)	(383,275)	(287,424)	(199,819)				
<b>Amount attributable to financing activities</b>	<b>157,177</b>	<b>146,725</b>	<b>110,070</b>	<b>(19,819)</b>				
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Surplus or deficit at the start of the financial year</b>	<b>1 2,583,335</b>	<b>2,578,899</b>	<b>2,578,899</b>	<b>2,578,899</b>	<b>0</b>	<b>0%</b>		
Amount attributable to operating activities	(1,074,304)	(1,013,849)	(61,364)	25,840	87,204	(142%)	▲	
Amount attributable to investing activities	(1,641,675)	(1,690,700)	(1,267,641)	(1,466,299)	(198,658)	16%	▼	
Amount attributable to financing activities	157,177	146,725	110,070	(19,819)	(129,889)	(118%)	▼	
<b>Surplus or deficit at the end of the financial year</b>	<b>1 24,534</b>	<b>21,075</b>	<b>1,359,964</b>	<b>1,118,621</b>	<b>(241,342)</b>	<b>(18%)</b>	▼	

## KEY INFORMATION

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

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

The material variance adopted by Council for the 2024/25 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 MARCH 2025**

**NATURE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**PROFIT ON ASSET DISPOSAL**

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

**FEES AND CHARGEES**

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

**SERVICE CHARGES**

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

**INTEREST REVENUE**

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

**OTHER REVENUE / INCOME**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

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

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION**

Depreciation expense raised on all classes of assets.

**FINANCE COSTS**

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

**OTHER EXPENDITURE**

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

## SHIRE OF QUAIRADING

STATEMENT OF FINANCIAL ACTIVITY BY NATURE & TYPE  
FOR THE PERIOD ENDED 31 MARCH 2025

## BY NATURE

	Note	Adopted Annual Budget \$	Amended Annual Budget \$	Amended YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
						\$	%		
<b>OPERATING ACTIVITIES</b>									
<b>Revenue from operating activities</b>									
Rates	6	2,799,736	2,799,736	2,795,150	2,787,313	(7,837)	(0%)	▼	
Grants, Subsidies and									
Contributions	12	600,874	615,874	461,898	532,104	70,206	15%	▲	\$
Fees and Charges		682,553	717,553	537,984	555,641	17,657	3%	▲	
Service Charges		0	0	0	0	0			
Interest Revenue		152,350	152,350	114,246	162,795	48,549	42%	▲	\$
Other Revenue		422,171	422,171	316,467	280,037	(36,430)	(12%)	▼	\$
Profit on Disposal of Assets	7	99,341	99,341	74,493	34,688	(39,805)	(53%)	▼	\$
Gain FV Valuation of Assets		0	0	0	0	0			
		4,757,025	4,807,025	4,300,238	4,352,577				
<b>Expenditure from operating activities</b>									
Employee Costs		(2,237,356)	(2,234,610)	(1,675,251)	(1,593,331)	81,920	5%	▲	
Materials and Contracts		(2,861,124)	(2,880,809)	(2,159,001)	(2,178,144)	(19,143)	(1%)	▼	
Utility Charges		(277,050)	(262,850)	(196,875)	(231,642)	(34,767)	(18%)	▼	\$
Depreciation		(3,448,062)	(3,448,062)	(2,585,970)	(2,660,933)	(74,963)	(3%)	▼	
Finance Costs		(7,980)	(7,980)	(5,976)	(5,278)	698	12%	▲	
Insurance Expenses		(205,303)	(201,903)	(151,209)	(201,464)	(50,255)	(33%)	▼	\$
Other Expenditure		(147,914)	(138,120)	(103,536)	(88,484)	15,052	15%	▲	\$
Loss on Disposal of Assets	7	(412,034)	(412,034)	(309,006)	(38,050)	270,956	88%	▲	\$
Loss FV Valuation of Assets		0	0	0	0	0			
		(9,596,823)	(9,586,368)	(7,186,824)	(6,997,327)				
<b>Operating activities excluded from budget</b>									
Add back Depreciation		3,448,062	3,448,062	2,585,970	2,660,933	74,963	3%	▲	
Adjust (Profit)/Loss on Asset Disposal	7	312,693	312,693	234,513	3,362	(231,151)	(99%)	▼	\$
Movement in Leave Reserve (Added Back)		4,739	4,739	4,739	6,295	1,556	33%	▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
		3,765,494	3,765,494	2,825,222	2,670,590				
<b>Amount attributable to operating activities</b>		<b>(1,074,304)</b>	<b>(1,013,848)</b>	<b>(61,364)</b>	<b>25,840</b>				
<b>INVESTING ACTIVITIES</b>									
<b>Inflows from investing activities</b>									
Capital Grants, Subsidies and Contributions	13	2,066,381	2,066,381	1,549,719	611,786	(937,933)	(61%)	▼	\$
Proceeds from Disposal of Assets	7	920,000	920,000	689,994	251,454	(438,540)	(64%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	0	0			
		2,986,381	2,986,381	2,239,713	863,240				
<b>Outflows from investing activities</b>									
Land Held for Resale	8	(50,000)	(50,000)	(37,494)	(49,412)	(11,918)	32%	▼	
Land and Buildings	8	(751,494)	(741,828)	(556,173)	(244,327)	311,846	56%	▲	\$
Plant and Equipment	8	(1,373,057)	(1,299,104)	(974,295)	(814,754)	159,541	16%	▲	\$
Furniture and Equipment	8	(15,000)	0	0	0	0			
Infrastructure Assets - Roads	8	(1,859,924)	(1,881,836)	(1,411,236)	(910,078)	501,158	36%	▲	\$
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	(5,500)	(5,500)	(4,122)	(5,500)	(1,378)	(33%)	▼	
Infrastructure Assets - Other	8	(553,081)	(663,712)	(497,718)	(270,367)	227,351	46%	▲	\$
Infrastructure Assets - Bridges	8	(20,000)	(35,100)	(26,316)	(35,100)	(8,784)	(33%)	▼	
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0			
		(4,628,055)	(4,677,081)	(3,507,354)	(2,329,539)				
<b>Amount attributable to investing activities</b>		<b>(1,641,675)</b>	<b>(1,690,700)</b>	<b>(1,267,641)</b>	<b>(1,466,299)</b>				
<b>FINANCING ACTIVITIES</b>									
<b>Inflows from financing activities</b>									
Proceeds from new borrowings		0	0	0	0	0			
Transfer from Reserves	10	530,000	530,000	397,494	180,000	(217,494)	(55%)	▼	\$
Transfer from Restricted Cash - Other		0	0	0	0	0			
		530,000	530,000	397,494	180,000				
<b>Outflows from financing activities</b>									
Repayment of borrowings	9	(67,898)	(67,898)	(50,913)	(41,243)	9,670	19%	▲	
Payments for principal portion of lease liabilities	9	(29,925)	(29,925)	(22,428)	(11,047)	11,382	51%	▲	\$
Transfer to Restricted Cash - Other		0	0	0	0	0			
Transfer to Reserves	10	(275,000)	(285,452)	(214,083)	(147,530)	66,553	31%	▲	\$
		(372,823)	(383,275)	(287,424)	(199,819)				
<b>Amount attributable to financing activities</b>		<b>157,177</b>	<b>146,725</b>	<b>110,070</b>	<b>(19,819)</b>				
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>									
<b>Surplus or deficit at the start of the financial year</b>	1	2,583,335	2,578,899	2,578,899	2,578,899	0	0%		
Amount attributable to operating activities		(1,074,304)	(1,013,848)	(61,364)	25,840	87,204	(142%)		
Amount attributable to investing activities		(1,641,675)	(1,690,700)	(1,267,641)	(1,466,299)	(198,658)	16%		
Amount attributable to financing activities		157,177	146,725	110,070	(19,819)	(129,889)	(118%)		
<b>Surplus or deficit at the end of the financial year</b>	1	<b>24,534</b>	<b>21,075</b>	<b>1,359,964</b>	<b>1,118,621</b>	<b>(241,342)</b>	<b>(18%)</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 2024/25 year is \$10,000 and 10%.

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

**SHIRE OF QUAIRADING**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 MARCH 2025**

	31-Mar-24	31-Mar-25
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	7,040,340	5,286,596
Trade and other receivables	505,826	592,076
Other financial assets	0	0
Inventories	198,674	202,163
Contract assets	676,569	361,891
Other assets	109,426	530
<b>TOTAL CURRENT ASSETS</b>	<b>8,530,834</b>	<b>6,443,256</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	35,573	35,573
Other financial assets	83,171	83,171
Inventories	114,000	113,412
Property, plant and equipment	23,438,504	23,697,815
Infrastructure	99,655,219	98,825,644
Right-of-use assets	33,094	17,734
<b>TOTAL NON-CURRENT ASSETS</b>	<b>123,359,561</b>	<b>122,773,349</b>
<b>TOTAL ASSETS</b>	<b>131,890,394</b>	<b>129,216,605</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	1,412,713	600,932
Other liabilities	238,647	461,893
Lease liabilities	11,047	0
Employee related provisions	176,085	176,085
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,906,389</b>	<b>1,265,564</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	20,646	20,646
Borrowings	209,720	209,720
Employee related provisions	35,582	35,582
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>265,948</b>	<b>265,948</b>
<b>TOTAL LIABILITIES</b>	<b>2,172,338</b>	<b>1,531,513</b>
<b>NET ASSETS</b>	<b>129,718,057</b>	<b>127,685,093</b>
<b>EQUITY</b>		
Retained surplus	41,964,110	39,963,617
Reserve accounts	4,111,639	4,079,169
Revaluation surplus	83,642,307	83,642,307
<b>TOTAL EQUITY</b>	<b>129,718,057</b>	<b>127,685,093</b>

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

## SHIRE OF QUAIRADING

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2025

## OPERATING ACTIVITIES

## NOTE 1

## ADJUSTED NET CURRENT ASSETS

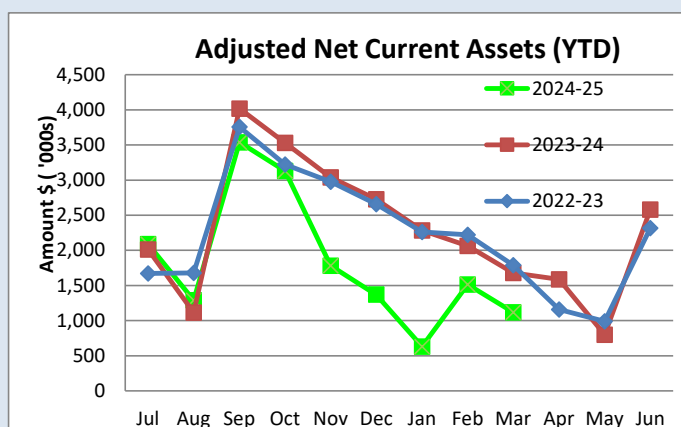
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2024	This Time Last Year 31/03/2024	Year to Date Actual 31/03/2025
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,928,701	899,238	1,207,427
Cash Restricted - Reserves	2	4,111,639	4,231,587	4,079,169
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	0	279,317	405,723	496,717
Receivables - Other	3	226,508	526,327	95,360
Other Financial Assets	3	0	0	0
Other Assets Other Than Inventories	4	785,994	837,677	362,421
Inventories	4	8,674	(1,832)	12,163
		8,340,834	6,898,719	6,253,256
<b>Less: Current Liabilities</b>				
Payables	5	(1,361,321)	(232,990)	(566,259)
Contract Liabilities	11	(238,647)	(719,007)	(461,893)
Bonds & Deposits	14	(51,392)	(27,812)	(34,673)
Loan Liability	9	(67,898)	(25,863)	(26,655)
Lease Liability	9	(11,047)	(3,343)	(0)
Provisions	11	(176,085)	(184,697)	(176,085)
		(1,906,389)	(1,193,712)	(1,265,564)
Less: Cash Reserves	10	(4,111,639)	(4,231,587)	(4,079,169)
Add Back: Component of Leave Liability not Required to be funded		177,149	177,084	183,443
Add Back: Loan Liability		67,898	25,863	26,655
Add Back: Lease Liability		11,047	3,343	0
Less : Loan Receivable - clubs/institutions		0	0	0
<b>Net Current Funding Position</b>		<b>2,578,899</b>	<b>1,679,710</b>	<b>1,118,621</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.



## This Year YTD

Surplus(Deficit)

**\$1.12 M**

## Last Year YTD

Surplus(Deficit)

**\$1.68 M**

## SHIRE OF QUAIRADING

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2025

## OPERATING ACTIVITIES

## NOTE 2

## CASH AND FINANCIAL ASSETS

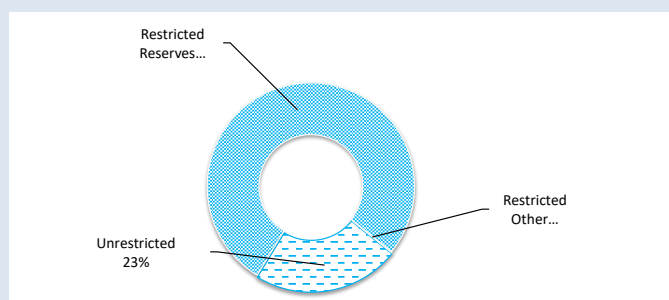
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Cash on Hand - Admin	200			200	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	0			0	Cash on Hand	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Cash at Bank	529,957			529,957	Westpac		Ongoing
Municipal Investment Cash at Bank	0			0	Westpac	Nil	Ongoing
Medical Practice Cash at Bank	13			13	Westpac		Ongoing
Reserve Cash at Bank		209,343		209,343	Westpac	1.55%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
<b>Term Deposits</b>							
Municipal - Term Deposit Investment 1	336,700			336,700	Westpac	5.16%	30/06/2025
Municipal - Term Deposit Investment 2	340,557			340,557	Westpac	5.16%	30/06/2025
Municipal - Term Deposit Investment 3	0			0	Westpac	5.09%	28/02/2025
Reserve - Term Deposit Investment 1		1,053,293		1,053,293	Westpac	5.11%	2/04/2025
Reserve - Term Deposit Investment 2		685,173		685,173	Westpac	5.11%	2/04/2025
Reserve - Term Deposit Investment 3		1,135,973		1,135,973	Westpac	5.11%	2/04/2025
Reserve - Term Deposit Investment 4		995,387		995,387	Westpac	5.11%	2/04/2025
		0		0			
		0		0			
<b>Investments</b>							
<b>Total</b>	<b>1,207,427</b>	<b>4,079,169</b>	<b>0</b>	<b>5,286,596</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
\$5.29 M	\$4.08 M

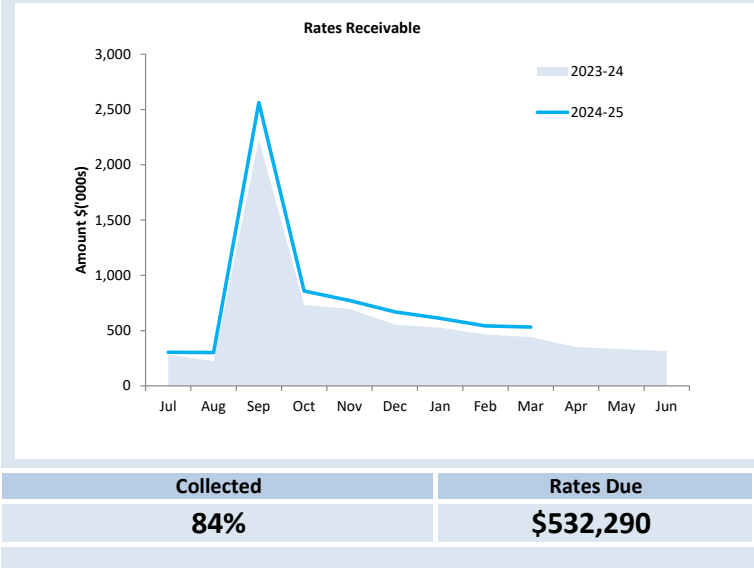
SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2025

OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2024	31 Mar 25
	\$	\$
Opening Arrears Previous Years	282,891	314,891
Levied this year	2,762,616	2,933,096
Less Collections to date	(2,730,617)	(2,715,696)
Equals Current Outstanding	314,891	532,290
	<b>314,891</b>	<b>532,290</b>
% Collected	89.66%	83.61%

KEY INFORMATION

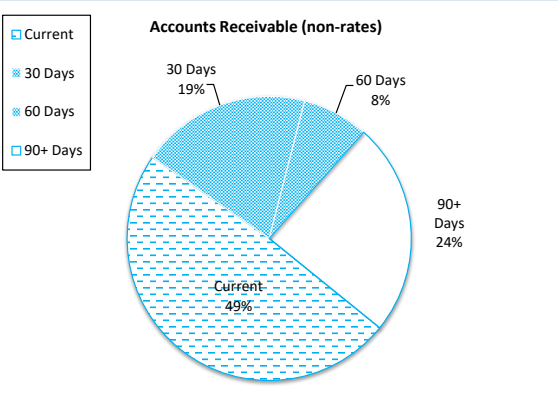
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	12,410	4,915	1,921	6,162	25,409
Percentage	49%	19%	8%	24%	
<b>Balance per Trial Balance</b>					
Sundry Debtors					39,880
Receivables - Other					55,479
<b>Total Receivables General Outstanding</b>					<b>95,360</b>
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

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



<b>Debtors Due</b>
<b>\$95,360</b>
<b>Over 30 Days</b>
<b>51%</b>
<b>Over 90 Days</b>
<b>24%</b>



SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2025

OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2024	Asset Increase	Asset Reduction	Closing Balance 31 Mar 2025
<b>Other Financial Assets at Amortised Cost</b>	\$	\$	\$	\$
Financial assets at amortised cost - self supporting loans	0	0	0	0
<b>Inventory</b>				
Fuel, Visitor and Rec Centres stock on hand	8,674	3,489	0	12,163
<b>Accrued income and prepayments</b>				
Accrued income and prepayments	109,426	0	(108,895)	530
<b>Contract assets</b>				
Contract assets	676,569	0	(314,678)	361,891
<b>Total Other Current assets</b>				<b>564,584</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 MARCH 2025

OPERATING ACTIVITIES

NOTE 5

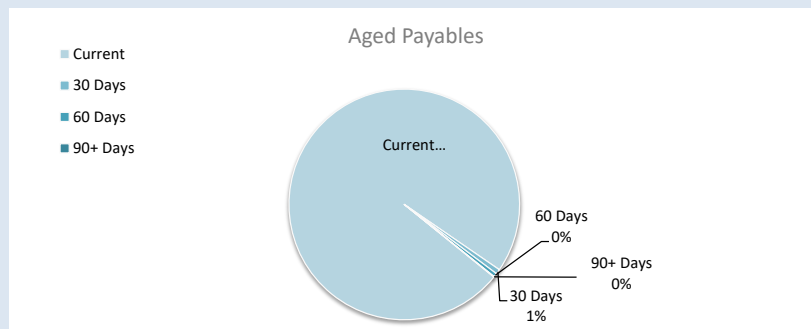
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	314,108	2,169	1,631	198	318,105
Percentage	98.7%	0.7%	0.5%	0.1%	
<b>Balance per Trial Balance</b>					
Sundry creditors - General					468,460
Other creditors					5,474
Accruals/Income in Advance					780
ATO liabilities					36,404
Other accruals/payables					55,141
<b>Total Payables General Outstanding</b>					<b>566,259</b>

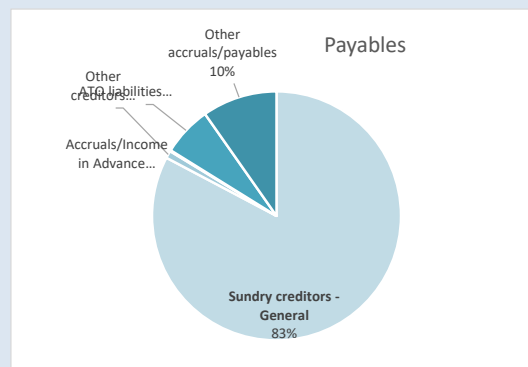
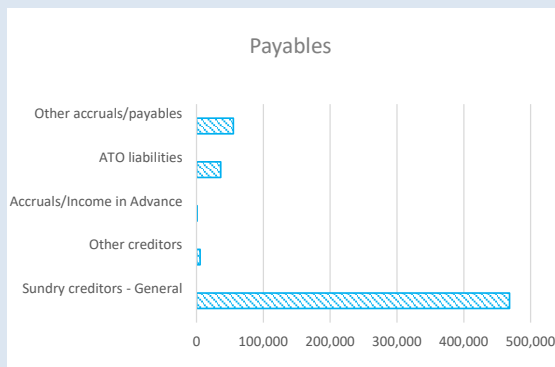
Amounts shown above include GST (where applicable)

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>\$566,259</b>
<b>Over 30 Days</b>
<b>1%</b>
<b>Over 90 Days</b>
<b>0.1%</b>



SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2025

OPERATING ACTIVITIES

NOTE 6

RATE REVENUE

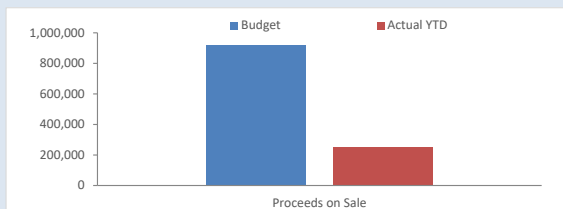
RATE TYPE	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross rental valuations											
GRV - Residential	0.138187	378	3,146,437	434,315	0	0	434,315	434,138	1,591		435,729
GRV - Industrial	0.138187	29	274,950	37,995	0	0	37,995	37,994	0	0	37,994
GRV - Commercial	0.138187	11	209,776	28,988	0	0	28,988	28,988	0	0	28,988
Unimproved valuations											
UV - Rural	0.006820	412	319,919,412	2,181,848	0	0	2,181,848	2,181,711	4,611	0	2,186,322
Non Rateable		231	60,902,337	0	0	0	0	0	0	0	0
Sub-Totals		1,061	384,452,912	2,683,146	0	0	2,683,146	2,682,831	6,202	0	2,689,033
Minimum Payment	Minimum \$										
Gross rental valuations											
GRV - Residential	756	61	0	46,116	0	0	46,116	46,116	0	0	46,116
GRV - Industrial	756	8	0	6,048	0	0	6,048	6,048	0	0	6,048
GRV - Commercial	756	1	0	756	0	0	756	756	0	0	756
Unimproved valuations											
UV - Rural	756	60	0	45,360	0	0	45,360	45,360	0	0	45,360
Sub-Totals		130	0	98,280	0	0	98,280	98,280	0	0	98,280
		1,191	384,452,912	2,781,426	0	0	2,781,426	2,781,111	6,202	0	2,787,313
Amount from General Rates											
Ex-Gratia Rates	Tonnage	1	0	18,310	0	0	18,310	0	0	0	0
Write off							0				0
Specified Area Rates							0				0
Total Rates							2,799,736				2,787,313

SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2025

OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book				Net Book			
		Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Land Held for Resale</b>									
1200	Lhfr - Lot 301 (8) Edwards Way	38,760	10,000		(28,760)	10,000	9,091		(909)
1201	Lhfr - Lot 302 (6) Edwards Way	41,040	10,000		(31,040)	0	0		
1202	Lhfr - Lot 303 (4) Edwards Way	39,900	10,000		(29,900)	0	0		
1203	Lhfr - Lot 304 (2) Edwards Way	39,900	10,000		(29,900)	0	0		
1204	Lhfr - Lot 305 (15) Reid Street	41,040	10,000		(31,040)	0	0		
1205	Lhfr - Lot 328 (11) Edwards Way	39,900	10,000		(29,900)	10,000	9,091		(909)
1206	Lhfr - Lot 321 (9) Edwards Way	39,900	10,000		(29,900)	10,000	9,091		(909)
1207	Lhfr - Lot 323 (5) Edwards Way	39,900	10,000		(29,900)	0	0		
1208	Lhfr - Lot 324 (3) Edwards Way	39,900	10,000		(29,900)	0	0		
1209	Lhfr - Lot 325 (1) Edwards Way	41,040	10,000		(31,040)	10,000	9,091		(909)
1210	Lhfr - Lot 326 (19) Edwards Way	45,600	10,000		(35,600)	10,000	9,091		(909)
1211	Lhfr - Lot 327 (21) Reid Street	42,180	10,000		(32,180)	0	0		
1213	Lhfr - Lot 93 Hinkley Way, Quairading (Amalgam	57,000	35,000		(22,000)	0	0		
1214	Lhfr - Lot 94 Hinkley Way, Quairading (Amalgam	34,200	35,000	800		0	0		
<b>Plant and Equipment</b>									
1Q3919	Ammann Ars130 Single Drum Roller	84,686	80,000		(4,686)	81,578	55,000		(26,579)
1Q240	2015 Caterpillar 12 M Grader	149,345	150,000	655		0	0		
1Q368	2016 Caperpillar Loader 938K2	153,111	180,000	26,889.35		0	0		
Q5122	2012 Ud Nissan Truck	69,200	110,000	40,800		56,494	81,818	25,325	
2Q661	Mitsubishi Triton Glx Cc Man	11,720	24,000	12,280		13,000	16,364	3,364	
6Q190	Isuzu Dmax 4X4 Ute	24,907	25,000	93		0	0		
1Q960	2019 Multipac 524H Multi Tyred Roller	78,337	80,000	1,663		0	0		
1Q754	2017 John Deere 5065E Tractor	23,265	10,000		(13,265)	0	0		
Q5191	Model S30 Rider Sweeper	8,840	25,000	16,160		10,000	16,000	6,000	
<b>Aged Other</b>									
1Q5335	Toyota Camry 2.5L Ascent	24,390	22,000		(2,390)	17,511	15,000		(2,511)
<b>Administration</b>									
8Q0	Mazda Cx9 Touring Awd	24,633	24,000		(633)	26,233	21,818		(4,415)
		<b>1,232,693</b>	<b>920,000</b>	<b>99,341</b>	<b>(412,034)</b>	<b>254,816</b>	<b>251,454</b>	<b>34,688</b>	<b>(38,050)</b>

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$920,000	\$251,454	27%

## SHIRE OF QUAIRADING

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2025

# INVESTING ACTIVITIES

## NOTE 8

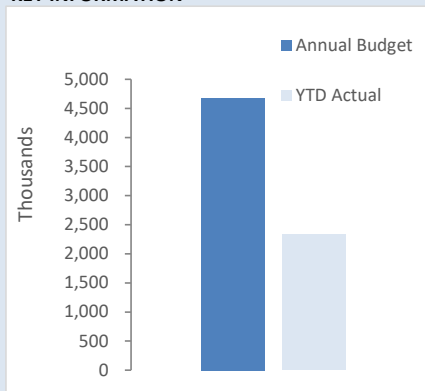
### CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted		Amended		YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget	YTD Actual Total	
	\$	\$	\$	\$	\$
Land Held for Resale	50,000	37,494	50,000	49,412	11,918
Land and Buildings	751,494	556,173	741,828	244,327	(311,846)
Plant and Equipment	1,373,057	974,295	1,299,104	814,754	(159,541)
Furniture and Equipment	15,000	0	0	0	0
Infrastructure Assets - Roads	1,859,924	1,411,236	1,881,836	910,078	(501,158)
Infrastructure Assets - Footpaths	5,500	4,122	5,500	5,500	1,378
Infrastructure Assets - Other	553,081	497,718	663,712	270,367	(227,351)
Infrastructure Assets - Bridges	20,000	26,316	35,100	35,100	8,784
<b>Capital Expenditure Totals</b>	<b>4,628,055</b>	<b>3,507,354</b>	<b>4,677,081</b>	<b>2,329,539</b>	<b>(1,177,816)</b>
<b>Capital acquisitions funded by:</b>					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,066,381	1,549,719	2,066,381	611,786	(937,933)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	920,000	689,994	920,000	251,454	(438,540)
Council contribution - Cash Backed Reserves					
Various Reserves	530,000	397,494	530,000	180,000	(217,494)
Council contribution - operations	1,111,675	870,147	1,160,700	1,286,299	416,152
<b>Capital Funding Total</b>	<b>4,628,055</b>	<b>3,507,354</b>	<b>4,677,081</b>	<b>2,329,539</b>	<b>(1,177,816)</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



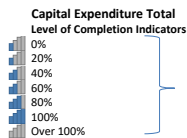
Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$4.68 M</b>	<b>\$2.33 M</b>	<b>50%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$2.07 M</b>	<b>\$0.61 M</b>	<b>30%</b>

**SHIRE OF QUAIRADING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2025**

## INVESTING ACTIVITIES

### NOTE 8

## CAPITAL ACQUISITIONS



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

**% of Completion**

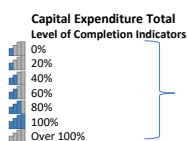
 *Level of completion indicator, please see table at the top of this note for further detail.*

Level of completion indicator, please see table at the top of this note for further detail.					Adopted		Amended			
Assets		Account Number	Balance Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over	
					\$	\$	\$	\$	\$	
Land Held for Resale										
Community Amenities										
0.99	<div><div></div></div>	Stage 2 Light Industrial Subdivision	4100607	507	TP0000	(50,000)	(50,000)	(37,494)	(49,412)	(11,918)
Total - Community Amenities						(50,000)	(50,000)	(37,494)	(49,412)	(11,918)
0.99	<div><div></div></div>	Total - Land Held for Resale				(50,000)	(50,000)	(37,494)	(49,412)	(11,918)
Buildings										
Health										
0.22	<div><div></div></div>	Medical Centre - Building (Capital)	4070712	512	BC7702	(12,500)	(12,500)	(9,369)	(2,760)	6,609
Total - Health						(12,500)	(12,500)	(9,369)	(2,760)	6,609
Education & Welfare										
0.56	<div><div></div></div>	Daycare Centre - Building (Capital)	4080612	512	BC8301	(20,000)	(49,000)	(36,729)	(27,255)	9,474
1.00	<div><div></div></div>	Arthur Kelly Village - Common Area - Building (Capital)	4080612	512	BC8600	0	0	0	(2,320)	(2,320)
0.76	<div><div></div></div>	Frail Aged Lodge (Parker House) - Building (Capital)	4080612	512	BC8610	(30,594)	(30,594)	(22,932)	(23,233)	(301)
0.19	<div><div></div></div>	Youth Centre - Building (Capital)	4080712	512	BC8701	(10,000)	(10,000)	(7,488)	(1,880)	5,608
Total - Education & Welfare						(60,594)	(89,594)	(67,149)	(54,689)	12,460
Housing										
1.13	<div><div></div></div>	14 Reid Street - Building (Capital)	4090114	514	BC9101	(5,000)	(5,000)	(3,744)	(5,665)	(1,921)
0.95	<div><div></div></div>	1/19 Gillett Street - Single Persons Unit - Building (Capital)	4090114	514	BC9102	(3,750)	(3,750)	(2,799)	(3,575)	(776)
0.66	<div><div></div></div>	31 Dall Street - Building (Capital)	4090114	514	BC9103	(11,000)	(11,000)	(8,244)	(7,285)	959
1.40	<div><div></div></div>	8 Dall Street - Building (Capital)	4090114	514	BC9104	(33,490)	(17,500)	(13,122)	(24,558)	(11,436)
0.90	<div><div></div></div>	4/19 Gillett Street - Single Persons Unit - Building (Capital)	4090114	514	BC9112	(3,750)	(3,750)	(2,799)	(3,377)	(578)
0.95	<div><div></div></div>	2/19 Gillett Street - Single Persons Unit - Building (Capital)	4090214	514	BC9202	(3,750)	(3,750)	(2,799)	(3,575)	(776)
0.85	<div><div></div></div>	3/19 Gillett Street - Single Persons Unit - Building (Capital)	4090214	514	BC9203	(6,550)	(6,550)	(4,905)	(5,575)	(670)
1.00	<div><div></div></div>	7 Edwards Way - Police House - Building (Capital)	4090214	514	BC9208	0	0	0	(21,630)	(21,630)
Total - Housing						(67,290)	(51,300)	(38,412)	(75,241)	(36,829)
Community Amenities										
0.87	<div><div></div></div>	Recycling Centre - Building (Capital)	4100112	512	BC10102	(88,376)	(38,000)	(28,485)	(33,145)	(4,660)
Total - Community Amenities						(88,376)	(38,000)	(28,485)	(33,145)	(4,660)
Recreation And Culture										
1.01	<div><div></div></div>	Swimming Pool - Building (Capital)	4110212	512	BC11201	(28,000)	(36,000)	(26,991)	(36,200)	(9,209)
0.98	<div><div></div></div>	Swimming Pool Kiosk - Building (Capital)	4110212	512	BC11202	(5,000)	(6,200)	(4,644)	(6,089)	(1,445)
0.20	<div><div></div></div>	Swimming Pool Plant Room - Building (Capital)	4110712	512	BC11205	(50,000)	(63,000)	(47,250)	(12,864)	34,386
0.00	<div><div></div></div>	Golf Club - Building (Capital)	4110312	512	BC11305	(6,000)	(6,000)	(4,491)	0	4,491
Total - Recreation And Culture						(89,000)	(111,200)	(83,376)	(55,153)	28,223
Transport										
0.15	<div><div></div></div>	Depot Workshop - Building (Capital)	4120112	512	BC12201	(8,617)	(8,617)	(6,444)	(1,250)	5,194
Total - Transport						(8,617)	(8,617)	(6,444)	(1,250)	5,194
Economic Services										
0.00	<div><div></div></div>	Cabin 4 - 1 Bedroom Unit (Capital)	4130212	512	BC13248	(205,000)	(205,000)	(153,747)	0	153,747
0.00	<div><div></div></div>	Cabin 5 - 1 Bedroom Unit (Capital)	4130212	512	BC13249	(205,000)	(205,000)	(153,747)	0	153,747
1.07	<div><div></div></div>	Veterinary Clinic - Building (Capital)	4130812	512	BC13810	(15,117)	(20,617)	(15,444)	(22,088)	(6,644)
Total - Economic Services						(425,117)	(430,617)	(322,938)	(22,088)	300,855
0.33	<div><div></div></div>	Total - Buildings				(751,494)	(741,828)	(556,173)	(244,327)	311,846
Plant & Equipment										
Transport										
0.77	<div><div></div></div>	Works Supervisors Vehicle	4120330	530	PE12301	(72,000)	(72,000)	(54,000)	(55,692)	(1,692)
0.83	<div><div></div></div>	Tractor FEL (90HP)	4120330	530	PE12304	(90,000)	(90,000)	(67,500)	(75,000)	(7,500)
1.00	<div><div></div></div>	Smooth Drum Vibe Roller 12T	4120330	530	PE12311	(300,000)	(189,000)	(141,750)	(189,000)	(47,250)
1.07	<div><div></div></div>	Mazda BT50 Ute	4120330	530	PE12313	(65,000)	(51,500)	(38,619)	(55,339)	(16,720)
0.00	<div><div></div></div>	Grader	4120330	530	PE12314	(400,000)	(452,000)	(338,994)	0	338,994
1.00	<div><div></div></div>	6 Wheel Tip Truck	4120330	530	PE12317	(292,702)	(266,900)	(200,169)	(266,899)	(66,730)
1.00	<div><div></div></div>	Tenant Sweeper	4120330	530	PE12319	(75,000)	(99,350)	(74,511)	(99,333)	(24,822)
Total - Transport						(1,294,702)	(1,220,750)	(915,543)	(741,263)	174,280
Economic Services										
0.96	<div><div></div></div>	Toyota Camry - Community Car	4120330	530	PE12320	(36,200)	(36,200)	(27,144)	(34,715)	(7,571)
Total - Economic Services						(36,200)	(36,200)	(27,144)	(34,715)	(7,571)
Other Property & Services										
1.00	<div><div></div></div>	Purchase of New CEO Vehicle	4140230	530	PE14201	0	0	0	0	0
0.92	<div><div></div></div>	Purchase of New CEO Vehicle - Natalie Ness	4140230	530	PE14203	(42,154)	(42,154)	(31,608)	(38,776)	(7,168)
Total - Other Property & Services						(42,154)	(42,154)	(31,608)	(38,776)	(7,168)

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**SHIRE OF QUAIRADING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2025**

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



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

% of

Completion

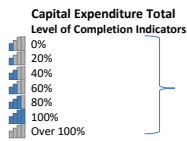
Level of completion indicator, please see table at the top of this note for further detail.

Assets	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over
				Annual Budget	Annual Budget	YTD Budget	Total YTD	
				\$	\$	\$	\$	\$
0.63	<b>Total - Plant &amp; Equipment</b>			(1,373,057)	(1,299,104)	(974,295)	(814,754)	159,541
	<b>Furniture &amp; Equipment</b>							
	<b>Other Property &amp; Services</b>							
1.00	Chambers Furniture Upgrade	4140220	520	FE14202	(15,000)	0	0	0
	<b>Total - Other Property &amp; Services</b>				(15,000)	0	0	0
1.00	<b>Total - Furniture &amp; Equipment</b>				(15,000)	0	0	0
	<b>Infrastructure - Roads</b>							
	<b>Transport</b>							
0.00	Dangin Terrace (R2R)	4120144	540	R2R169	(22,000)	(45,503)	(34,119)	34,119
0.00	Walker Street (R2R)	4120144	540	R2R138	(60,000)	(28,006)	(20,997)	20,997
1.00	Cubbine Road, Cubbine (R2R)	4120145	540	R2R005	(83,562)	0	0	0
1.00	Kellerberrin - Yoting Road (R2R)	4120145	540	R2R164	(90,000)	(74,800)	(56,097)	(74,884)
0.00	Quairading - Corrigin Road (R2R)	4120145	540	R2R166	(140,000)	(142,684)	(107,010)	107,010
0.76	Hayes Road (R2R)	4120145	540	R2R015	(70,000)	(40,960)	(30,717)	(30,960)
0.10	Andrews Road (R2R)	4120145	540	R2R105	(82,041)	(82,041)	(61,515)	(8,050)
0.00	Old Beverley East Road (Capital)	4120145	540	R2R006	0	(83,562)	(62,667)	0
1.00	Old Beverley West Road (R2R)	4120146	540	R2R007	0	0	0	(14,836)
1.00	RRG - Quairading - Corrigin Road (Capital) 23/24 SLK 20.47 - 23.02	4120149	540	RRG166B	(105,245)	(125,761)	(94,320)	(125,719)
0.45	Bulyee - Quairading Road (RRG)	4120148	540	RRG002	(554,765)	(565,168)	(423,855)	(256,260)
0.66	Old Beverley East Road (RRG)	4120149	540	RRG006	(244,673)	(244,673)	(183,483)	(162,118)
0.72	Old Beverley East Road (LRCI Funded)	4120162	540	LRC006	(244,649)	(244,649)	(183,465)	(177,280)
0.25	Dangin - Mears Road - WSFN Development Expenditure	4120162	540	WSF010D	(62,990)	(62,990)	(47,241)	(15,804)
0.00	Bulyee - Quairading Road (R2R)	4120145	540	R2R002	0	(51,040)	(38,277)	0
1.00	Treloar Road (R2R)	4120146	540	R2R092	0	0	0	(10,000)
	<b>Total - Transport</b>				(1,759,924)	(1,791,836)	(1,343,763)	(875,810)
0.49	<b>Total - Infrastructure - Roads</b>				(1,759,924)	(1,791,836)	(1,343,763)	(875,810)
	<b>Infrastructure - Drainage</b>							
	<b>Transport</b>							
1.00	Punch Road - Drainage Capital	4120166	540	DC143	(20,000)	0	0	0
0.59	Minchin Road - Drainage Capital	4120166	540	DC063	(20,000)	(20,000)	(14,994)	(11,700)
0.00	Squiers Road - Drainage Capital	4120166	540	DC176	(20,000)	(20,000)	(14,994)	0
0.00	Toapin Road - Drainage Capital	4120166	540	DC055	(20,000)	(20,000)	(14,994)	0
0.75	Quairading - Corrigin Road - Drainage Capital	4120166	540	DC166	(20,000)	(30,000)	(22,491)	(22,572)
	<b>Total - Transport</b>				(100,000)	(90,000)	(67,473)	(34,272)
0.38	<b>Total - Infrastructure - Drainage</b>				(100,000)	(90,000)	(67,473)	(34,272)
	<b>Infrastructure - Footpaths</b>							
	<b>Transport</b>							
0.00	Harris Street - Footpath Capital	4120170	560	FC130	(5,500)	(5,500)	(4,122)	0
1.00	Macdonald Street - Footpath Capital		560	FC131	0	0	0	(5,500)
	<b>Total - Transport</b>				(5,500)	(5,500)	(4,122)	(5,500)
1.00	<b>Total - Infrastructure - Footpaths</b>				(5,500)	(5,500)	(4,122)	(5,500)
	<b>Infrastructure - Bridges</b>							
	<b>Transport</b>							
1.00	Badjaling North Road - Bridge (Capital)	4120167	555	BR4145	(20,000)	(20,000)	(14,994)	(20,000)
1.00	Mount Stirling Road - Bridge (Capital)	4120167	555	BR4143	0	(15,100)	(11,322)	(15,100)
	<b>Total - Transport</b>				(20,000)	(35,100)	(26,316)	(35,100)
1.00	<b>Total - Infrastructure - Bridges</b>				(20,000)	(35,100)	(26,316)	(35,100)
	<b>Infrastructure - Other</b>							
	<b>Law, Order &amp; Public Safety</b>							
0.00	Solar Electronic Fire Danger Signs (Capital) - DRF Funded	4050790	590	EMS702	(30,000)	(30,000)	(22,500)	0
1.00	Caroling Water Tank - Fire Water	4050790	590	EMS701	0	0	0	(40)
	<b>Total - Law, Order &amp; Public Safety</b>				(30,000)	(30,000)	(22,500)	(40)
	<b>Community Amenities</b>							
1.00	Cemetery Upgrade (Capital)	4100790	590	OC10703	(16,792)	0	0	0
	<b>Total - Community Amenities</b>				(16,792)	0	0	0
	<b>Recreation And Culture</b>							

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SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2025

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS



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

% of  
Completion

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

Level of completion indicator, please see table at the top of this note for further detail.				Adopted		Amended				
		Account Number	Balance Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over	
Assets										
					\$	\$	\$	\$	\$	
1.04	<div><div></div></div>	Cricket Nets (Capital)	4110390	590	OC11344	(44,792)	(36,292)	(27,207)	(37,563)	(10,356)
0.01	<div><div></div></div>	Skate Park (Capital)	4110390	590	OC11345	(25,000)	(25,000)	(18,747)	(182)	18,565
0.29	<div><div></div></div>	Bore Field	4110390	590	PC11315	(38,661)	(38,661)	(28,980)	(11,065)	17,915
0.50	<div><div></div></div>	Greater Sports Ground (GSC) - Netball/Basketball Courts (LRCI Fur	4110390	590	LRC11335	(377,836)	(377,836)	(283,365)	(187,872)	95,493
0.01	<div><div></div></div>	Greater Sports Ground (GSC) - Netball/Basketball Courts (CSRFF F	4110390	590	(CSRFF11335	0	(125,000)	(93,744)	(1,099)	92,645
1.00	<div><div></div></div>	Construction Hall Carpark LRCI Funded Expenditure	4110190	590	OC11101	0	0	0	(1,628)	(1,628)
Total - Recreation And Culture					(486,289)	(602,789)	(452,043)	(239,409)	212,634	
Economic Services										
1.00	<div><div></div></div>	Standpipe Controller 1	4130890	590	OC13801	(20,000)	(30,923)	(23,175)	(30,918)	(7,743)
Total - Economic Services					(20,000)	(30,923)	(23,175)	(30,918)	(7,743)	
0.41	<div><div></div></div>	Total - Infrastructure - Other			(553,081)	(663,712)	(497,718)	(270,367)	227,351	
0.50	<div><div></div></div>	Grand Total			(4,628,055)	(4,677,081)	(3,507,354)	(2,329,542)	1,177,812	
Summary by Balance Sheet Category										
		Land Held For Resale (Current)	340		0	0	0	0	0	
		Land Held For Resale (Non Current)	507		(50,000)	(50,000)	(37,494)	(49,412)	(11,918)	
		Land - Freehold	508		0	0	0	0	0	
		Buildings - Specialised	512		(684,204)	(690,528)	(517,761)	(169,086)	348,675	
		Buildings - Non Specialised	514		(67,290)	(51,300)	(38,412)	(75,241)	(36,829)	
		Furniture & Equipment	520		(15,000)	0	0	0	0	
		Plant & Equipment	530		(1,373,057)	(1,299,104)	(974,295)	(814,754)	159,541	
		Infrastructure - Roads	540		(1,859,924)	(1,881,836)	(1,411,236)	(910,082)	501,154	
		Infrastructure - Bridges	555		(20,000)	(35,100)	(26,316)	(35,100)	(8,784)	
		Infrastructure - Footpaths & Cycleways	560		(5,500)	(5,500)	(4,122)	(5,500)	(1,378)	
		Infrastructure - Other	590		(553,081)	(663,712)	(497,718)	(270,367)	227,351	
					0	0	0	0	0	
					0	0	0	0	0	
					0	0	0	0	0	
					(4,628,055)	(4,677,081)	(3,507,354)	(2,329,542)	1,177,812	



SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2025

FINANCING ACTIVITIES  
NOTE 9  
LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2024	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	192,389	0	0	0	26,256	52,911	52,911	166,133	139,477	139,477	2,833	5,450	5,450
Loan 119 - Park Cottages	85,229	0	0	0	14,987	14,987	14,987	70,243	70,243	70,243	1,089	1,206	1,206
	277,618	0	0	0	41,243	67,898	67,898	236,375	209,720	209,720	3,922	6,656	6,656
<b>Total</b>	277,618	0	0	0	41,243	67,898	67,898	236,375	209,720	209,720	3,921.68	6,656	6,656
Current loan borrowings	67,898							26,655					
Non-current loan borrowings	209,720							209,720					
	277,618							236,375					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

Particulars/Purpose	01 Jul 2024	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	0	0	0	0	0	17,555	17,555	0	(17,555)	-17,555	0	0	0
<b>Economic Services</b>													
Matrix Cardio Equipment	31,692	0	0	0	11,047	12,370	12,370	20,646	19,322	19,322	1,356	1,324	1,324
<b>Other Property &amp; Services</b>													
Lease 3 - Canon Photocopier	0	0	0	0	0	0	0	0	0	0	0	0	0
	31,692	0	0	0	11,047	29,925	29,925	20,646	1,767	1,767	1,356	1,324	1,324
<b>Total</b>	31,692	0	0	0	11,047	29,925	29,925	20,646	1,767	1,767	1,356	1,324	1,324
Current financing borrowings	11,047							0					
Non-current financing borrowings	20,646							20,646					
	31,693							20,646					

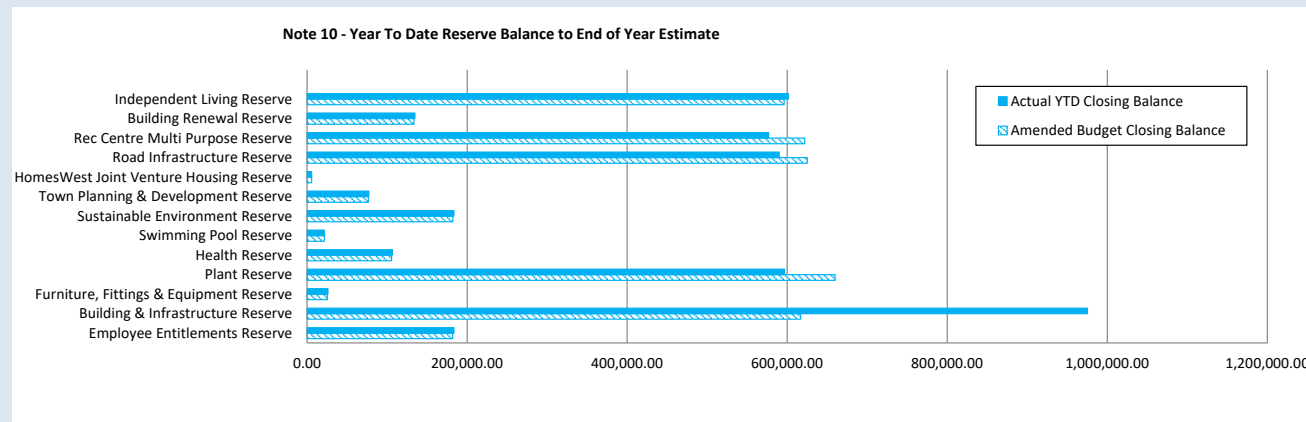
SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2025

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	177,148.64	4,739.00	6,294.52	0.00	0.00	0.00	0.00	181,887.64	183,443.16
Building & Infrastructure Reserve	941,595.30	25,191.00	33,634.11	0.00	0.00	(350,000.00)	0.00	616,786.30	975,229.41
Furniture, Fittings & Equipment Reserve	24,719.78	661.00	1,468.18	0.00	0.00	0.00	0.00	25,380.78	26,187.96
Plant Reserve	749,430.27	20,050.00	27,295.58	70,452.00	0.00	(180,000.00)	(180,000.00)	659,932.27	596,725.85
Health Reserve	102,974.01	2,755.00	3,658.92	0.00	0.00	0.00	0.00	105,729.01	106,632.93
Swimming Pool Reserve	20,970.35	561.00	745.12	0.00	0.00	0.00	0.00	21,531.35	21,715.47
Sustainable Environment Reserve	177,262.39	4,742.00	6,298.56	0.00	0.00	0.00	0.00	182,004.39	183,560.95
Town Planning & Development Reserve	74,508.35	1,993.00	2,647.47	0.00	0.00	0.00	0.00	76,501.35	77,155.82
HomesWest Joint Venture Housing Reserve	5,610.09	150.00	199.34	0.00	0.00	0.00	0.00	5,760.09	5,809.43
Road Infrastructure Reserve	569,730.93	15,242.00	20,243.92	40,000.00	0.00	0.00	0.00	624,972.93	589,974.85
Rec Centre Multi Purpose Reserve	556,992.15	14,901.00	19,791.28	50,000.00	0.00	0.00	0.00	621,893.15	576,783.43
Building Renewal Reserve	130,029.96	3,479.00	4,620.29	0.00	0.00	0.00	0.00	133,508.96	134,650.25
Independent Living Reserve	580,666.81	15,536.00	20,632.49	0.00	0.00	0.00	0.00	596,202.81	601,299.30
	4,111,639.03	110,000.00	147,529.78	160,452.00	0.00	(530,000.00)	(180,000.00)	3,852,091.03	4,079,168.81

KEY INFORMATION



**SHIRE OF QUAIRADING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2025**

**OPERATING ACTIVITIES**  
**NOTE 11**  
**OTHER CURRENT LIABILITIES**

<b>Other Current Liabilities</b>	<b>Note</b>	<b>Opening Balance 1 Jul 2024</b>	<b>Liability Increase</b>	<b>Liability Reduction</b>	<b>Closing Balance 31 Mar 2025</b>
		\$	\$	\$	\$
<b>Other Liabilities</b>					
- Contract Liabilities	12	68,952	12,000	(75,780)	5,172
- Capital Grant/Contribution Liabilities	13	415,503	654,874	(620,678)	449,700
<b>Total Other liabilities</b>		<b>484,455</b>	<b>666,874</b>	<b>(696,458)</b>	<b>454,872</b>
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
<b>Total current unspent grants, contributions and reimbursements</b>		<b>484,455</b>	<b>666,874</b>	<b>(696,458)</b>	<b>454,872</b>
<b>Employee Related Provisions</b>					
Annual leave		120,960	0	0	120,960
Long service leave		33,441	0	0	33,441
Annual leave oncosts		17,260	0	0	17,260
Long service leave oncosts		4,424	0	0	4,424
<b>Total Provisions</b>		<b>176,085</b>	<b>0</b>	<b>0</b>	<b>176,085</b>
<b>Total Other Current Liabilities</b>					<b>630,956</b>
<b>Amounts shown above include GST (where applicable)</b>					

**KEY INFORMATION**

**PROVISIONS**

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

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

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

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

**CONTRACT LIABILITIES**

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

SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2025

NOTE 12  
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grant, Subsidies and Contributions Liability					Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Mar 2025	Current Liability 31 Mar 2025	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>General purpose funding</b>									
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	202,474	202,474	151,848	155,810
Grants Commission - Roads (WALGGC)	0	0	0	0	0	101,618	101,618	76,212	51,220
<b>Law, order, public safety</b>									
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	44,725	44,725	33,543	35,410
Mitigation Activity Fund Grant Program - Round 2	67,500	0	(63,780)	3,720	3,720	67,500	67,500	50,625	63,780
<b>Education and welfare</b>									
Youth Week Grant	1,257	0	0	1,257	1,257	0	0	0	0
Children's Week Grant	0	0	0	0	1,000	0	0	0	0
<b>Recreation and culture</b>									
Grant - Toddler Learn to Swim	0	0	0	0	0	2,500	2,500	1,872	0
NADC National Australia Day Grant	0	12,000	(12,000)	0	0	0	15,000	11,259	12,000
NAIDOC Week Grant	0	0	0	0	0	1,350	1,350	1,008	0
Volunteering WA Grant	195	0	0	195	195	0	0	0	0
QDN Kite & Arts Community Eent	0	0	0	0	3,300	0	0	0	0
Paint Quairading Town REaD Literacy Project	0	0	0	0	12,520	0	0	0	0
<b>Transport</b>									
Direct Grant (MRWA)	0	0	0	0	0	180,708	180,708	135,531	213,884
	68,952	12,000	(75,780)	5,172	21,992	600,874	615,874	461,898	532,104
<b>Contributions</b>									
<b>TOTALS</b>	68,952	12,000	(75,780)	5,172	21,992	600,874	615,874	461,898	532,104

SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2025

NOTE 13

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital Grants, Subsidies and Contributions Liability					Capital Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Mar 2025	Current Liability 31 Mar 2025	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Law, order, public safety</b>									
South Caroling Water Tank	0	0	0	0	0	4,219	4,219	3,159	0
Solar Electronic Fire Danger Signs (Capital) - DRF Funded	0	0	0	0	0	15,000	15,000	11,250	0
AWARE - All West Australians Reducing Emergencies	0	3,750	0	3,750	3,750	0	0	0	0
<b>Community amenities</b>									
Electric Car Charging Station (Capital)	0	6,600	0	6,600	6,600	6,926	6,926	5,193	0
<b>Recreation and culture</b>									
LRCI Grant Phase 3 - Construction Hall Carpark	0	0	0	0	0	0	0	0	(13,171)
LRCI Grant Phase 4 - Greater Sports Ground - Multi Use Courts	0	0	0	0	236,009	393,347	393,347	295,002	0
LRCIP Grant Phase 3 - Community Park	0	0	0	0	0	0	0	0	(11,562)
CBH grant - Multi Use Courts Resurfacing	7,500	0	0	7,500	7,500	0	0	0	0
Greater Sports Ground (Gsc) - Netball/Basketball Courts (CSRFF Funded) - Income	0	0	0	0	0	125,000	125,000	93,744	0
Bore Field - DWER Funded	0	2,400	(2,400)	0	0	0	0	0	0
<b>Transport</b>									
R2R Grant - Dangin Terrace (R2R)	0	0	0	0	0	96,875	96,875	72,648	0
R2R Grant - Walker Street (R2R)	0	0	0	0	0	60,000	60,000	45,000	0
R2R Grant - Subbine Rd, Cubbine (R2R)	0	0	0	0	0	81,138	81,138	60,849	0
R2R Grant - Kellerberrin-Yoting Rd (R2R)	0	0	0	0	0	90,000	90,000	67,500	0
R2R Grant - Quairading Corrigin Road (R2R)	0	0	0	0	0	138,912	138,912	104,184	0
R2R Grant - Hayes Road (R2R)	0	0	0	0	0	80,000	80,000	59,994	0
R2R Grant - Andrews Road (R2R)	0	0	0	0	0	80,554	80,554	60,408	0
RRG Grant - Quairading - Corrigin Road 21/22	74,639	0	0	74,639	74,639	0	0	0	0
RRG Grant - Quairading - Corrigin Road 22/23	58,159	0	0	58,159	58,159	0	0	0	0
RRG Grant - Quairading - Corrigin Road 23/24	0	92,006	(92,006)	0	0	92,006	92,006	69,003	92,006
RRG Grant - Bulyee - Quairading Road 24/25	0	295,910	(256,260)	39,650	39,650	369,888	369,888	277,416	256,260
RRG Grant - Old Beverley East Road 24/25	0	130,450	(130,450)	0	0	163,063	163,063	122,292	130,450
LRCIP Grant Phase 3 - Mt Stirling Rd Resheet	0	0	0	0	0	0	0	0	(3,875)
LRCIP Grant Phase 4 - Old Beverlery East Road	0	123,758	(123,758)	0	0	226,889	226,889	170,163	123,758
R2R Grant - Old Beverley East Road (R2R)	111,545	0	0	111,545	111,545	0	0	0	0
R2R Grant - Bulyee Quairading Road R2R)	134,263	0	0	134,263	134,263	0	0	0	0
WSFN Grant - Dangin - Mears Development Funds	29,398	0	(15,804)	13,594	13,594	24,752	24,752	18,558	15,804
	415,503	654,874	(620,678)	449,700	685,709	2,048,569	2,048,569	1,536,363	589,671
<b>Capital Contributions</b>									
Contribution towards Community Car Replacement	0	0	0	0	0	17,812	17,812	13,356	19,715
	0	0	0	0	0	17,812	17,812	13,356	19,715
<b>Total capital grants, subsidies and contributions</b>	<b>415,503</b>	<b>654,874</b>	<b>(620,678)</b>	<b>449,700</b>	<b>685,709</b>	<b>2,066,381</b>	<b>2,066,381</b>	<b>1,549,719</b>	<b>609,386</b>

**SHIRE OF QUAIRADING****NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2025****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 2024	Amount Received	Amount Paid	Closing Balance 31 Mar 2025
		\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Building Services Levy (BSL)	2,581.57	497.81	(3,144.73)	(65.35)
Construction Training Fund (CTF)	588.53	252.99	0.00	841.52
Councillor Nomination Fee	0.00	0.00	0.00	0.00
Key, Hall & Equipment Bonds	4,458.55	14,145.25	(10,285.25)	8,318.55
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing	(4,784.19)	367,746.30	(367,746.30)	(4,784.19)
TransWA	0.00	0.00	0.00	0.00
Other Bonds & Deposits/Cuneata Rise	39,887.30	19,351.00	(31,400.00)	27,838.30
Caravan Park Cabin Bonds	0.00	0.00	0.00	0.00
Community Bus Bonds	541.30	0.00	0.00	541.30
Rental Bonds	6,966.00	3,544.00	(9,800.00)	710.00
Animal Trap Bonds	0.00	0.00	0.00	0.00
<b>Sub-Total</b>	<b>51,391.56</b>	<b>405,537.35</b>	<b>(422,376.28)</b>	<b>34,552.63</b>
<b>Trust Funds</b>				
Nil	0.00	0.00	0.00	0.00
<b>Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>51,391.56</b>	<b>405,537.35</b>	<b>(422,376.28)</b>	<b>34,552.63</b>

**KEY INFORMATION**

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2025

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 2024/25 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>						
Law, Order and Public Safety	(59,556)	(28%)	▼	S	Timing	Negative variance a combination of CESM/BRMP reimbursement not being received and positive Mitigation Activity Fund Grant being received earlier than budgeted.
Transport	44,416	19%	▲	S	Timing	
Other Property and Services	40,254	63%	▲	S	Permanent	
<b>Expenditure from operating activities</b>						
Health	(97,521)	(25%)	▼	S	Timing	
Education and Welfare	57,121	22%	▲	S	Timing	
Community Amenities	325,620	39%	▲	S	Timing	
Economic Services	98,121	13%	▲	S	Timing	
Other Property and Services	(96,993)	(106%)	▼	S	Timing	
<b>INVESTING ACTIVITIES</b>						
Capital Grants, Subsidies and Contributions	(937,933)	(61%)	▼	S	Timing	Grant funding still to be received
Proceeds from Disposal of Assets	(438,540)	(64%)	▼	S	Timing	Not all purchases have been made, further disposals expected
Land Held for Resale	(11,918)	(32%)	▼	S	Timing	Settlements still to be conducted on land sales
Land and Buildings	311,846	56%	▲	S	Timing	Work not yet completed
Plant and Equipment	159,541	16%	▲	S	Timing	Items not yet purchased
Infrastructure Assets - Roads	501,158	36%	▲	S	Timing	Projects not yet completed, see capital Works Note 8.
Infrastructure Assets - Other	227,351	46%	▲	S	Timing	Projects not yet completed, see capital Works Note 8.

SHIRE OF QUAIRADING - ANNUAL BUDGET REVIEW  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2025

NOTE 16  
BUDGET AMENDMENTS

GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$	\$
			<b>Budget Adoption</b>		Closing Surplus/(Deficit)		24,534		24,534
			<b>Following EOY Adjustments</b>		Opening Surplus(Deficit)			(4,436)	20,098
2030112	2700		RATES - Valuation Expenses		Operating Expenses		8,500		28,598
2030115	2101		RATES - Printing & Stationary		Operating Expenses		500		29,098
2030116	2100		RATES - Postage & Freight		Operating Expenses			(500)	28,598
2030118	2700		RATES - Rates Write Off		Operating Expenses		1,294		29,892
2040116	2100		MEMBERS - Election Expenses		Operating Expenses		13,200		43,092
2040116	2101		MEMBERS - Election Expenses		Operating Expenses		3,000		46,092
2040140	2101		MEMBERS - Advertising & Promotion		Operating Expenses		1,000		47,092
2040205	2100		OTH GOV - Recruitment		Operating Expenses		4,000		51,092
2040252	2100		OTH GOV - Other Consultancy		Operating Expenses		10,000		61,092
2070487	2100		HEALTH - Other Expenses		Operating Expenses		3,600		64,692
2070553	2100	W7501	PEST - Pest Control Programs		Operating Expenses		1,500		66,192
2070553	2101	W7501	PEST - Pest Control Programs		Operating Expenses		2,000		68,192
2070553	9300	W7501	PEST - Pest Control Programs		Operating Expenses		1,685		69,877
2070765	2102		OTH HEALTH - Maintenance/Operations		Operating Expenses		15,000		84,877
2070765	2200		OTH HEALTH - Maintenance/Operations		Operating Expenses		1,000		85,877
2070765	2600		OTH HEALTH - Maintenance/Operations		Operating Expenses		5,900		91,777
2070788	2101		OTH HEALTH - Building Operations		Operating Expenses		1,500		93,277
2080388	2000	BO8301	FAMILIES - Building Operations		Operating Expenses			(4,533)	88,744
2080388	2101	BO8301	FAMILIES - Building Operations		Operating Expenses			(1,000)	87,744
2080388	9300	BO8301	FAMILIES - Building Operations		Operating Expenses			(4,809)	82,935
2080688	2000	BO8600	AGED OTHER - Building Operations		Operating Expenses		5,275		88,210
2080688	2202	BO8600	AGED OTHER - Building Operations		Operating Expenses			(5,000)	83,210
2080688	9300	BO8600	AGED OTHER - Building Maintenance		Operating Expenses		6,273		89,483
2080689	2000	BM8600	AGED OTHER - Building Maintenance		Operating Expenses		2,947		92,430
2080689	2100	BM8600	AGED OTHER - Building Maintenance		Operating Expenses		6,500		98,930
2080689	2101	BM8600	AGED OTHER - Building Maintenance		Operating Expenses		2,000		100,930
2080689	9300	BM8600	AGED OTHER - Building Maintenance		Operating Expenses		3,066		103,996
2080789	2100		WELFARE - Building Maintenance		Operating Expenses		4,360		108,356
2090188	2201		STF HOUSE - Building Operations		Operating Expenses		600		108,956
2090288	2100		OTH HOUSE - Building Operations		Operating Expenses		4,045		113,001
2090288	2101		OTH HOUSE - Building Operations		Operating Expenses			(2,045)	110,956
2090288	2104		OTH HOUSE - Building Operations		Operating Expenses			(2,000)	108,956
2090288	2202		OTH HOUSE - Building Operations		Operating Expenses		5,100		114,056
2090289	2100		OTH HOUSE - Building Maintenance		Operating Expenses			(7,000)	107,056
2100588	2104		ENVIRON - Building Operations		Operating Expenses		500		107,556
2100685	2100		PLAN - Legal Charges		Operating Expenses		16,000		123,556



GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$	\$
2100788	9300		COMM AMEN - Public Conveniences Operations		Operating Expenses		9,480		133,036
2110188	2100		HALLS - Town Halls and Public Bldg Operations		Operating Expenses		6,000		139,036
2110265	2000		SWIM AREAS - Maintenance/Operations		Operating Expenses		3,236		142,272
2110265	2101	W11201	SWIM AREAS - Maintenance/Operations		Operating Expenses			(500)	141,772
2110265	2200	W11201	SWIM AREAS - Maintenance/Operations		Operating Expenses			(4,000)	137,772
2110265	2202	W11201	SWIM AREAS - Maintenance/Operations		Operating Expenses			(2,000)	135,772
2110265	9300	W11201	SWIM AREAS - Maintenance/Operations		Operating Expenses		3,491		139,263
2110288	2200		SWIM AREAS - Building Operations		Operating Expenses		2,500		141,763
2110289	2100		SWIM AREAS - Maintenance		Operating Expenses			(4,000)	137,763
2110289	2100		SWIM AREAS - Maintenance		Operating Expenses			(4,000)	133,763
2110360	2100	w11334	REC - Recreation Grounds Maintenance/Operations		Operating Expenses			(6,500)	127,263
2110363	2100	W11333	REC - Recreation Grounds Maintenance/Operations		Operating Expenses		1,500		128,763
2110363	2101	w11333	REC - Recreation Grounds Maintenance/Operations		Operating Expenses		1,000		129,763
2110363	2600	W11333	REC - Recreation Grounds Maintenance/Operations		Operating Expenses			(2,500)	127,263
2110364	2101	W11340	REC - Trails & Tracks Maintenance/Operations		Operating Expenses		3,000		130,263
2110365	2100	W11300	REC - Parks & Gardens Maintenance/Operations		Operating Expenses			(3,000)	127,263
2110365	2202	W11300	REC - Parks & Gardens Maintenance/Operations		Operating Expenses		13,000		140,263
2110365	2202	w11323	REC - Parks & Gardens Maintenance/Operations		Operating Expenses			(10,000)	130,263
2110366	2100	w11332	REC - Oval Maintenance/Operations		Operating Expenses		10,000		140,263
2110366	2101	W11332	REC - Oval Maintenance/Operations		Operating Expenses			(10,000)	130,263
2120665	2100	W12601	AERO - Airstrip & Grounds Maintenance/Operations		Operating Expenses			(1,000)	129,263
2120665	2101	W12601	AERO - Airstrip & Grounds Maintenance/Operations		Operating Expenses			(2,200)	127,063
2130111	2000	W11301	RURAL - Noxious Weed Control		Operating Expenses			(3,974)	123,089
2130111	2100	W11301	RURAL - Noxious Weed Control		Operating Expenses			(5,000)	118,089
2130111	9300	W11301	RURAL - Noxious Weed Control		Operating Expenses			(2,630)	115,459
2130266	2200	W13220	TOUR - Caravan Park General Maintenance/Operations		Operating Expenses		1,500		116,959
2130266	2201	W13220	TOUR - Caravan Park General Maintenance/Operations		Operating Expenses		1,200		118,159
2130288	2200	BO13244	TOUR - Building Operations		Operating Expenses			(1,500)	116,659
2130288	2201	BO13244	TOUR - Building Operations		Operating Expenses			(1,200)	115,459
2130865	2200	W13801	OTH ECON - Standpipe Maintenance/Operations		Operating Expenses		3,000		118,459
2130865	2100	W13801	OTH ECON - Standpipe Maintenance/Operations		Operating Expenses			(3,000)	115,459
2140205	2003		ADMIN - Recruitment		Operating Expenses		500		115,959
2140205	2100		ADMIN - Recruitment		Operating Expenses		1,500		117,459
2140287	2100		ADMIN - Other Expenses		Operating Expenses		1,500		118,959
2140287	2101		ADMIN - Other Expenses		Operating Expenses			(1,500)	117,459
2140288	2100	BO14201	ADMIN - Building Operations		Operating Expenses		3,000		120,459
2140288	2101	BO14201	ADMIN - Building Operations		Operating Expenses		3,000		123,459
2140288	2000	BO14201	ADMIN - Building Operations		Operating Expenses			(6,000)	117,459
4120149	2100	RRG166B	ROADC - Roads Outside BUA Sealed - RRG		Capital Expenses			(20,516)	96,943
4120148	2100	RRG002	ROADC - Roads Built Up Area - RRG		Capital Expenses			(10,403)	86,540
4120144	2100	R2R169	ROADC - Roads Built Up Area - R2R		Capital Expenses			(23,503)	63,037
4120144	2100	R2R138	ROADC - Roads Built Up Area - R2R		Capital Expenses		31,994		95,031
2120288	2101	BO12202	TOP YARD - Depot Building Maintenance		Capital Expenses			(8,491)	86,540

GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$	\$
4120145	2100	R2R166	ROADC - Roads Outside BUA - Sealed - Roads to Recovery		Capital Expenses			(2,684)	83,856
4120145	2100	R2R164	ROADC - Roads Outside BUA - Sealed - Roads to Recovery		Capital Expenses		15,200		99,056
4120145	2100	R2R015	ROADC - Roads Outside BUA - Sealed - Roads to Recovery		Capital Expenses		29,040		128,096
4120144	2100	R2R002	ROADC - Roads Built Up Area - Roads to Recovery		Capital Expenses			(31,040)	97,056
4120145	2000	R2R005	ROADC - Roads Outside BUA - Sealed - Roads to Recovery		Capital Expenses		19,669		116,725
4120145	2100	R2R005	ROADC - Roads Outside BUA - Sealed - Roads to Recovery		Capital Expenses		26,988		143,713
4120145	2101	R2R005	ROADC - Roads Outside BUA - Sealed - Roads to Recovery		Capital Expenses		15,000		158,713
4120145	9300	R2R005	ROADC - Roads Outside BUA - Sealed - Roads to Recovery		Capital Expenses		21,905		180,618
4120166	2100	DC143	ROADC - Drainage Outside BUA (Capital)		Capital Expenses		10,000		190,618
4120166	2101	DC143	ROADC - Drainage Outside BUA (Capital)		Capital Expenses		10,000		200,618
4120144	2100	R2R002	ROADC - Roads Built Up Area - Roads to Recovery		Capital Expenses			(10,000)	190,618
4120144	2101	R2R002	ROADC - Roads Built Up Area - Roads to Recovery		Capital Expenses			(10,000)	180,618
4100112	2000	BC10102	SAN - Buildings Specialised (Capital)		Capital Expenses		14,156		194,774
4100112	2101	BC10102	SAN - Buildings Specialised (Capital)		Capital Expenses		20,000		214,774
4100112	9300	BC10102	SAN - Buildings Specialised (Capital)		Capital Expenses		16,220		230,994
4080312	2000	BO8301	FAMILIES - Buildings Specialised (Capital)		Capital Expenses			(8,000)	222,994
4080312	2101	BO8301	FAMILIES - Buildings Specialised (Capital)		Capital Expenses			(8,000)	214,994
4080312	9300	BO8301	FAMILIES - Buildings Specialised (Capital)		Capital Expenses			(8,000)	206,994
4080312	2101	BO8301	FAMILIES - Buildings Specialised (Capital)		Capital Expenses			(5,000)	201,994
4100790	2000	OC10703	COM AMEN - Infrastructure Other (Capital)		Capital Expenses		6,052		208,046
4100790	2101	OC10703	COM AMEN - Infrastructure Other (Capital)		Capital Expenses		4,000		212,046
4100790	9300	OC10703	COM AMEN - Infrastructure Other (Capital)		Capital Expenses		6,740		218,786
4110390	2101	OC11344	Cricket Nets (Capital)		Capital Expenses		32,000		250,786
4110390	2100	OC11344	Cricket Nets (Capital)		Capital Expenses			(32,000)	218,786
4110390	2000	OC11344	Cricket Nets (Capital)		Capital Expenses		3,500		222,286
4110390	9300	OC11344	Cricket Nets (Capital)		Capital Expenses		5,000		227,286
4110212	2101	BC11201	SWIM AREAS - Buildings Specialised (Capital)		Capital Expenses			(20,000)	207,286
4110212	2100	BC11201	SWIM AREAS - Buildings Specialised (Capital)		Capital Expenses		16,000		223,286
4110212	9300	BC11201	SWIM AREAS - Buildings Specialised (Capital)		Capital Expenses			(4,000)	219,286
4110212	2101	BC11202	SWIM AREAS - Buildings Specialised (Capital)		Capital Expenses		2,500		221,786
4110212	2100	BC11202	SWIM AREAS - Buildings Specialised (Capital)		Capital Expenses			(3,700)	218,086
4090114	2000	BC9104	STF HOUSE - Buildings Non Specialised (Capital)		Capital Expenses		7,565		225,651
4090114	9300	BC9104	STF HOUSE - Buildings Non Specialised (Capital)		Capital Expenses		8,425		234,076
4130812	2101	BC13810	OTH ECON - Buildings Specialised (Capital)		Capital Expenses			(5,500)	228,576
4120330	2101	PE12314	PLANT - Plant & Equipment		Capital Expenses			(52,000)	176,576
4120330	2101	PE12319	PLANT - Plant & Equipment		Capital Expenses			(24,350)	152,226
4120330	2101	PE12311	PLANT - Plant & Equipment		Capital Expenses		111,000		263,226
4120330	2101	PE12313	PLANT - Plant & Equipment		Capital Expenses		13,500		276,726
4120330	2101	PE12317	PLANT - Plant & Equipment		Capital Expenses		25,802		302,528
4120381	4400		PLANT - Transfers to Reserve MUN		Operating Expenses			(70,452)	232,076
2120289	2000	BM12201	ROADM - Depot Building Maintenance		Operating Expenses		14,000		246,076
2120289	2100	BM12201	ROADM - Depot Building Maintenance		Operating Expenses		4,800		250,876
2120289	9300	BM12201	ROADM - Depot Building Maintenance		Operating Expenses		15,777		266,653

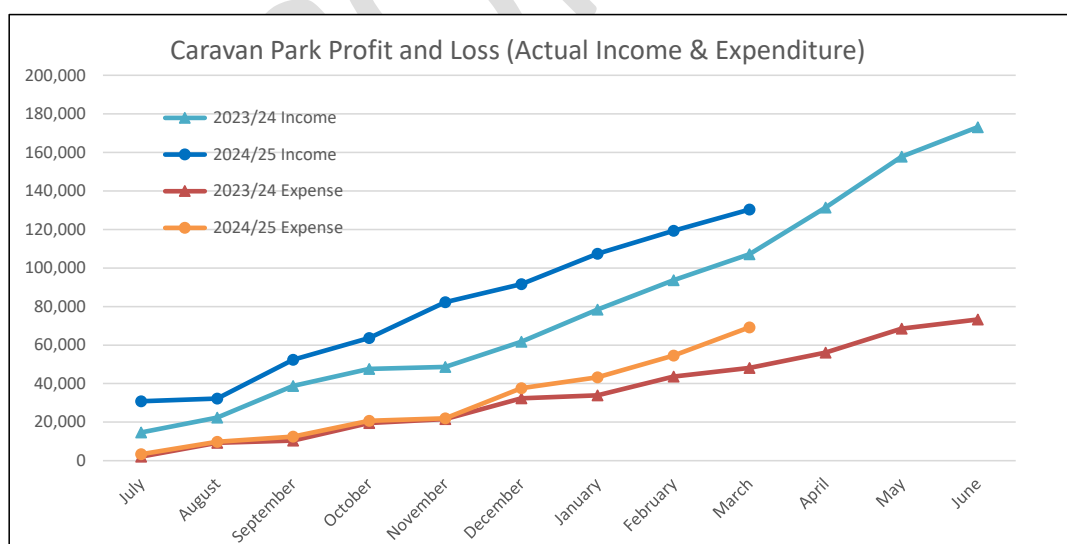
GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$	\$
2120289	2101	BM12201	ROADM - Depot Building Maintenance		Operating Expenses		1,000		267,653
2120288	2000	BO12201	ROADM - Depot Building Operations		Operating Expenses			(35,577)	232,076
2140386	2101		PWO - Expensed Minor Asset Purchases MUN		Operating Expenses		20,000		252,076
2140330	2101		PWO - OHS and Toolbox Meetings MUN		Operating Expenses			(11,461)	240,615
2140411	2100		POC - External Parts & Repairs MUN		Operating Expenses			(83,450)	157,165
4120166	2100	DC166	ROADC - Drainage Outside BUA (Capital)		Capital Expenses			(10,000)	147,165
4140220	2101	FE14202	ADMIN - Furniture & Equipment		Capital Expenses		15,000		162,165
4140281	4400		ADMIN - Transfers to Reserve MUN		Capital Income			(15,000)	147,165
4130890	2000	OC13801	Standpipe Controller		Capital Expenses			(1,762)	145,403
4130890	2000	OC13801	Standpipe Controller		Capital Expenses			(6,111)	139,292
4130890	9300	OC13801	Standpipe Controller		Capital Expenses			(1,945)	137,347
4130890	9400	OC13801	Standpipe Controller		Capital Expenses			(1,110)	136,237
4120167	2100	BR4143	Mount Stirling Road - Bridge		Capital Expenses			(15,100)	121,137
4110212	2100	BC11205	Swimming Pool Plant Room - Building (Capital)		Capital Expenses			(13,000)	108,137
3140120	3430	FI1000	PRIVATE - Private Works Income MUN		Operating Expenses		35,000		143,137
2110711	2100	EV11701	Australia Day		Operating Expenses		8,000		151,137
2110711	2101	EV11701	Australia Day		Operating Expenses		3,500		154,637
3110710	3100	EV11701	OTH CUL - Grants MUN		Operating Revenue		15,000		169,637
2110711	2100	EV11701	Australia Day		Operating Expenses			(13,000)	156,637
2110711	2101	EV11701	Australia Day		Operating Expenses			(2,000)	154,637
4120145	2000	R2R006	ROADC - Roads Outside BUA - Sealed - Roads to Recovery		Capital Expenses			(19,669)	134,968
4120145	2100	R2R006	ROADC - Roads Outside BUA - Sealed - Roads to Recovery		Capital Expenses			(26,988)	107,980
4120145	2101	R2R006	ROADC - Roads Outside BUA - Sealed - Roads to Recovery		Capital Expenses			(15,000)	92,980
4120145	9300	R2R006	ROADC - Roads Outside BUA - Sealed - Roads to Recovery		Capital Expenses			(21,905)	71,075
4030280			GEN PUR - Transfers to Reserves - NON INTEREST MUN		Capital Income		125,000		196,075
4110390	2101	R2R006	Greater Sports Ground (GSC) Netball/Basketball Courts		Capital Expenses			(125,000)	71,075
4030280	2101		GEN PUR - Transfers to Reserves - NON INTEREST MUN		Capital Income			(50,000)	21,075
						0	952,619	(931,544)	21,075


KEY INFORMATION

## SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2025NOTE 17  
CARAVAN PARK

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	YTD Budget (Amended)	Annual Budget (Original)	Annual Budget (Amended)	Annual (Amd) Var %
<b>INCOME</b>						
Caravan Park Charges	435	\$ 36,021.73	\$ 45,000.00	\$ 60,000.00	\$ 60,000.00	60%
Cabin and Unit Charges	512	\$ 94,142.07	\$ 97,497.00	\$ 130,000.00	\$ 130,000.00	72%
Fees, Charges & Reimbursements		\$ 159.11	\$ -	\$ -	\$ -	0%
<b>TOTAL INCOME</b>	<b>947</b>	<b>\$ 130,322.91</b>	<b>\$ 142,497.00</b>	<b>\$ 190,000.00</b>	<b>\$ 190,000.00</b>	<b>69%</b>
<b>EXPENDITURE</b>						
<b>Caravan Park</b>						
Salaries & Wages		\$ 5,212.58	\$ 11,988.00	\$ 15,990.00	\$ 15,990.00	33%
Materials & Contracts		\$ 8,674.65	\$ 8,730.00	\$ 11,640.00	\$ 11,640.00	75%
Utilities & Insurance		\$ 11,318.66	\$ 8,244.00	\$ 13,700.00	\$ 11,000.00	103%
<b>Caravan Park Total</b>		<b>\$ 25,205.89</b>	<b>\$ 28,962.00</b>	<b>\$ 41,330.00</b>	<b>\$ 38,630.00</b>	<b>65%</b>
<b>Cabins (3x 2 bedroom Cabins)</b>						
Salaries & Wages		\$ 2,499.42	\$ 17,253.00	\$ 23,025.00	\$ 23,025.00	11%
Materials & Contracts		\$ -	\$ 1,890.00	\$ 2,532.00	\$ 2,532.00	0%
Utilities & Insurance		\$ 12,581.66	\$ 8,037.00	\$ 10,757.00	\$ 10,757.00	117%
<b>Cabins Total</b>		<b>\$ 15,081.08</b>	<b>\$ 27,180.00</b>	<b>\$ 36,314.00</b>	<b>\$ 36,314.00</b>	<b>42%</b>
<b>Caretaker Reception</b>						
Salaries & Wages		\$ 10,945.32	\$ 7,191.00	\$ 9,594.00	\$ 9,594.00	114%
Materials & Contracts		\$ 948.28	\$ 666.00	\$ 892.00	\$ 892.00	106%
Utilities & Insurance		\$ 4,486.79	\$ 4,986.00	\$ 6,667.00	\$ 6,667.00	67%
<b>Caretaker Reception Total</b>		<b>\$ 16,380.39</b>	<b>\$ 12,843.00</b>	<b>\$ 17,153.00</b>	<b>\$ 17,153.00</b>	<b>95%</b>
<b>Units (4x 1 bedroom units)</b>						
Salaries & Wages		\$ 1,171.32	\$ 6,228.00	\$ 8,315.00	\$ 8,315.00	14%
Materials & Contracts		\$ 25.54	\$ 630.00	\$ 844.00	\$ 844.00	3%
Utilities & Insurance		\$ 3,248.22	\$ 819.00	\$ 1,109.00	\$ 1,109.00	293%
<b>Units Total</b>		<b>\$ 4,445.08</b>	<b>\$ 7,677.00</b>	<b>\$ 10,268.00</b>	<b>\$ 10,268.00</b>	<b>43%</b>
<b>TOTAL EXPENDITURE</b>		<b>\$ 61,112.44</b>	<b>\$ 76,662.00</b>	<b>\$ 105,065.00</b>	<b>\$ 102,365.00</b>	<b>60%</b>
<b>Closing Funding Surplus(Deficit)</b>						
		<b>\$ 69,210.47</b>	<b>\$ 65,835.00</b>		<b>\$ 87,635.00</b>	<b>79%</b>



**ITEM 12      MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION  
(00:14:31)****12.1            Councillor Meeting Fees & Allowances****Responsible Officer**      Natalie Ness, Chief Executive Officer**Reporting Officer**        Marion Haeusler, Executive Officer**Attachments**              1.      Local Government Chief Executive Officers and Elected Council  
   Members Determination No.1 of 2025 [↓](#) **Voting Requirements**      Absolute Majority**Disclosure of Interest**    Reporting Officer: Nil  
   Responsible Officer: Nil**RESOLUTION: OCM 155-24/25**

Moved:      Cr JC Hayes

Seconded: Cr RC Faltyn

That Council for the 2025/26 financial year:

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

Shire President – Council Meeting	\$497.00 per Meeting
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Shire President – Committee & Prescribed Meetings	\$88.00 per Meeting
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Councillors – Council Meeting	\$243.00 per Meeting
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Councillors – Committee & Prescribed Meetings	\$88.00 per Meeting
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2. Set the Shire President's Allowance at                      \$1,185.00 per annum

**FOR:**                      Crs JR Hippiisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes**AGAINST:**              Nil**CARRIED BY ABSOLUTE MAJORITY 5/0**

At 2:16 pm, Cr Jonathan Hippiisley left the meeting.

**RESOLUTION: OCM 156-24/25**

Moved: Cr JC Hayes

Seconded: Cr RC Faltyn

That Council for the 2025/26 financial year set the Deputy President's Allowance at 25% of the Shire President's Allowance, or \$296.00 per annum

FOR: Crs BR Cowcill, RC Faltyn, EV Gom and JC Hayes

AGAINST: Nil

**CARRIED BY ABSOLUTE MAJORITY 4/0**

At 2:19 pm, Cr Jonathan Hippisley returned to the meeting.

**IN BRIEF**

Councillors are paid a sitting fee for attending Council, Committee or prescribed meetings as outlined in the *Local Government Act 1995* (the Act) and *Local Government (Administration) Regulations 1996*.

The Salaries and Allowances Tribunal determines the minimum and maximum payable meeting fees and allowances for Council Members, Presidents and Deputy Presidents and publishes them annually in the Local Government Chief Executive Officers and Elected Council Members Determination. (Attachment 1)

Councillors are asked to set the meeting fees, President's allowance and Deputy President's allowance for the 2025/26 financial year as calculated in the recommendation.

**MATTER FOR CONSIDERATION**

The Officer Recommendation is based on the 3.5% increase to the Elected Member attendance fees and annual allowance ranges as set by the Tribunal in its determination published on the 4<sup>th</sup> of April 2025 and coming into effect on the 1<sup>st</sup> of July 2025. Officers assume that Council wish to keep their previous year's determination to compensate Elected Members per Council or Committee Meeting and not through an annual allowance.

Officers recommend that Council recognise the commitments made by the Deputy President above and beyond those of other Elected Council Members, by setting an annual Deputy President's allowance in accordance with the SAT Determination section 7.3 Annual allowance for a Deputy Mayor, Deputy President, or Deputy Chair.

**BACKGROUND**

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

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

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

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

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

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

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

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

1. The time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with Council staff and community members.
2. The role of the Council Member, Mayor or President including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation.
3. Particular responsibilities associated with the types of meetings attended.
4. Responsibilities of a Mayor, President or Chair to preside over meetings.
5. The relative “size” of the local government as reflected in the Tribunal’s local government banding model.

The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 3.5%. The Tribunal considered various submissions calling for increases, with the determined increase reflecting a variety of issues raised in the submission.

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

All other allowances remain unchanged.

### Annual Allowance for Elected Members

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

*Table 4: Council meeting fees per meeting – local governments*

Elected council member			Elected council member mayor or president	
LG Band	Minimum	Maximum	Minimum	Maximum
1	\$700	\$890	\$700	\$1,215
2	\$420	\$660	\$420	\$880
3	\$225	\$465	\$225	\$710
4	\$105	\$270	\$105	\$550

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

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

Elected council member		
LG Band	Minimum	Maximum
1	\$350	\$450
2	\$210	\$330
3	\$110	\$235
4	\$55	\$135

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



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

Elected council member			Elected council member mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$27,560	\$35,480	\$27,560	\$53,215
2	\$16,655	\$26,020	\$16,655	\$34,890
3	\$8,615	\$18,335	\$8,615	\$28,385
4	\$4,020	\$10,650	\$4,020	\$21,880

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

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

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

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

1. The leadership role of the Mayor, President or Chair.
2. The statutory functions for which the Mayor, President or Chair is accountable.
3. The ceremonial and civic duties required of the Mayor, President, or Chair, including local government business related entertainment.
4. The responsibilities of the Deputy Mayor, Deputy President, or Deputy Chair when deputising.
5. The relative “size” of the local government as reflected in the Tribunal’s local government banding model.
6. The civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

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

*Table 11: Annual allowance for a mayor or president of a local government*

For a mayor or president		
LG Band	Minimum	Maximum
1	\$57,404	\$100,514
2	\$17,222	\$70,951
3	\$1,152	\$41,388
4	\$575	\$22,470

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

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

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

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

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The allowance set by Council will be allocated in the 2025/26 financial year budget.

## ALIGNMENT WITH STRATEGIC PRIORITIES

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

## CONSULTATION

Nil.

## RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

**3.1 Governance, Financial and Compliance Risks: Financial Viability and Asset Management****3.3 Governance, Financial and Compliance Risks: Organisational Misconduct****RISK ASSESSMENT**

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

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

**COMMENT**

This year, the Salaries and Allowances Tribunal has made an additional determination under clause 6.4. A range of fees applicable to independent committee members, denoting a differentiation from the determination for Elected Members attending committee meetings and enabling more adequate compensation depending on the independent member's skills and expertise. A range of \$0 - \$450 was determined, independent of which Band the Local Government falls under.

In addition to determining a range of meeting fees for independent committee members, the SAT has also provided for the reimbursement of expenses to attend committee meetings.

The SAT has deferred a determination on meeting fee ranges for independent chairs of Audit, Risk and Improvement Committees to coincide with the commencement of the changes as described in the *Local Government Amendment Act 2024*.

Furthermore, the SAT has announced it will conduct a comprehensive survey of the remuneration provided to local government CEOs and the fees and allowances provided to elected council members for the second half of the year 2025.

UNCONFIRMED

TRIBUNAL DETERMINATION 2025 - 006

**SALARIES AND ALLOWANCES ACT 1975****DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL****FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED COUNCIL MEMBERS****TABLE OF CONTENTS**

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## PREAMBLE

### Statutory context

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

### Considerations

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

### Band allocation model

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

**Christmas and Cocos (Keeling) Islands**

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

**Conclusions**

11. The Tribunal has determined that CEO remuneration bands be increased by 3.5%. The Tribunal considered this appropriate given the current economic conditions, including WA data on CPI and WPI, and the wider public sector framework. Further, the changes to the Superannuation Guarantee mean that minimum superannuation contributions will increase by 0.5% to 12% on 1 July 2025. In recognition of this, the Tribunal has applied a 0.5% increase to the CEO remuneration bands in addition to the 3.5%. Therefore, the total increase to the **CEO** remuneration bands is **4%**.
12. The Tribunal notes that each local government must set remuneration within the band to which it is allocated. Any increase, within the bands, must be determined by each local government through its own assessment of whether changes are justified.
13. In reviewing the band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change band classification, including those provided in submissions. The Tribunal considers no change is warranted for any local government at this time.
14. However, the Tribunal resolved to conduct a comprehensive survey of the remuneration provided to local government CEOs and the fees and allowances provided to elected council members. As the Tribunal determines the bands for local governments, it is essential that the Tribunal has visibility as to where local governments are placed within these bands in order to ensure the suitability of the band ranges and other allowances.
15. This survey, to be conducted in the second half of this year, will also request information with respect to Regional/Isolation Allowances provided by local governments to CEOs, with the intention of reviewing the allowance to ensure that it is fit for purpose and achieving the desired outcome for those working in regional and isolated locations.
16. The main factor considered by the Tribunal in determining the eligibility and quantum of the Regional/Isolation Allowance has been the *District Allowance (Government Officers) General Agreement 2010* amount and boundaries, together with some other regional factors. Previously, the Tribunal has altered these amounts for certain local governments after consideration of specific regional issues via submissions or discussions.



17. The Tribunal reviewed submissions and determined that no change to the Regional/Isolation Allowance would be applied at present. However, subject to the results of the survey and review thereof, changes to the eligibility and quantum of the allowance may be made, and the submissions made to this inquiry and previous inquiries, will be re-considered.
18. As a result of changes to the *Metropolitan Region Town Planning Scheme Act 1959*, the definition of metropolitan / non-metropolitan region has been redefined, and reference is now made to Schedule 4 of *Planning and Development Act 2005*.
19. The motor vehicle allowance was significantly reviewed last year, and the Tribunal resolved to provide some clarity as to the impact of FBT on the TRP.
20. The Tribunal has determined **elected council member** attendance fees, and annual allowance ranges be increased by **3.5%** (and rounded). The Tribunal considered various submissions calling for increases, with the determined increase reflecting a variety of issues raised in the submissions.
21. The Tribunal maintains that elected council members' fees should be set to compensate costs for the prescribed role of an elected council member. The role of an elected council member was specifically described as not being a full-time occupation in parliamentary debates regarding the *Local Government Amendment Act 2011* and re-iterated again in the Parliament last year through the passing of the *Local Government Amendment Bill 2024*.
22. The Tribunal notes the recent legislative changes which enable superannuation payments to be made to local government elected council members. Any superannuation payments are in addition to the fees and allowances provided to elected council members as determined by the Tribunal.
23. Further, the Tribunal is cognisant of the forthcoming requirement for local governments to appoint an independent Chair for Audit, Risk and Improvement Committees. The Tribunal will determine rates with respect to this at a future date, to coincide with the commencement of these changes.
24. In the meantime, in order for local governments to adequately attract, retain and remunerate suitable people with the relevant skills and expertise to be independent committee members in general, the Tribunal has collapsed the bands into one fee range, and has also provided for the reimbursement of expenses for independent committee members to attend committee meetings.
25. Further amendments to the determination reflect changes to Regional Councils with Tamala Park Regional Council renamed as Catalina Regional Council; Rivers Regional Council becoming Rivers Regional Subsidiary and no longer within the Tribunal's jurisdiction; and Pilbara Regional Council being wound up.
26. All other allowances remain unchanged.

**The Determination will now issue.**

## DETERMINATION

### PART 1 INTRODUCTORY MATTERS

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

#### 1.1 Short Title

This determination may be cited as the Local Government Chief Executive Officers and Elected Council Members Determination No. 1 of 2025.

#### 1.2 Commencement

This determination comes into operation on **1 July 2025**.

#### 1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to:
  - (a) Chief Executive Officers (CEOs)
  - (b) Acting Chief Executive Officers
  - (c) Elected Council Members.
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995* ('the LG Act') Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.
- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.

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

#### 1.4 Terms used

- (1) In this determination, unless the contrary intention appears:

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

**Committee meeting** means a meeting of a committee of a council where the committee comprises:

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

**Council**, in relation to:

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

**Elected Council Member**, in relation to:

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

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

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

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

**Non-Metropolitan region** means a local government defined in Schedule 4 of the *Planning and Development Act 2005*.

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

#### **1.5 Pro rata payments**

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

#### **1.6 Local government band allocations**

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

**PART 2 TOTAL REWARD PACKAGE**

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

**2.1 General**

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

- (5) The only exclusions from the TRP are:
- (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the provision of a motor vehicle or accommodation are to be included as part of the TRP);
  - (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
  - (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

## 2.2 Local Government Classification

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

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

Band	Total Reward Package
1	\$288,727 - \$439,682
2	\$238,132 - \$370,428
3	\$182,109 - \$300,370
4	\$163,051 - \$250,012

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

*Table 2: Regional local government band classification*

Regional local government	Band
Bunbury-Harvey Regional Council	4
Catalina Regional Council	2
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Resource Recovery Group	2
Western Metropolitan Regional Council	4

### **PART 3 REGIONAL/ISOLATION ALLOWANCE**

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

#### **3.1 General**

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

#### **3.2 Determining appropriateness and rate of allowance**

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

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

### 3.3 Regional/Isolation Allowance

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

Table 3: Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$55,000
Broome Shire	\$45,000
Carnamah Shire	\$38,600
Carnarvon Shire	\$38,600
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$38,600
Cue Shire	\$50,000
Derby-West Kimberley Shire	\$55,000
Dundas Shire	\$38,600
East Pilbara Shire	\$55,000
Esperance Shire	\$32,200
Exmouth Shire	\$45,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$75,000
Irwin Shire	\$38,600
Jerramungup Shire	\$32,200
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$70,000
Kent Shire	\$12,900
Kondinin Shire	\$12,900



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

**PART 4 HOUSING ALLOWANCE**

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

**4.1 General**

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

**4.2 Applicable housing allowance**

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

**PART 5 MOTOR VEHICLES**

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

**5.1 General**

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

**5.2 Private benefit value**

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

**PART 6 MEETING ATTENDANCE FEES**

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

**6.1 General**

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

- (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (5) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.
- (6) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if the:
  - (a) person who organises the meeting pays the council member a fee for attending the meeting; or
  - (b) council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
  - (c) council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (7) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including the:
  - (a) time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members
  - (b) role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation
  - (c) particular responsibilities associated with the types of meetings attended;
  - (d) responsibilities of a mayor, president or chair to preside over meetings
  - (e) relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (8) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.
- (9) The entitlement of an elected council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

## 6.2 Council meeting attendance fees – per meeting

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

Table 4: Council meeting fees per meeting – local governments

LG Band	Elected council member		Elected council member mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$700	\$890	\$700	\$1,215
2	\$420	\$660	\$420	\$880
3	\$225	\$465	\$225	\$710
4	\$105	\$270	\$105	\$550

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

Regional LG Band	Elected council member		Elected council member chair	
	Minimum	Maximum	Minimum	Maximum
1 – 4	\$105	\$270	\$105	\$550

## 6.3 Committee meeting and prescribed meeting attendance fees – per meeting

- (1) The ranges of fees in tables 6 and 7 apply where a local government or regional local government decides to pay an elected council member a fee referred to in sections:
- (a) 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
  - (b) 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

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

Elected council member		
LG Band	Minimum	Maximum
1	\$350	\$450
2	\$210	\$330
3	\$110	\$235
4	\$55	\$135

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

Elected council member		
Regional LG Band	Minimum	Maximum
1 – 4	\$55	\$135

#### 6.4 Meeting attendance fees for independent committee members – per meeting

- (1) The range of fees in table 8 apply where a local government or regional local government decides to pay an **independent committee member** a fee referred to in:
  - (a) section 5.100(2)(b) of the LG Act for attendance at a committee meeting; or
  - (b) section 5.100(3)(a) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.
- (2) The range is provided to enable local governments to appropriately compensate independent committee members depending on the skills and expertise they bring to the committee.

*Table 8: Committee meeting and prescribed meeting fees per meeting for independent committee members – local government and regional local governments*

Independent Committee Member		
Bands	Minimum	Maximum
1 – 4	\$0	\$450

- (3) In accordance with sections 5.100(4), (5) and (6) of the LG Act, an independent committee member can be reimbursed for attending committee meetings referred to in 6.4(1) above.
- (4) The extent to which an independent committee member can be reimbursed for attending committee meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

**6.5 Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees**

- (1) The ranges of fees in table 9 and table 10 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

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

Elected council member			Elected council member mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$27,560	\$35,480	\$27,560	\$53,215
2	\$16,655	\$26,020	\$16,655	\$34,890
3	\$8,615	\$18,335	\$8,615	\$28,385
4	\$4,020	\$10,650	\$4,020	\$21,880

*Table 10: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local government*

Elected council member			Elected council member mayor or president	
Regional LG Band	Minimum	Maximum	Minimum	Maximum
1 – 4	\$2,015	\$11,830	\$2,215	\$17,740



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

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

**7.1     General**

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

## 7.2 Annual allowance for a Mayor, President or Chair

- (1) The ranges of allowances in table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the City of Perth is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$67,201 to \$149,971.

*Table 11: Annual allowance for a mayor or president of a local government*

For a mayor or president		
LG Band	Minimum	Maximum
1	\$57,404	\$100,514
2	\$17,222	\$70,951
3	\$1,152	\$41,388
4	\$575	\$22,470

*Table 12: Annual allowance for a chair of a regional local government*

For a chair		
Regional LG Band	Minimum	Maximum
1 – 4	\$575	\$22,470

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

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.
- (2) If the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short-term period of acting becomes a continuous period of acting for four months or more.

**PART 8 EXPENSES TO BE REIMBURSED**

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

**8.1 General**

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

**8.2 Extent of expenses to be reimbursed**

- (1) The extent to which an elected council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the elected council member.

- (2) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour up to \$35 per hour. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the elected council member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.
- (3) The extent to which an elected council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
  - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
    - i for the person to travel from the person's place of residence or work to the meeting and back; or
    - ii if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which an elected council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For elected council members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.

- (6) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 32(1) of the LG Regulations is the actual cost per hour up to \$35 per hour. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.
- (7) The extent to which an elected council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which an elected council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

**PART 9 ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES**

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

**9.1 General**

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

**9.2 Annual allowances determined instead of reimbursement for particular types of expenses for Elected Council Members**

(1) In this section:

**ICT expenses** means:

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

**Travel and accommodation expenses** means:

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

**SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS**

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



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

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

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

Signed on 4 April 2025



E Prof M Seares AO  
CHAIR



Hon. J Day AM  
MEMBER



Dr M Schaper  
MEMBER

**SALARIES AND ALLOWANCES TRIBUNAL**



UNCONFIRMED

## 12.2 Drug & Alcohol Policy (00:20:20)

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

**Reporting Officer** Marion Haeusler, Executive Officer

**Attachments**

1. Drug & Alcohol Policy & Testing Procedure [↓](#) 
2. Drug & Alcohol Policy - Draft [↓](#) 

**Voting Requirements** Simple Majority

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

### RESOLUTION: OCM 157-24/25

Moved: Cr JC Hayes

Seconded: Cr BR Cowcill

That Council

1. Rescind the Drug & Alcohol Policy & Testing Procedure and
2. Adopt the Drug & Alcohol Policy.

FOR: Crs BR Cowcill, RC Faltyn and JC Hayes

AGAINST: Crs JR Hippisley and EV Gom

**CARRIED 3/2**

### IN BRIEF

In October 2022 at the Ordinary Council Meeting Council adopted the Drug & Alcohol Policy & Testing Procedure.

Officers reviewed the Policy (Attachment 1) and found it to be overly complicated, referencing testing equipment that the Shire does not have, not user-friendly due to length (32 pages) and referencing such procedures as cannot be carried out at the Shire's premises without considerable cost. Officers opted to draft a new policy rather than amend the existing one.

Councillors are asked to rescind the existing Drug & Alcohol Policy & Testing Procedures and adopt the Draft Drug & Alcohol Policy as presented in Attachment 2.

### MATTER FOR CONSIDERATION

The Shire of Quairading routinely reviews its Policies on a biennial basis, as prescribed, or when necessary. Policies are reviewed against Shire processes and procedures, changes in legislation, and for clarity of wording.

Officers have drafted the new Drug & Alcohol Policy with consideration to the following:

- Risk Mitigation: to mitigate the risks associated with drug and alcohol use, which can lead to accidents, injuries and decreased productivity.
- Legal Compliance: to ensure that Council meets its legal obligation under the relevant Acts.

- Health and Wellbeing: to promote the health and wellbeing of employees, contractors, volunteers and the community by providing a safe and supportive work environment.
- Community Trust: to maintain the trust and confidence of the community by demonstrating a commitment to safety and responsible governance.

## BACKGROUND

During the performance of their duties, Shire employees consistently undertake “high risk” operations, represent the Shire to the community and other external stakeholders, and come into contact with the community’s most vulnerable members.

Council has a duty of care to ensure the health, safety, and wellbeing of its employees, contractors, volunteers, and the broader community. This responsibility is underpinned by various legislative and regulatory frameworks that mandate the creation and enforcement of policies to manage risks, including those associated with drug and alcohol use.

The *Local Government Act 1995* in section 2.7 describes Council’s role, part of which is to govern the local government’s affairs, be responsible for the performance of the local government’s functions to determine the local government’s policies. Ensuring a safe and healthy environment for staff, contractors and volunteers is a critical aspect of the local government’s function.

This is further detailed in section 19 of the *Work, Health and Safety Act 2020* where the primary duty of care of the employer is described as having to ensure so far as reasonably practicable, the health and safety of their employees, which would reasonably include implementing measures to prevent and manage the risks associated with drug and alcohol use.

Council, in accordance with the *Equal Opportunity Act 1984*, must also ensure that its policies do not discriminate against individuals on the basis of disability, which can include addiction. To ensure the promotion of inclusivity and fairness, the Policy specifically prohibits singling out individuals for testing without a valid reason and ensures that support and resources are provided for those suspected to be affected by addiction.

Officers have developed this Policy for the purpose of:

- Prohibiting any staff member, contractor or volunteer from conducting Council business whilst under the influence of alcohol or illicit drugs.
- Preventing, where possible, drug and alcohol related incidents at work.
- Ensuring staff are in a fit state to undertake the duties in their role while at work.
- Providing support and rehabilitation to affected staff under certain circumstances.
- Providing clear and concise guidelines to all staff on reasons for testing, testing procedures, and consequences to testing outcomes.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Work Health & Safety Act 2020*

*Equal Opportunity Act 1984*

## POLICY IMPLICATIONS

Drug & Alcohol Policy & Testing Procedures

Employee Code of Conduct

Risk Management Policy

Voluntary Self Testing Alcohol Policy

Work Health & Safety Policy

## FINANCIAL IMPLICATIONS

Two Andatech Prodigy S industrial breathalysers are already owned by the Shire with calibration of each device in 6-monthly intervals costing \$183.00 per year, and the disposable mouthpieces available for purchase at approximately \$45.00 per 100pc. One Druglizer LE5 drug testing device is also already owned with calibration per 12-month period costing \$550.00. Although testing with disposable single-use test kits is less expensive in the short-term, the devices make testing cheaper in the long-term, especially if a large volume of samples is expected. In addition, the electronic devices ensure improved record keeping and confidentiality.

## ALIGNMENT WITH STRATEGIC PRIORITIES

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

## CONSULTATION

The draft Policy was provided to staff members for comment.

## RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

- 3.3 Governance, Financial and Compliance Risks: Organisational Misconduct
- 1.1 Infrastructure and Operational Risks: Workforce Challenges and Skills Shortage
- 2.1 Community Health and Safety Risks: Workplace Health and Safety Compliance

## RISK ASSESSMENT

	Option 1
Financial	Low <i>Testing devices already owned; ongoing costs are minimal.</i>
Health	High <i>A regular drug and alcohol testing regime can ensure a minimal number of incidents involving the use of alcohol or illicit drugs and may increase mental wellbeing through greater safety in the workplace.</i>
Reputation	High <i>A comprehensive Policy ensures clarity in external and internal messaging on Council's commitment to the health and wellbeing of its staff and community.</i>

Operations	High <i>Incidents involving the use of alcohol or illicit drugs can have significant impact on Shire operations.</i>
Natural Environment	Nil

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





# DRUG & ALCOHOL POLICY & TESTING PROCEDURES

DRUG & ALCOHOL POLICY & TESTING PROCEDURES



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DRUG & ALCOHOL POLICY & TESTING PROCEDURES



## 1 SECTION

The Drug & Alcohol Testing Procedures apply to all persons and all departments.

## 2 RELEVANT LEGISLATION

*Work Health & Safety Act 2020*

*Work Health & Safety Regulation 2011*

*Transport Operations (Road Use Management) Act 1995*

*Local Government Act 1995*

Workplace Relations Act (Federal and State)

AS/NZS4760-2019 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.

## 3 PURPOSE

To ensure that the health and safety of no person is at risk or is adversely affected by any worker being at the workplace during a working day whilst affected by alcohol or a drug.

## 4 SCOPE

This Drug & Alcohol Policy & Testing Procedure applies to all employees of the Shire of Quairading, including contractors, volunteers, work experience students and visitors as well as Elected Members and is in addition to any legal requirement each has under Western Australia and Federal law regarding the consumption of alcohol and drugs.

## 5 PREAMBLE

Workers affected by alcohol or a drug at work may endanger themselves, other workers and the public. Risks associated with driving of vehicles and plant, construction and supervision of hazardous work areas increases as a result of alcohol or drug misuse. Ordinary workers, supervisors, managers and the Council may suffer legal consequences if a worker causes or contributes to injury to any person or damage to property while affected by alcohol or a drug at work. Also, there is a risk that casual use of alcohol or drugs may result in mistakes, productivity losses and offend internal and external customers.

Whilst the first priority is health and safety, it is important to properly manage both suspected and apparent cases of employees being affected by alcohol and/or drugs at work. Certain medical conditions and prescription drugs can produce behavioural changes similar to the effects of consuming alcohol or illegal drugs. Also, the underlying reasons for consuming alcohol or any drug may include anxiety, depression and stress, marital, family and other relationship problems, financial and legal difficulties, compulsive gambling, bereavement and other life difficulties.

DRUG & ALCOHOL POLICY & TESTING PROCEDURES



## 6 DEFINITIONS

**Alcoholism** - Alcoholism is dependence upon alcohol to the extent of noticeable mental disturbance, interference with bodily or mental health, and effects on interpersonal relations and work performance. Workers who show the early signs of such developments may require treatment.

**Chain-of-custody form** – A form to be used from time of collection of the specimen to its receipt by the laboratory, as well as dispatch between laboratories.

**Collector** – A person who has successfully completed instruction in compliance with the Standard for specimen collection, storage, handling and dispatch of testing samples.

**Confirmatory test** – An analytical procedure that uses mass spectrometry to identify and quantify unequivocally a specific drug or metabolite.

**Donor** – A person who provides a specimen to be assessed.

**Drug** – Shall include any illegal substance or a medically prescribed substance that may affect an employee's work performance.

**Drug Dependence** - Drug dependence is a state, psychic and sometimes also physical, resulting from the reaction between a living organism and a drug, characterized by behavioural and other responses that always include a compulsion to take the drug either constantly or repeatedly in order to experience psycho-trophic effects and sometimes to avoid the discomfort of its absence.

**Gross Misconduct** - The conditions for gross misconduct are fulfilled if:

- a) While at work, a worker consumes or supplies an illegal drug or abuses a legal drug; or
- b) A worker consumes alcohol during working hours without authorisation; or
- c) A worker reports to work or is at work while affected by alcohol or any drug such that the worker is knowingly and intentionally unfit for normal duties (which includes exceeding the permitted blood alcohol level in respect of the vehicle or plant the worker would normally be expected to drive or operate).

**Note: Gross misconduct could justify instant dismissal**

**Oral fluid specimen** – Secretions in the oral cavity emanating predominantly from the major and accessory salivary glands.

**Working Day** - Means the period of paid work between an employee's starting time and finishing time. The term includes any time worked on overtime or any periods of call out duty.

**Workplace** - shall include any place within the Shire of Quairading at which work is performed for or on behalf of the Shire of Quairading, but shall exclude any area at which the Chief Executive Officer may approve the consumption of alcohol for social functions and employees social activities.

## DRUG &amp; ALCOHOL POLICY &amp; TESTING PROCEDURES



**Employee** – shall include any person who at the time of testing is (a) receiving payment for services rendered from the Shire of Quairading (whether that be on a permanent, casual or contract basis), (b) a visitor (as defined below), (c) a contractor (as defined below), (d) an elected member of the Shire of Quairading (for the purposes of this policy only) (e) volunteer (f) work experience student.

**Work Experience Student** – shall include any person who attends a workplace under the control of the Shire of Quairading who is not a Council staff member or a contractor, or visitor and is performing work for Council for which they will not be remunerated.

**Volunteer** – shall include any person who attends a workplace under the control of the Shire of Quairading who is not a Council staff member or a contractor (as defined in this policy).

**Visitor** – shall include any person who attends a workplace under the control of the Shire of Quairading who is not a Council staff member or a contractor (as defined in this policy).

**Contractor** – shall include any person who attends a workplace or work site under the control of the Shire of Quairading who is not a Council staff member or a visitor and is performing work for Council for which they will be remunerated.

**Confirmed Negative** – A result at or below the target concentration (see Section 11.2) following confirmatory testing.

**Confirmed Positive** – A result above the target concentration (see Section 11.2) or concentration in relation to the dosage recommended by the pharmacist or doctor in the case of over the counter or prescribed medication, following confirmatory testing i.e. if the confirmatory testing shows that an over the counter or prescription medication has been taken at dosage rates above what has been recommended then this **could** result in a Confirmed Positive (regardless of what information was stated on the testing record form).

**Non-negative** – A positive result obtained by use of the Drager 5000 Drug Detection System.

## 7 INTRODUCTION

The sole purpose for conducting Alcohol and Drug Testing is for Workplace Health and Safety reasons. The aim is to deter employees from entering into the workplace and carrying out their duties whilst affected by alcohol and/or a drug, thus placing themselves and others at risk of injury. This procedure has been widely adopted in many industries and has become the standard practice in responsible organisations.

Drugs are generally administered via injection, ingestion, inhalation or smoking. Upon entering the blood stream they are rapidly metabolised and are distributed by metabolic processes. Many drugs and drug metabolites are excreted in oral fluids and urine, making them easily detectable by drug screening procedures.

Modern Breathalyser testing is highly accurate and simple to carry out for detecting alcohol presence.

DRUG & ALCOHOL POLICY & TESTING PROCEDURES



Oral fluid sampling is a simple, non-intrusive and accurate way to test for recent / current drug use for the purpose of determining fitness for work.

The process of detecting the presence of a drug in oral fluid is a two-step process:

- The initial test (sometimes known as the Screening Test) is designed to tentatively identify the presence of drugs and eliminates negative samples quickly.
- The Confirmatory Test is designed to confirm the identity and quantitate individual drugs.

## 8 TESTING

The components of the testing regime are explained as follows:

### 8.1 Random Testing

It is Council's intention that all Council employees be tested a minimum of two (2) times in any twelve (12) month period. The selection process of staff to be tested will be determined by the Chief Executive Officer and at their discretion any of the qualified collectors or Workplace Health & Safety Officers. For the purposes of confidentiality, the Chief Executive Officer, Workplace Health & Safety Officers and qualified collectors (or delegated persons by the Chief Executive Officer) will be the only employees with knowledge of the employees selected for testing (donors). The Workplace Health & Safety Officers or qualified collector will then arrange with the nominated donors, suitable times and locations to perform the tests.

Random testing of workplaces may be carried out at any working time/s and on any working day/s. Random testing will not occur during authorised functions, where the consumption of alcohol has been approved by Council or its delegate, and where other documented risk management strategies have been implemented prior to the function to ensure the health and safety of Council's employees, visitors and public.

### 8.2 Challenge Testing or Test for concern

Testing may be required if a Workplace Health & Safety Officer, Supervisor, Foreman, Engineer, Executive Manager or Chief Executive Officer, based on evidence received, has any grounds for concern that an employee may not be fit for work due to drugs and/or alcohol.

An employee has the right to submit a case for testing, if they have any grounds whatsoever that another employee may not be fit for work due to being affected by drugs or alcohol during work hours. This is the employee's right to attempt to protect their own safety and the safety of others in their team.

A test for concern can only be approved by a Workplace Health & Safety Officer, Executive Manager or Chief Executive Officer.



DRUG & ALCOHOL POLICY & TESTING PROCEDURES



While there will be no penalty for those who submit a claim, which is later proved to be unfounded, any employee involved in a history of claims where the validity is questionable, will be investigated further and dealt with according to Council's disciplinary process.

Any qualified collector may carry out a test for concern.

If an employee tests negative for Drugs and Alcohol under a test for concern and continues to exhibit "Reasonable Grounds" that they may not be fit for work and will be dealt with under the fitness for work policy.

### 8.3 Incident testing

If any employee is involved in an incident or accident which:

- a) resulted in a serious or dangerous event; or
- b) involves high risk construction activities e.g. traffic control
- c) operation of earthmoving equipment
- d) in the opinion of the Supervisor / Workplace Health & Safety Officer, had the potential to result in a serious / dangerous event the employee will be subject to testing and the resulting procedures.

Where the Police attend as a result of an accident/incident, if applicable, their testing procedures will have precedence over Council's testing procedures. However, where only limited testing is conducted, Council procedures may supplement the police testing procedure.

## 9 PROCEDURE – ALCOHOL

### 9.1

All employees as selected per the procedure outlined in Section 8.1 will be required to give a breath test sample.

### 9.2

Any employee suspected of being under the effect of alcohol by the workers supervisor or the workers co-workers in accordance with 8.2 of this policy will be subject to alcohol testing.

### 9.3

Any employee involved in a plant-related accident will be tested for the presence of alcohol.

### 9.4

Any employee who does not agree with the findings/reading of their test will be offered a second test immediately. An employee may seek independent testing (at their own expense) to dispute or confirm the result from a work-based test – where the results of this independent test conflict with the results of Council's test the employee may return to work any deducted sick leave shall be returned.



## DRUG &amp; ALCOHOL POLICY &amp; TESTING PROCEDURES

**9.5**

Self-testing will be made available for personnel through the use of a hand held alcoholiser and a prescribed flow chart made available in the area of testing. Self-testing should be conducted in accordance with the Voluntary Self Testing Alcohol Policy.

**9.6**

It is a requirement that persons operating trucks, machinery, undertaking traffic controller duties and high work risk licences activities should submit a .00g/100ml breath test at all times. All other persons should also submit less than 0.00g/100ml at all times.

**10 PROCEDURE – DRUGS****10.1**

All employees as selected per the procedure outlined in Section 8.1 will be required to provide a saliva specimen for drug testing.

**10.2**

Preliminary analytical testing for drugs of addiction and misuse will be conducted using the Drager 5000 Drug Detection System using the 5 panel test kit.

**10.3**

System testing and Quality Control testing of the Drager 5000 Drug Detection System until will occur prior to testing sessions. The systems test verifies that the electronics are functioning correctly, while the Quality control test confirms that the instrument is reading results correctly.

**10.4**

Any employee suspected of being affected by drugs either by their supervisor or co-workers in accordance with clause 8.2 will be subjected to drug testing.

**10.5**

Any employee involved in a plant-related accident will be tested for the presence of drugs.

**10.6**

Employees taking medication will be required to disclose to the nominated collector any prescription or over the counter medication that could positively influence a drug test. All information disclosed will be kept confidential and will not be recorded on the employee's personnel file.

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**10.7**

The collection procedure shall be as follows: -

- 10.7.1 The collector shall obtain the consent of the donor to collect a specimen for the purposes of drug testing and obtain the signature of the donor to that effect on the consent form.
- 10.7.2 Prior to the commencement of specimen collection, the collector shall request identification, unless otherwise determined by legislation.
- 10.7.3 The collector shall ensure that the oral cavity is free from foreign substances, e.g. food, gum and that the donor's oral cavity has been free from food and drink for a period of 10 minutes and that the donor has not smoked a cigarette for a period of 10 minutes prior to the test.
- 10.7.4 The test shall be conducted in an area that provides privacy for the donor.
- 10.7.5 The donor shall provide the specimen via the use of sterile equipment provided by the collector at the collection site. In the case of failure to obtain a result (i.e. dry mouth, faulty equipment) a maximum of 3 test no less than 10 minutes apart shall be provided.
- 10.7.6 Non-negative screening tests will trigger the provision of a second specimen by the donor which will be sent for confirmatory testing by a NATA accredited laboratory.
- 10.7.7 The collector shall request that the donor observe the transfer of the second specimen and the placement of the tamper proof seals, or equivalent devices, over both bottle caps and down the sides of the bottles. The donor shall initial the tamper proof seals.
- 10.7.8 The donor shall be required to sign a completed Chain of Custody form and acknowledging that the specimen is their own and is labelled such that it can identify the donor correctly and has been sealed in the donor's presence.
- 10.7.9 Preparation for dispatch and transportation of specimens to the testing laboratory will be performed as indicated in AS/NZS4760-2019.

**11 ACCEPTABLE LEVELS**

**11.1 Alcohol**

- 11.1.1 All employees should submit a level less than 0.00g/100ml (0.00%) to be permitted to the workplace. –
- 11.1.2 All employees involved in child care should submit a 0.00g/100ml (0%) level at all times.
- 11.1.3 All employees operating machinery, trucks and passenger carrying vehicles (e.g. Mini Bus) should submit a 0.00g/100ml (0%) level at all times.

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11.1.4 All employees involved in other high-risk activities should submit a 0.00g/100ml (0%) level at all times. High Risk Activities include:

11.1.4.1 High risk construction activities as defined in the Work Health and Safety Regulation 2011, Section 291

11.1.4.2 Confined space work

11.1.4.3 Traffic control

11.1.4.4 Explosive power tools

11.1.4.5 Firearms

11.1.4.6 Operation of a chainsaw

11.1.4.7 Operation of a demolition or concrete saw

11.1.4.8 Working with electricity or electrical components (240V or higher)

11.1.4.9 Operation of RPA (Remotely Piloting Aircraft)

## 11.2 Drugs

11.2.1 All employees tested using the Drager 5000 Drug Detection System are to produce a result of "Negative" using the oral fluid testing panel.

11.2.2 Australian Standard 4760 – 2019 Table 4.1 lists the target concentration of drugs in oral fluid testing as:

Opiates (Morphine)	25ng/ml
Cannabinoid's (THC)	15ng/ml
Amphetamine type stimulants	25 ng/ml
Cocaine & metabolites	25ng/ml

11.2.3 All employees who test non-negative and have a subsequent specimen tested by a NATA accredited laboratory should produce a reading less than the above levels. Any confirmed positive result reading above the concentrations listed above shall constitute a breach of this policy.

11.2.4 Confirmation testing shall only be conducted for the substances identified in the initial screening test.

11.2.5 The table below indicates some of the common names for the above drug classes.

DRUG CLASS	COMMON NAME
Cannabinoid's	Marijuana, weed, pot, hash, dope and mull
Amphetamines and Methamphetamines	MDMA, speed, ecstasy, uppers, biphedamine, Dexedrine
Opiates (Very strong pain killers)	Heroin, Morphine, Pethidine, Codeine, Methadone
Cocaine (Metabolites)	C, Coke, Nose Candy, Snow, White Lady, Toot, Charlie, Blow Whitedest and Stardust

For more information refer to Appendix 7 – Drug classes and detection times

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### 11.3 Medication – Prescribed and Over the Counter Medication

#### 11.3.1 Prescribed Medication

Any employee who has been prescribed medication by a medical practitioner will not be in contravention of this policy as a result of being in possession of or taking that medication in accordance with the prescription, provided that:

- 11.3.1.1 The employee has disclosed to the medical practitioner concerned the position that they occupy, the tasks they are required to perform, and the medical practitioner does not believe the prescribed medication will in any way affect that person's ability to work safely.
- 11.3.1.2 The consumed level of the prescribed medication does not exceed the level that the employee has been prescribed to take; and
- 11.3.1.3 The employee has disclosed to the nominated collector any prescription or over the counter medication. If a non-negative result is recorded for Opiates, then a medical declaration form is to be completed if the donor has taken medication that contains codeine.

#### 11.3.2 Over the Counter Medication

Employees will not be in contravention of this policy if they take over the counter medication in accordance with the manufacturer's recommended dose, directions and warnings. Employees must seek advice from their pharmacist with respect to the impact any over the counter medication may have on the safe performance of their work. If advice from the pharmacist suggests the medication may impact upon their ability to perform the work safely or where there is any doubt, then the employee must advise their nominated employer in writing.

Everybody does react individually to over the counter medication and each result will be treated on its merits.

The following is a list of prescribed and non-prescribed (over the counter) medications that *may* produce a positive (presumptive or confirmed) result when screening for employees who may not be fit for work due to drugs.

DRUG CLASS	COMMON MEDICATIONS (trade names)
Opiates	Nurofen Plus, some Cold & Flu preparations, Panadeine, Panadeine Forte, Actuss, Codalgin, Codox, Durotuss, Mersyndol, Panacodin, Proladone, Actacode, Dymadon Co, Panalgesic, Phenergan, Aspalgin, Disprin Forte, Codis, Oridine, Fiorinal, Kapanol
Amphetamines	Actifed, Logicin, Robitussin, Dimetapp, Orthoxicol, Benadryl, Sinutab, Tylenol cold / flu, Panadol cold / flu, Codral, Demazin, Lemsip Flu, Day / Night.

## 12 RECOMMENDED PROCEDURE – POSITIVE ALCOHOL ANALYSIS

### 12.1

Should any employee (including contractors, volunteers, work experience and visitors) register greater than or equal to 0.00g/ml, or if the employee (excluding contractors, volunteers, work experience and visitors) as outlined in Section 11.1.2, 11.1.3, and 11.1.4 and registers greater than 0.00g/ml, then that employee (including contractors, volunteers, work experience and visitors) is unfit for work and the following actions will be taken: -

12.1.1 They will be returned to their place of residence; and

12.1.2 Placed on sick leave for that day; and

12.1.3 A first letter of action will be placed on their personnel file, with a copy to their Supervisor and Workplace Health and Safety Officer; and

12.1.4 They will be offered alcohol counselling; and

12.1.5 They will be offered a course in alcohol education; and

12.1.6 A return to work test is to be carried out and produce a negative test result before returning to work.

### 12.2

Should any employee (including contractors, volunteers, work experience and visitors) register a second offence within a 2 year period greater than or equal to 0.00g/ml, or if the employee (including contractors, volunteers, work experience and visitors) as outlined in Section 11.1.2, 11.1.3, and 11.1.4 and registers greater than 0.00g/ml, then the employee (excluding contractors, volunteers, work experience and visitors) is unfit for work and will be: -

12.2.1 They will be returned to their place of residence; and

12.2.2 Placed on sick leave for that day; and

12.2.3 Ordered to undertake alcohol counselling; and

12.2.4 Ordered to undertake a course in alcohol education; and

12.2.5 If the employee for any reason refuses to agree to undertake both the counselling and the course in alcohol education, then they will be dismissed immediately; and

12.2.6 A second letter, or final letter (depending upon the agreement of the employee in undertaking counselling and the education course) of action will be placed on their personnel file, with a copy to their Supervisor and Workplace Health and Safety Officer; and

12.2.7 In the event that the employee agrees to undertake alcohol counselling and the course in alcohol education then they will be advised of the consequences should there be any further positive test recorded; and

12.2.8 A return to work test is to be carried out and produce a negative test result before **returning to work.**

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### 12.3

Should any employee (excluding contractors, volunteers, work experience and visitors) register a third offence within a 2 year period greater than or equal to 0.00g/ml, or if the employee (including contractors, volunteers, work experience and visitors) as outlined in Section 11.1.2, 11.1.3, and 11.1.4 and registers greater than 0.00g/ml, that employee (excluding contractors, volunteers, work experience and visitors) is unfit for work and will be:

12.3.1 Dismissed, and

12.3.2 A final letter placed on their personnel file, with a copy to their Supervisor and Workplace Health and Safety Officer; and

12.3.3 They will not be permitted to work for council for a period of 2 years.

### 12.4

Should any contractor, volunteer, work experience or visitor register greater than or equal to 0.00g/ml, or if the contractor as outlined in Section 11.1.2, 11.1.3, and 11.1.4 and registers greater than 0.00g/ml, then that contractor is unfit for work on a Council work site/controlled site or location and the following actions will be taken: -

12.4.1 They will be ordered to leave the Council work site/controlled site or location immediately and will be returned to their place of residence; and

12.4.2 They will not be permitted to return to the Council work site/controlled site or location until such time as a negative alcohol reading has been obtained. A negative alcohol reading shall be taken to mean it conforms to the requirements of the policy for no action to be taken against an employee.

12.4.3 If applicable the employer of the contractor, work experience or visitor shall be notified immediately of the circumstances involving their worker and a follow up letter of action shall be forwarded to the employer of the contractor, work experience or visitor that the worker be offered alcohol counselling and a course in alcohol education.

### 12.5

Should any contractor, volunteer, work experience or visitor register a second offence within a 2-year period greater than or equal to 0.00g/ml, or if the contractor, volunteer, work experience or visitor as outlined in Section 11.1.2, 11.1.3, and 11.1.4 and registers greater than 0.00g/ml, then that contractor is unfit for work on a Council controlled site and the following actions will be taken: -

12.5.1 They will be ordered to leave the Council work site/controlled site or location immediately and will be returned to their place of residence; and

12.5.2 They will not be permitted to return to the Council work site/controlled site or location until such time as a negative alcohol reading has been obtained. A negative alcohol reading shall be taken to mean it conforms to the requirements of the policy for no action to be taken against an employee; and

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12.5.3 If applicable the employer of the contractor, work experience or visitor shall be notified immediately of the circumstances involving their worker and a follow up letter of action shall be forwarded to the employer of the contractor that the worker shall undertake an alcohol counselling course and a course in alcohol education course. If They refuse to undertake counselling and education, they will not be allowed back on council site; and

12.5.4 Both the employer and the contractor will be advised of the consequences should there be a further positive test recorded.

### 12.6

Should any contractor, volunteer, work experience or visitor register a third offence within a 2 year period greater than or equal to 0.00g/ml, or if the contractor, volunteer, work experience or visitor as outlined in Section 11.1.2, 11.1.3, and 11.1.4 and registers greater than 0.00g/ml, then that contractor, volunteer, work experience or visitor is unfit for work on a Council controlled site and the following actions will be taken: -

12.6.1 They will be ordered to leave the Council work site/controlled site or location immediately and will be returned to their place of residence; and

12.6.2 They will not be permitted to ever again work as a contractor, volunteer, work experience for council any council offices; and

12.6.3 If applicable the employer of the contractor, volunteer, work experience or visitor shall be notified immediately of the circumstances involving their worker and a follow up letter of action shall be forwarded to the employer of the contractor, volunteer, work experience or visitor noting that they will not be permitted to perform work as a contractor, volunteer, work experience for council in the future or visit any council offices.

## 13 RECOMMENDED PROCEDURE – POSITIVE DRUG ANALYSIS

### 13.1

Any employee (including contractors, volunteer, work experience or visitor) registering a **“Non-negative”** result will be: -

13.1.1 Returned to their place of residence pending laboratory results. If a Medication Declaration Form is provided the employee will be allowed to return to work immediately in the case of codeine being taken for a non-negative result for Opiates.

13.1.2 Placed on sick leave pending laboratory results (in the situation where the employee does not provide the Medication Declaration Form and is sent home); and

13.1.3 A letter of presumption will be issued on the day of the non-negative test and placed on their personnel file with a copy to their Supervisor and Workplace Health and Safety Officer.

13.1.4 If a person has any concerns regarding the initial result, a second test will be undertaken on the Drager 5000 Drug Detection System. If this results in a negative result, no further action will be taken.

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13.1.5 An employee may seek independent testing (at their own expense) within a 12 hour period from the initial testing to dispute or confirm the results from a work based test. Where the results of this independent test conflict with the results of Council's test the employee may return to work and any deducted sick leave shall be returned.

13.1.6 The NATA laboratory tested sample which was taken at the time of the initial non negative result will override any independent testing carried out by the employee.

### 13.2

If the returned laboratory result provides a **Confirmed Negative** test, the employee (including contractors, volunteers, work experience and visitors) will be: -

13.2.1 Returned to work immediately (in the case where the employee was sent home);

13.2.2 Leave for period of time stood down (if applicable) will be reimbursed without bias. In the situation where the employee is a casual, reimbursement will be made for time when the employee was rostered to work or would reasonably have been expected to work in their normal capacity.

### 13.3

If the returned laboratory result provides a **Positive (Confirmed Positive)** test, the employee (including contractors, volunteers, work experience or visitors) will be: -

13.3.1 Ordered to undertake drug counselling

13.3.2 Ordered to undertake a course in drug education; and

13.3.3 A letter of action will be placed on their personal file, with a copy to their Supervisor and Workplace Health and Safety Officer.; and

13.3.4 A return to work test to be undertaken with a confirmed negative before returning to work.

13.3.5 Regular testing will be carried out on the employee to ensure that they are drug free for a period of 12 months.

### 13.4

If the employee (including contractors, volunteers, work experience or visitors) returns a second laboratory result within a 2-year period that provides a **Positive (Confirmed Positive)** test, the employee (excluding contractors) will be: -

13.4.1 Ordered to undertake counselling.

13.4.2 Ordered to undertake a course in drug education.

13.4.3 If the employee for any reason refuses to agree to undertake both the counselling and the course in drug education, then they will be dismissed immediately.

13.4.4 A second letter, or final letter (depending upon the agreement of the employee in undertaking counselling and the education course) of action will be placed on their personal file, with a copy to their Supervisor and Workplace Health and Safety Officer;



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- 13.4.5 In the event that the employee agrees to undertake counselling and the course in drug education then they will be advised of the consequences should there be any further positive test recorded.
- 13.4.6 A return to work test to be undertaken with a confirmed negative before returning to work.
- 13.4.7 Regular testing will be carried out on the employee to ensure that they are drug free for a period of 12 months.

**13.5**

If the employee (including contractors, volunteers, work experience or visitors) returns a third laboratory result within a 2-year period that provides a **Positive (Confirmed Positive)** test, the employee (excluding contractors) will be:

- 13.5.1 Dismissed, and
- 13.5.2 A final letter placed on their personnel file, with a copy to their Supervisor and Workplace Health and Safety Officer
- 13.5.3 They will not be permitted to work for council for a period of 2 years

**13.6**

Any contractor, volunteer, work experience or visitor registering a **"Non-negative"** result/s will be: -

- 13.6.1 Ordered to leave the Council work site/controlled site or location immediately and returned to their place of residence pending laboratory results. If a Medication Declaration Form is provided the employee will be allowed to return to work immediately in the case of codeine being taken for a non-negative result for Opiates; and
- 13.6.2 A letter of presumption will be issued on the day of the non-negative test
- 13.6.3 If applicable the employer of the contractor, volunteer, work experience or visitor will be contacted and informed of the circumstances involving their worker and this will be followed by a letter.

**13.7**

If the returned laboratory result provides a **Negative (Confirmed Negative)** test, the contractor, volunteer, work experience or visitor will be: -

- 13.7.1 Notified (verbally in the first instance and then via letter to their employer) of the result; and
- 13.7.2 Council will look at reimbursement for down time of machinery.

**13.8**

If the returned laboratory result provides a **Positive (Confirmed Positive)** test, the contractor, volunteer, work experience or visitor will be:-

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- 13.8.1 Notified of the result;
- 13.8.2 A letter will be forwarded to the employer of the contractor, volunteer, work experience or visitor notifying them of the result and reminding them of the Drug & Alcohol Policy that Council has in place for contractors, volunteers, work experience or visitors and that their employee is to undergo a drug education/counselling course; and
- 13.8.3 If the contractor, volunteer, work experience or visitor for any reason refuses to agree to undertake both the counselling and the course in drug education, then they will not be allowed to return to any council sites.
- 13.8.4 A return to work test to be undertaken with a confirmed negative before returning to work.
- 13.8.5 Regular testing will be carried out on the contractor, volunteer, work experience or visitor when they are on council work sites to ensure that they are drug free for a period of 12 months.

**13.9**

If the contractor, volunteer, work experience or visitor returns a second laboratory result within a 2 year period that provides a **Positive (Confirmed Positive)** test, the contractor will be:-

- 13.9.1 Notified of the result;
- 13.9.2 A letter will be forwarded to the employer of the contractor, volunteer, work experience or visitor notifying them of the result and reminding them of the Drug & Alcohol Policy that Council has in place for contractors, volunteers, work experience or visitors and that their employee is to undergo a drug education/counselling course; and
- 13.9.3 If the contractor, volunteer, work experience or visitor for any reason refuses to agree to undertake both the counselling and the course in drug education, then they will not be allowed to return to any council sites.
- 13.9.4 Both the employer and the contractor will be advised of the consequences should there be a further positive test recorded.
- 13.9.5 A return to work test to be undertaken with a confirmed negative before returning to work.
- 13.9.6 Regular testing will be carried out on the contractor, volunteer, work experience or visitor when they are on council work sites to ensure that they are drug free for a period of 12 months.

**13.10**

If the contractor, volunteer, work experience or visitor returns a third laboratory result within a 2 year period that provides a **Positive (Confirmed Positive)** test, the contractor will be:

- 13.10.1 Never again allowed to work for Council;

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- 13.10.2 If applicable the employer of the contractor, volunteer, work experience or visitor shall be notified immediately of the circumstances involving their worker and a follow up letter shall be forwarded to the employer of the contractor, volunteer, work experience or visitor noting that their employee will not be permitted to perform work as a contractor, volunteer, work experience for council or visit any council offices in the future.

#### 14 PROCEDURES FOR SUPERVISORS WHEN FACED WITH A DRUG/ALCOHOL RELATED INCIDENT

Council has a primary responsibility to ensure the health and safety of its employees and members of the public. Responsibility for the implementation of this procedure lies with each employee who has a supervisory or staff administrative duty within Council.

For the purpose of this Policy a Supervisor may include: -

- Chief Executive Officer
- Executive Manager
- Workplace Health & Safety Officer
- Forepersons
- Leading Hands
- Or any other person delegated the authority of 'Supervisor Status', from time to time by the Chief Executive Officer.

This procedure is to be used by a supervisor who becomes aware of an employee exhibiting behaviour (\*actions or signs) at work or prior to commencing work which includes being called back to work, which the supervisor believes may be attributed to the use of a drug or alcohol.

This behaviour may include:

- The employee's speech is slurred or impaired
- The employee's breath smells of alcohol
- The employee staggered, their movements were jerky and uncertain
- The employee admitted to consuming a certain quantity of alcohol
- The employee's eyes were bleary and heavy
- The employee exhibited a dulled tired appearance
- The employee was aggressive in their speech or manner
- The employee's face was flushed
- The employee's pupils were large with a sluggish reaction to light
- The employee's sense of time was defective, being unable to repeat times of incidents

If an employee demonstrates behaviour of this nature, which the supervisor suspects as being caused by a drug or alcohol, the supervisor shall not allow the employee to commence work or, if the employee has started work, shall immediately relieve the employee from his or her designated duties. The supervisor should direct the employee to a quiet location, where the supervisor will inquire if there is any reason for the employee's present condition and from the answers given decide what further action is required.

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If the supervisor feels that a drug or alcohol is responsible for the employee's condition, then the first option is to report to the Chief Executive Officer immediately and request that an Alcohol and Drug Test be undertaken. Under no circumstances shall the supervisor take the matter into their own hands and attempt to resolve the situation or send the employee home. It will be the responsibility of the Chief Executive Officer to organise the alcohol and drug test.

The Chief Executive Officer may instruct the supervisor to accompany the employee back to the Council Administration Building for discussion with the Chief Executive Officer.

#### 15 REFUSAL AVOIDANCE OR FALSIFICATION OF TESTS

If a person has presented for work and intentionally avoids a test or refuses to produce a sample for testing, then they will be treated as a confirmed positive result.

A person failing to participate in testing will:

- a) be returned to their place of residence
- b) be placed on sick leave
- c) be not able to return to work until a presumptive negative test result is achieved
- d) A council employee will be requested to show cause as to why their employment should not be terminated. Termination may result in the employee being unable to work on any future council projects for a period of 2 years.

Any attempt to tamper with any in-house or external samples, alter the concentration of drugs or alcohol in their own or another person's sample before or after providing a test sample will constitute official / serious misconduct and will be dealt with in accordance with Council's disciplinary procedures.

#### 16 RETURN TO WORK (CALL OUT)

Any employee called upon to work after having consumed alcohol so recently or in such quantity, that it may affect their work performance shall immediately notify their supervisor that they are unable to work. The supervisor must make other arrangements regarding the call out if the employee indicates that he or she has consumed alcohol to the extent that it may affect their work performance.

All actions taken by a supervisor regarding this procedure must be documented by diary notation.

#### 17 EVALUATION OF WORK PERFORMANCE

The only criterion used initially to introduce an employee suspected of having a drug or alcohol dependency to a rehabilitation program must be based upon evidence of impaired work performance. Factors that shall be considered include: -

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- a) Work performance – the output and quality of work;
- b) Safety of the individual and/or co-workers – of particular relevance where work involves exposure to machinery in operation, construction sites, etc. Also relevant is the risk posed by a supervisor, manager or executive who, while in an impaired state is determining how work should be done;
- c) Attendance – changes in attendance patterns.

An employee's work performance may deteriorate but remain within acceptable limits. It should be treated sensitively, and no employee should be forced into accessing assistances unless it is as a result of self-declaration of use, or as a result of testing.

## 18 SELF REFERRAL

At any stage employees who have a problem and wish to obtain assistance, should be encouraged to refer themselves for assistance to a professional drug and alcohol rehabilitation service provider without any loss of pay and entitlements.

The extent to which such referral is successful is directly proportional to the extent and quality of the program and the publicity it is given amongst the workforce. Self-referral is the preferable path to drug and alcohol rehabilitation and therefore requires maximum effort.

## 19 CONSULTATION

There will be situations where self-referral does not occur, and a consultation process may be necessary. Depending on the individual circumstances, a series of interviews may be helpful. It is proposed that interviews should be along the following lines: -

### 19.1 First Interview

Where for any of the above reasons an employee is suspected of having an alcohol or drug problem, the employee should be advised of the perceived change in work performance and the employee's own view of any underlying reasons should be sought. In the event that the employee associates it with a drug or alcohol problem, they should then be referred to a rehabilitation service provider for assessment and treatment.

**Interviews will be undertaken by the Workplace Health & Safety Officer with the Supervisor in attendance.**

### 19.2 Second Interview

In the event that work performance continues to deteriorate, a second interview will occur. If the employee again fails to recognise a drug or alcohol problem, it will be suggested that they seek professional assistance.

**Interviews will be undertaken by the Chief Executive Officer and Workplace Health & Safety Officer with the Supervisor in attendance.**

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Following the interview, the employee will be provided with a written communication summarising the deterioration in work performance and accompanying the communication will be a list of approved drug and alcohol rehabilitation providers.

If they do not wish to participate in drug and alcohol rehabilitation, a further period of work performance monitoring will be observed.

### 19.3 Third Interview

Following a continued deterioration in work performance, a third interview session will result in advising the employee to seek a qualified drug or alcohol counselling/rehabilitation service.

**Third interviews will be undertaken by the Chief Executive Officer and the Workplace Health & Safety Officer with the Supervisor in attendance.**

Should the employee still refuse to participate in rehabilitation, then the standard procedure for dealing with unsatisfactory work performance will be implemented from the third stage of the disciplinary procedure.

***The Employee must have the right to have a union representative, or another person of their choosing, present at all times during any of the interview stages.***

***All Interviews must be recorded in approved format (attached) and copies given to the Employee for their own records.***

## 20 REHABILITATION

### 20.1 General

It is necessary that all employees know the existence of a program and the details are well understood.

It is essential that all information concerning individuals is restricted and made available only to supervisors who have a critical role to play in the processing of the individual case and then only to the extent of necessary information.

Management needs to be aware and acknowledge that treatment of persons dependent on alcohol and drugs takes time and that there may be relapses.

A critical factor is for affected employees to continue to receive treatment as long as necessary. For as long as this is so, the matter should be left in the hands of the professional health care provider.

### 20.2 Key Elements

Important elements of the rehabilitation process are:

- 20.2.1 A comprehensive list of rehabilitation service providers is made available;
- 20.2.2 The selection of provider to be the choice of the individual concerned;
- 20.2.3 All time away from work to undergo rehabilitation treatment be paid time; and

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20.2.4 Job security be guaranteed during rehabilitation.

Following successful completion of rehabilitation treatment, the employee should return to their original position unless otherwise recommended by the rehabilitation provider.

There may be some situations where it is recommended by the provider, for the purpose of avoiding relapse, that the person be placed elsewhere or retrained in another position. In such circumstances:

20.2.5 The service provider will notify the concerned parties upon completion or discontinuation of the treatment program;

20.2.6 The employee shall have the right to have a person of their choice; (e.g. union representative) attend all, or any, rehabilitation sessions.

## 21 ROLE OF CO-WORKERS

### 21.1

In most cases, co-workers will be the first to become aware of a drug or alcohol affected worker in the workplace. The problem might present itself in a number of ways. The following is offered by way of example:

21.1.1 By affecting personal relationships

21.1.2 Observed downturn in work performance

21.1.3 Knowledge of individual's habits

### 21.2

Co-workers are in the best situation to detect a potential problem at the earliest possible stage as well as providing feedback on whether:

21.2.1 The attitude of the employer is correctly based;

21.2.2 The rehabilitation scheme is appropriate to the particular workplace;

21.2.3 There is widespread understanding and acceptance of the program in the workforce;

21.2.4 These conditions can only be achieved provided the employee themselves are involved in the development of the program and its implementation into the workplace.

### 21.3

Co-workers need to be supportive of employees undertaking rehabilitation or suitable duties.

## 22 ROLE OF THE EMPLOYER

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The attitude of management is critical to the success or otherwise of a drug and alcohol recovery program. One of the major difficulties is overcoming the problem of the individual resenting the involvement of management and others in what may be considered to be a personal matter. In addition, the traditional distrust of management by employees can be an impediment to workers agreeing to participate.

The Shire of Quairading is committed to the development of a drug and alcohol recovery program in order to contribute towards a safer workplace. Council will work with employees to establish the program, provide initial and ongoing education on the requirements and processes, and will seek input and feedback from all sources to maintain a high quality and effective program.

### 23 RIGHT OF APPEAL

If at any time an Employee disputes the results of testing the Employee has the right to a second opinion. This may mean a second alcoholiser test or transportation to a medical facility for more extensive testing. Should this occur the Employee should be stood aside on sick leave for the remainder of the day. When confidential results are returned to the Workplace Health & Safety Officer, results may indicate instigation of disciplinary action. This may take 24 – 72 hours.

If test reports indicate **Negative** results, these will be recorded, and any leave taken or lost time incurred by the employee will be reimbursed immediately without bias.

### 24 EMPLOYEES TO BE INFORMED

Employees who face charges of gross misconduct must be informed of;

- a) The possible consequences of their alleged misconduct;
- b) The full details of their alleged misconduct;
- c) That they have the opportunity to ask questions and seek explanations from those who allege misconduct; and
- d) Documentation of interview and process of documentation (i.e. copies, access, storage).

### 25 REVIEW OF CASES

The Chief Executive Officer will review individual cases not later than seven working days after an employee has been tested and interviewed and as necessary thereafter.

### 26 DISSEMINATION OF POLICY AND PROCEDURES

The availability of counselling and rehabilitation services, and other general information, is to be widely distributed via notice boards and staff newsletters as necessary.



DRUG & ALCOHOL POLICY & TESTING PROCEDURES



## 27 DOCUMENTATION, CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

### 27.1 Documentation

All test records will be filed securely in one location and will remain confidential. An employee may request and obtain a copy of their own test records if they wish to do so. Documentation relating to test results will be held indefinitely.

### 27.2 Confidentiality and Disclosure of Information

The testing procedure for drugs and alcohol will be conducted so as to respect the privacy of the donor, but also to maintain standards required. Personal information relevant to this procedure will be safeguarded to protect the privacy of all donors, and only information required to be recorded shall be kept on file, with access limited to those required to have access to such information. Results of post incident tests will only be made available to third parties including Local Government Workcare (LGW), insurance and notification to authorities that are legally required to be informed as necessary, and the employee in question will be notified of this disclosure.

## 28 POSSESSION OF DRUGS

The carrying, storing or use of illicit drugs on Shire of Quairading workplaces shall result in disciplinary action, which may include dismissal and/or referral to the Police.

Sale, transfer or manufacture of illicit substances in the workplace will result in dismissal. This includes the distribution of prescription drugs except where a licence is held.

## 29 PROCEDURE/POLICY REVIEW

This procedure should be reviewed annually, or otherwise as directed by the Chief Executive Officer.

## 30 APPENDICES

Appendix 1 - Employee Declaration for Opiates Form

Appendix 2 - Request for Drug and Alcohol Testing

Appendix 3 - Facsimile for additional requested medical testing

Appendix 4 - Interview Checklist

Appendix 5 - Interview Record Form

Appendix 6 - Rehabilitation providers

Appendix 7 - Drug Classes and Detection times

DRUG & ALCOHOL POLICY & TESTING PROCEDURES



Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Nicole Gibbs	27/10/2022	99-22/23	New Policy	October 2024	<i>Nicole Gibbs</i>

UNCONFIRMED

DRUG & ALCOHOL POLICY & TESTING PROCEDURES



**Appendix 1 – Employee Declaration for Opiates**

**EMPLOYEE DECLARATION FOR OPIATES**

NAME:.....

DATE:.....

EMPLOYER:.....

I acknowledge that I have been tested today by Integrity Sampling for drugs and alcohol.

I also acknowledge that I have been educated in the effects of, and the misuse of Alcohol and Other Drugs (AOD)

Prior to providing a sample of oral fluid for analysis today, I acknowledge that I have ingested a prescribed / pharmaceutical medication containing codeine.

I wish to confirm that I have only taken the medication that I have disclosed to the Integrity Sampling Technician. This medication was either prescribed to me or purchased over the counter. I have taken this medication in accordance with the recommended dosage.

I believe I can continue to undertake my required duties and not be stood down pending the laboratory confirmation results.

I do not believe I will in anyway compromise my safety or the safety of any other persons in the workplace.

Name:.....

Date:.....

Signature:.....

Witness

Name:.....

Date:.....

Signature:.....

DRUG & ALCOHOL POLICY & TESTING PROCEDURES



**Appendix 2 – Request for Drug and Alcohol Testing**

**REQUEST FOR DRUG AND ALCOHOL TESTING  
(DUE TO CONCERN OR FOLLOWING AN INCIDENT)**

**Reason for Test:** ☐ Concern Testing ☐ Following an Incident

Please use the checklist attached in conjunction with the notes below to identify the need for testing. If more than one person has observed the signs / symptoms, additional checklists should be completed by all relevant personnel.

**PERSON TO UNDERTAKE TEST:**

Worker Name:	
Position:	

**PERSON REQUESTING THE TEST:**

Name:	
Position:	

**DELEGATED OFFICER:**

Worker Name:		Date:	
Position:		Signature:	

**REASONS FOR REQUESTING THE TEST:**

--

This form **MUST** be forwarded to the Delegated Officer as soon as possible.

**NOTE: THIS FORM ALONG WITH ALL OTHER ASSOCIATED DOCUMENTATION WILL REMAIN  
STRICTLY CONFIDENTIAL.**

DRUG & ALCOHOL POLICY & TESTING PROCEDURES



### CAUSE FOR CONCERN CHECKLIST

This form is used to record signs and symptoms when a Cause for Concern test may be required. Where two or more characteristic categories are observed, questions about the workers suitability for duty should be referred to the Delegated Officer for consideration.

Name of person completing the form:			
Based on the observations noted below, it is my opinion that <a href="#">Click or tap here to enter text.</a> is <input type="checkbox"/> Unfit to Work <input type="checkbox"/> Fit to Work			
<b>Record of Observed Characteristics (please tick appropriate boxes)</b>			
Breath (smell of liquor)	<input type="checkbox"/> Slight <input type="checkbox"/> Moderate	<input type="checkbox"/> Strong <input type="checkbox"/> Other -	
Face and skin colour (before working in the sun/heat)	<input type="checkbox"/> Pale <input type="checkbox"/> Sweaty	<input type="checkbox"/> Flushed <input type="checkbox"/> Puffy Face	<input type="checkbox"/> Other -
Attitude	<input type="checkbox"/> Sedated <input type="checkbox"/> Aggressive <input type="checkbox"/> Paranoia	<input type="checkbox"/> Anxious <input type="checkbox"/> Irritability <input type="checkbox"/> Obvious Depression	<input type="checkbox"/> Hostile <input type="checkbox"/> Dreamy <input type="checkbox"/> Other -
Actions	<input type="checkbox"/> Belching <input type="checkbox"/> Vomiting	<input type="checkbox"/> Fighting/Abusive <input type="checkbox"/> Drooling	<input type="checkbox"/> Hiccoughing <input type="checkbox"/> Other -
Eyes	<input type="checkbox"/> Bloodshot <input type="checkbox"/> Watery	<input type="checkbox"/> Glazed <input type="checkbox"/> Eyelids Drooping	<input type="checkbox"/> Pupils Pinpointed <input type="checkbox"/> Other -
Breathing	<input type="checkbox"/> Short <input type="checkbox"/> Shallow	<input type="checkbox"/> Jerky <input type="checkbox"/> Excessively Quick	<input type="checkbox"/> Excessively slow <input type="checkbox"/> Other -
Speech	<input type="checkbox"/> Incoherent <input type="checkbox"/> Slurred	<input type="checkbox"/> Confused <input type="checkbox"/> Unusually Slow	<input type="checkbox"/> Unusually Fast <input type="checkbox"/> Other -
Balance	<input type="checkbox"/> Swaying <input type="checkbox"/> Unsteady	<input type="checkbox"/> Staggering <input type="checkbox"/> Falling	<input type="checkbox"/> Other -
Movements	<input type="checkbox"/> Clumsy <input type="checkbox"/> Jerky	<input type="checkbox"/> Sluggish <input type="checkbox"/> Trembling	<input type="checkbox"/> Other -

DRUG & ALCOHOL POLICY & TESTING PROCEDURES



Opinion of level of 'Intoxication'	<input type="checkbox"/> Slightly Affected	<input type="checkbox"/> Moderately Affected	<input type="checkbox"/> Highly Affected
Opinion of cause of 'Intoxication'	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Other Drugs	<input type="checkbox"/> Both
<input type="checkbox"/> Unknown / Other			
Other comments (including others that observed these characteristics):			

DRUG &amp; ALCOHOL POLICY &amp; TESTING PROCEDURES

**Appendix 3 – Facsimile for Additional Requested Medical Testing****FACSIMILIE**

<b>DATE:</b>	<b>FROM:</b>
<b>TO</b>	<b>DEPARTMENT:</b>
<b>COMPANY:</b>	<b>PHONE NO:</b>
<b>FAX NO:</b>	<b>FAX NO:</b>

**NUMBER OF PAGES** (including this cover sheet): **1**

Employee Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

The above-mentioned worker appears to display immediate signs of being under the influence of alcohol or a drug.

Workplace health and safety obligations require the Council to ensure, before allowing him/her to work that they do not present a risk to any persons as a result of consuming alcohol or a drug.

Please conduct appropriate tests, including blood and urine sampling if permitted by the worker or urine sampling only if the worker objects to blood being taken. Also, please ensure that you ascertain that the tested person is the same person that is named above.

The Council will pay for the above-mentioned tests. Results, when available should be sent by the quickest safe means to the address shown below, for urgent attention to the WORKPLACE HEALTH & SAFETY OFFICER.

If tests reveal any health problems in addition to matters being tested for, please advise these results to the worker, but do not include this information in your report to the council.

DRUG & ALCOHOL POLICY & TESTING PROCEDURES



**Appendix 4 – Interview Checklist**

Questions on this form are a guide only; you may include other questions or omit any question that has no relevance to the interview.

1. Do you understand why you have been requested to attend this interview?
2. Have you been informed of your right to have someone else present at the interview (e.g. Union, friend)?
3. Do you wish to have any one else present?
4. Have the consequences of your actions been fully explained to you?
5. Do you agree that this is your alcohol/Drug test results form?
6. Did you request further testing?
7. Please explain the circumstances behind your actions today, if any.
8. Is there any reason behind your actions today?
9. Would you like to be referred to counselling or a suitable program for drugs/alcohol?
10. You are aware that this interview will become part of your personnel record, is there anything you would like to add?

Remember, this is only a guide. Record the interview accurately as shown below.

*Time:*

*Interviewers: (name of person/s conducting the interview)*

*Any other persons present during interview: (Union Rep, Supervisor)*

*Employee Name:*

*Alleged Misconduct: (e.g. over the legal alcohol limit at work)*

*Time of Alleged misconduct:*

*Location:*

*Details: (include any signs noted that identified the employee as being under the influence of drugs/alcohol)*

*Witnesses: (name of any witnesses to alleged misconduct) - attach statements if possible*

List the questions asked and the responses. All of the responses need to be in the words of the employee. Answers should start with "Joe Bloggs stated".



DRUG & ALCOHOL POLICY & TESTING PROCEDURES



**Appendix 5 – Record of Interview**

<b>Date:</b>		<b>Time:</b>	
<b>Interviewers:</b> (name of person/s conducting the interview)			
<b>Employee Name:</b>			
<b>Employee Position:</b>			
<b>Any other persons present during the interview:</b> (union rep, supervisor)			
Name.....		Position.....	
Name.....		Position.....	
<b>Alleged Misconduct:</b>			
<b>Time &amp; Location of alleged misconduct:</b>			
<b>Details:</b> Include any signs noted that identified the employee as being under the influence of drugs/alcohol)			
<b>Witnesses:</b> (name of any witnesses to alleged misconduct – attach statements is possible)			

## DRUG & ALCOHOL POLICY & TESTING PROCEDURES



List any other questions asked and the responses. All responses need to be in the words of the person answering the question.

CONFIRMED

I hereby verify that this is a true and correct account of the interview held:

Employee

Date \_\_\_\_\_

## Interviewers

Date \_\_\_\_\_

Witness

Date \_\_\_\_\_

Copy of the signed document must be given to the employee along with a copy of the results analysis form. Remaining copies to be filed in personnel file once action has been completed.

DRUG & ALCOHOL POLICY & TESTING PROCEDURES



## Appendix 6 – Rehabilitation Providers

### QUICK REFERENCE ON HOW TO STOP DRUG ABUSE

- Admit that you have a serious problem with alcohol and drugs.
- Throw out all the alcohol and drugs that you have. Then, get help. Talk to DRUG-ARM Information Line Tel: 1300 656 800 or one of the agencies listed in the document.
- Face up to and try and do something about the problem that may have caused you to turn to drugs.
- Don't be discouraged, you can beat alcohol and drugs.
- Talk to a good friend who you can trust and ask them to help you stay drug free.

### ALCOHOL & DRUG SERVICES

#### 24/7 Alcohol and Drug Support Line

Free Call 1800 198 024

#### Here For You

'Here For You' is a statewide confidential, non-judgemental, telephone service for anyone concerned about their own or another person's alcohol and other drug use and/or mental health issues.

Call Here For You on 1800 here4u (**1800 437 348**) from 7am to 10pm every day.

#### Wheatbelt Alcohol and Drug Services

Northam Phone – Free Call **1800 447 172**

#### Lifeline

131 114

#### Quairading Health Service

08 9645 2222

#### York Hospital

08 9641 0200

DRUG & ALCOHOL POLICY & TESTING PROCEDURES



**Appendix 7 – Drug Classes & Detection Times**

The reason for Drug & Alcohol Testing at the Shire of Quairading is SAFETY.

Please remember that the Shire of Quairading does not wish to interfere with what employees do in their own time, but is concerned about an employee's state when they present themselves to work and the impacts of any drug or alcohol use on the employee's safety and that of others in the workplace.

A positive test result will not apply to those whose confirmatory test results are below (or zero) against the Australian Standard cut off levels for drugs in oral fluid (saliva) as provided in the table below. An employee will only receive a positive result if they test on or above these cut off levels.

DRUG CLASS	EFFECTS	COMMON NAMES	DETECTION TIMES USING DRAGER 5000 DDS	AS 4760 CUT OFF LEVELS FOR CONFIRMATORY TESTING IN ORAL SAMPLES
Cannaboid's	Depressant	Marijuana	12 hours to 2 days	15ng/ml
Amphetamines and Methamphetamines	Stimulant	Speed, Ecstasy	12 hours to 2 days	25ng/ml
Opiates (very strong pain killers)	Narcotic analgesic	Heroin, Methadone, Morphine, Pethidine, Codeine	12 hours to 2 days	25ng/ml
Cocaine	Stimulant	Crack	12 hours to 3 days	25ng/ml

## DRUG & ALCOHOL POLICY

### PURPOSE

The purpose of conducting Alcohol and Drug Testing in the workplace is to promote Workplace Health and Safety. The aim is to deter employees from entering into the workplace and carrying out their duties whilst affected by alcohol and/or a drug, thus placing themselves and others at risk of injury. This or a similar procedure has been widely adopted in many industries and has become standard practice in responsible organisations.

### SCOPE

This Drug & Alcohol Policy applies to all employees of the Shire of Quairading, including contractors, volunteers and work experience students and is in addition to any legal requirement each has under Western Australia and Federal law regarding the consumption of alcohol and drugs.

### INTRODUCTION

Workers affected by alcohol or a drug at work may endanger themselves, other workers and the public. Risks associated with driving of vehicles and plant, construction and supervision of hazardous work areas increases as a result of alcohol or drug misuse. Ordinary workers, supervisors, managers and the Council may suffer legal consequences if a worker causes or contributes to injury to any person or damage to property while affected by alcohol or a drug at work. Also, there is a risk that casual use of alcohol or drugs may result in mistakes, productivity losses and offend internal and external customers.

Whilst the priority is health and safety, it is important to properly manage both suspected and apparent cases of employees being affected by alcohol and/or drugs at work. Certain medical conditions and prescription drugs can produce behavioural changes similar to the effects of consuming alcohol or illegal drugs. The underlying reasons for consuming alcohol or any drug may include anxiety, depression and stress, marital, family and other relationship problems, financial and legal difficulties, compulsive gambling, bereavement and other life difficulties.

Drugs are generally administered via injection, ingestion, inhalation or smoking. Upon entering the blood stream, they are rapidly broken down and distributed by metabolic processes throughout the body. Many drugs and drug metabolites are excreted in oral fluids and urine, making them easily detectable by drug screening procedures.

Modern breathalyser testing is highly accurate and simple to carry out for detecting the presence of alcohol.

Oral fluid sampling is a simple, non-intrusive and accurate way to screen for recent/current drug use for the purpose of determining fitness for work.

The presence of a drug is confirmed in a two-step process:

- The initial oral fluid test (sometimes known as the Screening Test) is carried out on site and is designed to indicate the presence of drugs in the donor's system.
- The Confirmatory Test is carried out by an accredited provider, utilises either oral fluid or urine and is designed to confirm the identity and quantity of individual drugs in the donor's system.

DRUG & ALCOHOL POLICY



**POLICY**

**1 Testing Regime**

The components of the Shire of Quairading's testing regime are explained as follows:

**1.1 Pre-Employment Testing**

Prospective Council employees will be required to undergo a drug test compliant with the relevant Australian and New Zealand Standards as part of their pre-employment medical examination.

**1.2 Random Testing**

It is Council's intention that all Council employees be tested a minimum of once in any twelve (12) month period. The selection process of staff to be tested will be determined by the Chief Executive Officer and the method for selection may be varied at their discretion. For the purposes of confidentiality, the Chief Executive Officer and an appointed staff member who has undergone training in the correct use of the testing equipment utilised by the Shire (collector) will be the only employees with knowledge of the staff members selected for testing (donors). The collector will then arrange with the nominated donors, suitable times and locations to perform the tests.

Random testing of workplaces may be carried out at any working time/s and on any working day/s. Random testing will not occur during authorised functions, where the consumption of alcohol has been approved by Council or its delegates, and where other documented risk management strategies have been implemented prior to the function to ensure the health and safety of Council's employees, visitors and the public.

**1.3 Challenge Testing or Test for Concern**

Testing may be required if, based on evidence received by a Health & Safety Representative (HSR), a Supervisor, Executive Manager or the Chief Executive Officer, there are any grounds for concern that an employee may not be fit for work due to the influence of drugs and/or alcohol.

An employee has the right to submit a case for testing to their HSR or Supervisor, if they have any grounds whatsoever that another employee may not be fit for work due to being affected by drugs or alcohol during work hours. This is the employee's right to attempt to protect their own safety and the safety of others in their team.

A test for concern can only be approved by a Health & Safety Representative, Executive Manager or Chief Executive Officer.

While there will be no penalty for those who submit a claim, which is later proved to be unfounded, any employee involved in a history of claims where the validity is questionable, will be investigated further and dealt with according to Council's disciplinary process.

If an employee tests negative for Drugs and Alcohol under a test for concern and continues to exhibit "Reasonable Grounds" that they may not be fit for work, the employee may be required to undergo a fitness for work assessment by a qualified health care professional.

DRUG & ALCOHOL POLICY



#### 1.4 Incident testing

If any employee is involved in an incident or accident which:

- a) resulted in a serious or dangerous event (injury or death, damage to or loss of plant),
- b) involves high risk construction activities e.g. traffic control,
- c) occurred while operating any Shire owned vehicle or equipment (plant),
- d) in the opinion of the Supervisor/Health & Safety Representative, had the potential to result in a serious/dangerous event (near miss),

the employee will be subject to testing and the resulting procedures.

Where the Police attend as a result of an accident/incident, if applicable, their testing procedures will have precedence over Council's testing procedures. However, where only limited testing is conducted, Council procedures may supplement the Police testing procedure.

#### 1.5 Specific Task Routine Testing

Employees may be required to undergo drug and/or alcohol testing prior to commencing specific tasks. This could include, but is not limited to:

- High risk tasks,
- Operating Shire plant,
- Participating in/conducting Shire events involving children.

When drug and/or alcohol testing in preparation for specific tasks, **all** staff undertaking the task must be tested equally. No individual employee may be singled out for specific task testing.

#### 1.6 Testing Procedure

All Council employees must, when required as described under sections 1.2 to 1.5 of this policy, undergo drug and/or alcohol testing.

**1.6.1** Any and all drug and alcohol testing is to be supervised by a Collector, who will ensure that each donor completes and signs the Drug & Alcohol Testing Consent Form & Declaration (Appendix 1) prior to testing and will certify that each test is self-administered by the Donor in accordance with the manufacturer's instructions relevant to each method of testing.

**1.6.2** Drug and alcohol screening is to be carried out in such a way as affords privacy and confidentiality to each employee. The Collector will make every effort to contact each employee directly to facilitate the testing. It is acknowledged that it may be necessary to make contact through an employee's Supervisor or Executive Manager and that explanation may be necessary for the absence from work while the testing is being carried out.

**1.6.3** All possible efforts will be undertaken to avoid situations in which a Collector will be assigned to supervise the drug and alcohol screening of an employee with whom they have a known personal relationship or friendship to minimise the possibility of collaboration to falsify test outcomes.

## 2 Results Treatment

In the event that a drug and/or alcohol screening test conducted for the reasons listed in section 1, other than 1.3, returns a negative result, no further steps are taken, and the staff member may return to/commence their work.

DRUG & ALCOHOL POLICY



**2.1 Positive Alcohol Screening**

- 2.1.1 Should an alcohol screening test for any of the reasons listed in section 1 return a result above 0.00g/100ml, it is considered a positive result and the employee will be stood down from work for the day. Where a positive result is of a level that precludes the employee from making their own way to their usual residence, the Shire will ensure suitable transportation for the employee. The employee is expected to present at their usual place of work at the beginning of the next working day and produce a negative screening test result in order to commence work.
- 2.1.2 An official warning will be issued to the staff member and noted in their employee file.
- 2.1.3 A second positive alcohol screening result within a 2-year period will lead to further disciplinary action that may include but is not limited to a second official warning, the requirement to undergo alcohol abuse counselling sessions and/or dismissal.
- 2.1.4 A third positive screening result within a 2-year period will result in dismissal.
- 2.1.5 An employee who has produced a positive screening test result may be subject to more frequent random selection for alcohol screening under section 1.2.
- 2.1.6 An employee stood down from work as a result of a positive alcohol screening may use the following leave options:
  - accrued annual leave
  - accrued RDO
  - leave without pay.
- 2.1.7 Where incident testing in accordance with 1.4 produces a positive alcohol screening result, the Chief Executive Officer will determine, based on the severity and impact of the incident or accident, the disciplinary measures to be taken, which may include but is not limited to a final warning being issued, mandatory counselling and/or training, performance management and dismissal.

**2.2 Non-Negative Drug Screening**

- 2.2.1 Where the drug screening method used indicates the presence of a drug in the donor sample in line with the relevant manufacturer's instructions and level limits compliant with Australian and New Zealand Standard 4760 – 2019 (Appendix 3), the screening test result is considered non-negative. The employee will be stood down from work for the rest of the workday.
- 2.2.2 A non-negative screening test result requires confirmation by an accredited testing facility. The employee's Supervisor or Executive Manager will ensure that the employee is immediately transported to an accredited testing facility to provide a sample for confirmation through laboratory testing at the Shire's expense.
- 2.2.3 The staff member will remain stood down until the confirmatory test results are received by the Shire. The test results will be provided to the employee after receipt.
- 2.2.4 An employee stood down from work as a result of a non-negative drug screening may use the following leave options:
  - accrued annual leave
  - accrued RDO
  - leave without pay.



DRUG & ALCOHOL POLICY



**2.3 Confirmed Positive Drug Test**

**2.3.1** Where laboratory testing results in a confirmed positive, an official and final warning will be issued and recorded in the employee's file. The employee will be required to undertake drug counselling with the Shire's assistance (e.g. finding a service, paid leave for the duration of counselling sessions). The employee is expected to present at their usual place of work at the beginning of the next and every subsequent workday until a negative screening test result is produced and the employee is allowed to resume their work.

**2.3.2** A second confirmed positive drug test result within a 2-year period will result in dismissal.

**2.3.3** An employee who has produced a confirmed positive drug test result, for a 6-month period following their return to work after a confirmed positive result, will be subject to a high frequency of random selection for drug screening.

**2.3.4** An employee who continues to be stood down from work as a result of a confirmed positive drug test may use the following leave options:

- accrued annual leave
- accrued RDO
- leave without pay.

**2.3.5** Where incident testing in accordance with 1.4 produces a confirmed positive drug test result, the Chief Executive Officer will determine, based on the severity and impact of the incident or accident, the disciplinary measures to be taken, which may include but is not limited to a final warning being issued, mandatory counselling and/or training, performance management and dismissal.

**2.4 Confirmed Negative Drug Test**

**2.4.1** Where a laboratory test produces a confirmed negative result for drugs, the employee may immediately resume work.

**2.4.2** An employee who was stood down for any period of time following a non-negative drug screening result, after receiving a confirmed negative result through laboratory testing, shall be paid for the period they were stood down as if they had worked their scheduled hours, including all allowances they would have been entitled to, had they worked. Any annual leave or RDO accruals used during that period will be restored to the employee's accrual balances.

**2.5 Refusal to Test**

Should an employee refuse a request to undergo testing for any of the reasons as stated in section 1 or should an employee refuse to comply with the requirement for confirmation through laboratory testing as set out in section 2.2.2, the outcome will be considered the same as if it had been a positive alcohol screening as in 2.1 or a confirmed positive drug test as in 2.3. The relevant sections will be applied accordingly.

## DRUG &amp; ALCOHOL POLICY



### 3 Documentation, Confidentiality and Disclosure of Information

#### 3.1 Documentation

Any records relevant to drug and alcohol screening carried out by the Shire of Quairading in accordance with this Policy will be stored securely and will remain confidential. An employee may request and obtain a copy of their own test records if they wish to do so. Documentation relating to test results will be held indefinitely.

#### 3.2 Confidentiality and Disclosure of Information

The testing procedure for drugs and alcohol will be conducted so as to respect the privacy of the donor, but also to maintain standards required. Personal information relevant to this procedure will be safeguarded to protect the privacy of all donors, and only information required to be recorded shall be kept on file, with access limited to those required to have access to such information. Results of post incident tests will only be made available to third parties that are legally required to be informed as necessary, and the employee in question will be notified of this disclosure.

#### STATUTORY ENVIRONMENT

*Work Health & Safety Act 2020*

*Work Health & Safety Regulation 2011*

*Transport Operations (Road Use Management) Act 1995 Local Government Act 1995*

Workplace Relations Act (Federal and State)

AS/NZS 4760-2019 Procedures for specimen collection and the detection and quantification of drugs in oral fluid.

#### APPENDICES

Appendix 1 - Rehabilitation providers

Appendix 2 - Drug Classes Cut Off Levels

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Marion Haeusler			New Policy to replace Drug & Alcohol Policy & Testing Procedure	April 27	

DRUG & ALCOHOL POLICY



## Appendix 1 – Rehabilitation Providers

### QUICK REFERENCE ON HOW TO STOP DRUG ABUSE

- 1 Admit that you have a serious problem with alcohol and drugs.
- 2 Throw out all the alcohol and drugs that you have. Then, get help. Talk to DRUG-ARM Information Line Tel: 1300 656 800 or one of the agencies listed in the document.
- 3 Face up to and try and do something about the problem that may have caused you to turn to drugs.
- 4 Don't be discouraged, you can beat alcohol and drugs.
- 5 Talk to a good friend who you can trust and ask them to help you stay drug free.

### ALCOHOL & DRUG SERVICES

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'Here For You' is a statewide confidential, non-judgemental, telephone service for anyone concerned about their own or another person's alcohol and other drug use and/or mental health issues.

Call Here For You on 1800 here4u (**1800 437 348**) from 7am to 10pm every day.

#### Wheatbelt Alcohol and Drug Services

Northam Phone – Free Call **1800 447 172**

#### Lifeline

131 114

#### Quairading Health Service

08 9645 2222

#### York Hospital

08 9641 0200

DRUG & ALCOHOL POLICY



## Appendix 2 – Drug Classes Cut Off Levels

The reason for Drug & Alcohol Testing at the Shire of Quairading is SAFETY.

Please remember that the Shire of Quairading does not wish to interfere with what employees do in their own time but is concerned about an employee's state when they present themselves to work and the impacts of any drug or alcohol use on the employee's safety and that of others in the workplace.

A positive test result will not apply to those whose confirmatory test results are below (or zero) against the Australian Standard cut off levels for drugs in oral fluid (saliva) as provided in the table below. An employee will only receive a positive result if they test on or above these cut off levels.

DRUG CLASS	AS/NZS 4760:1900 CUT OFF LEVELS FOR IMMUNOASSAY SCREENING IN ORAL FLUID SAMPLES
Cannabinoids	15ng/ml
Amphetamines and Methamphetamines	50ng/ml
Opiates	50ng/ml
Cocaine	50ng/ml
Oxycodone	40ng/ml

**12.3 Request to initiate Review of Local Laws (00:25:49)**

<b>Responsible Officer</b>	Natalie Ness, Chief Executive Officer
<b>Reporting Officer</b>	Chris Liversage, Conway Highbury Consultant
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Disclosure of Interest</b>	Reporting Officer: Nil Responsible Officer: Nil

**RESOLUTION: OCM 158-24/25**

Moved: Cr JC Hayes

Seconded: Cr RC Faltyn

That Council

1. Gives local public notice stating that the Shire proposes to review its local laws under s3.16 of the Local Government Act 1995;
2. Notes that a copy of the local laws may be inspected or obtained at the Shire offices or from its website;
3. Advises that submissions about the local laws may be made to the Shire before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and
4. Notes that the results of the above advertising are to be presented to Council for consideration of any submissions received.

**FOR:** Crs JR Hippisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes

**AGAINST:** Nil

**CARRIED 5/0**

**IN BRIEF**

Section 3.16 of the Local Government Act 1995 (the Act) requires local governments to review local laws at least once every eight years. The Shire's are not all due for review, but the marginal additional cost of doing all at the same time will save funds in the longer term.

Councillors are being asked to initiate the review of local laws as required by legislation.

**MATTER FOR CONSIDERATION**

Council should take all reasonable measures to ensure its local laws are up to date. This review will mitigate the possibility of any issues arising as a result of their local laws possibly not being aligned with other legislation.

## BACKGROUND

The Shire has in place the following local laws:

- Extractive Industries Local Law 2011
- Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016
- Cemetery Local Law 2016
- Local Government Property Local Law 2016
- Dogs Local Law 2017
- Health Local Law 2016
- Animals, Environment and Nuisance Local Law 2017
- Pest Plants Local Law 2016
- Bush Fire Brigade Local law 2023

A more in-depth assessment can be made while the public commentary period is underway but on face value a number of changes are required. For example:

- The State Government is undertaking a review of the Cemeteries Act;
- Similarly, Standing Orders or Meeting Procedures Local Laws are proposed to be replaced by uniform Regulations that will apply to all local governments;
- The Shire does not have local laws regulating fencing, cats, or property under its care, control and management;
- Dog exercise areas are now established by a council resolution and local public notice not by local law;
- Cats are regulated under the Cat Act rather than the Public Health Act which may require a new local law; and
- Local laws relating to rubbish collection, removal and disposal are now dealt with under the Waste and Resource Recovery Act under which the Shire should consider making a Waste Local Law.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Section 3.16 of the Act provides that:*

### **3.16. Periodic review of local laws**

*(1) Within a period of 15 years after the day on which a local law commenced or a determination in respect of the local law was last made under subsection (4), as the case requires, a local government must carry out a review of the local law to determine whether it considers that the local law should be repealed, be amended or remain unchanged.*

*(2) The local government is to give local public notice stating that —*

*(a) the local government proposes to review the local law; and*

*(b) a copy of the local law may be inspected or obtained at any place specified in the notice;*

*and*

(c) *submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.*

(3) *After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.*

(4) *After the report has been submitted to its council, the local government must determine\* whether it considers that the local law should be repealed, be amended or remain unchanged.*

*\* Absolute majority required.*

*Any consequential amendments to the Shire's local laws must then be undertaken using the process set out in s3.12 of the Act.*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

There are costs associated with the review, advertising for public comment, amendment and/or making of existing or new local laws and their eventual Gazettal. Costs for the review process are included in the 24/25 FY budget. Cost for the amendment of existing local laws or the making of new ones will become apparent throughout the review process and will be considered in the 25/26 FY budget.

## ALIGNMENT WITH STRATEGIC PRIORITIES

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

## CONSULTATION

Officers have engaged Mr Chris Liversage of Conway Highbury to consult on the review of the Shire's local laws. As noted above, the Shire is required to give local public notice calling for submissions about the local law that may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.

## RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

**3.3 Governance, Financial and Compliance Risks: Organisational Misconduct**

## RISK ASSESSMENT

	Option 1
Financial	Low <i>Costs for the review of the Shire's local laws were considered in the adopted budget for financial year 24/25</i>
Health	Nil
Reputation	Low <i>By conducting the review of its local laws, the Shire meets their legislative obligations.</i>

Operations	Low <i>The services of a consultant were contracted for this review, ensuring no impact on ordinary operations. The review will ensure that local laws are enforceable.</i>
Natural Environment	Nil

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

Setting aside the statutory requirement to review them, The Shire should take reasonable steps to ensure its local laws are up to date.



**12.4 Staff Housing Policy (00:26:38)****Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Tricia Brown, Executive Manager, Corporate Services**Attachments** 1. Attachment (i) Staff Housing Policy - DRAFT [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Impartiality  
Responsible Officer: Impartiality**RESOLUTION: OCM 159-24/25**

Moved: Cr BR Cowcill

Seconded: Cr RC Faltyn

That Council adopt the Staff Rental Policy (Attachment i)

**FOR:** Crs JR Hippisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes**AGAINST:** Nil**CARRIED 5/0****IN BRIEF**

To manage Council's stock of staff housing in an efficient and effective manner to meet the needs of the Shire and eligible employees.

**MATTER FOR CONSIDERATION**

Council houses are to be made available to Shire staff in accordance with the Shire of Quairading Staff Housing Policy, and as determined by the Chief Executive Officer. Council houses will only be made available to non-senior designated staff positions if not required by Executive Management staff.

If any Council house is not required for Shire purposes, then it could be let on the open market at market rental valuation.

The rental of Shire housing will be as negotiated in individual employment contracts or via a Residential Tenancy Agreement.

**BACKGROUND**

The Shire of Quairading is committed to attracting and retaining a skilled workforce. The Shire recognises the reduced availability and affordability of suitable residential accommodation in Quairading and understands its importance for attracting potential staff and their families to the region to work.

**STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

*Residential Tenancies Act 1987*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**ALIGNMENT WITH STRATEGIC PRIORITIES**

**5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive

**CONSULTATION**

No external consultation has been obtained.

**RISK MANAGEMENT PRIORITIES**

This report addresses the following identified Strategic Risk Management Priorities:

**3.1 Governance, Financial and Compliance Risks:** Financial Viability and Asset Management

**1.1 Infrastructure and Operational Risks:** Workforce Challenges and Skills Shortage

**4.1 Strategic, Social and Economic Risks:** Housing Availability and Affordability

**RISK ASSESSMENT**

	Option 1
Financial	Low <i>Staff rentals are bound by the Residential Tenancies Act 1987</i>
Health	Low
Reputation	Low
Operations	Low Operations are consistent and transparent for all eligible employees
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

Council offers a rental subsidy for those staff members in staff housing which is determined by the adoption of the Annual Fees & Charges set by Council. These fees are reviewed on an annual basis for both Market Rental & Staff Rental Fees. The subsidy then offered is equal to the current rental market value of each property, or by agreement, less the staff housing rent currently set at \$120.00 per week.

All staff allocated staff housing will sign a Lease Agreement and must comply with the agreement under the Residential Tenancies Act 1987. Any staff members who do not abide by the Lease agreement may be terminated.

## STAFF HOUSING POLICY



## STAFF HOUSING POLICY

### PURPOSE

The purpose of this policy is to ensure Shire of Quairading owned housing is allocated to staff members in a fair and equitable manner, whilst also providing clear guidelines for housing subsidies and eligibility.

### OBJECTIVE

To ensure that eligible Council employees have access to Shire-owned properties with appropriate rent subsidies, in a transparent and consistent process.

### POLICY

This policy applies to all Shire of Quairading staff members who are housed in Shire-owned properties and are receiving rent subsidies. The allocation of these properties and the provision of rent subsidies will be handled with fairness, transparency and in accordance with the following guidelines.

#### 1. Eligible Employees

Staff members who meet the following criteria may be considered for housing allocation and rent subsidies:

- Full-time employees of the Shire of Quairading
- Employees whose role requires them to live in the area or be available on-call
- Other employees at the discretion of the CEO in consultation with the Executive Team.

#### 2. Housing Priority

- In cases where multiple employees are eligible for housing, priority will be given to those whose roles are critical to the operation of the Shire, and those who have been in service the longest.

#### 3. Housing Subsidy

The Shire of Quairading will provide a housing subsidy to eligible staff based on the following:

- Subsidy Amount: The amount of rent subsidy will be determined based on the current Fees & Charges set by Council with the adoption of the budget for each Financial Year. The subsidy will be equal to the Private Rental Rate less the Staff Rental Rate.
- Review Period: The housing subsidy will be reviewed annually to ensure it remains in line with the needs of the Shire and the Shire's budget.

## STAFF HOUSING POLICY

**4. Payment of Rent**

- **Rent Payment Frequency:** Rent for Shire-owned housing must be paid fortnightly, in advance, on or before the due date specified in the lease agreement.
- **Rent Amount:** The rent amount for each property will be determined by Council when adopting the Annual Fees & Charges schedule. Rent subsidies will reduce the rent paid by eligible employees, with the remaining rent due to be paid by the employee.
- Any changes to the rent or subsidy will be communicated to the employee in accordance with their Tenancy Agreement
- **Rent Payment Method:** Rent payments will be deducted via the Shire's payroll system on a fortnightly basis following initial payment of 2 weeks rent in advance and relevant bond as per Tenancy Agreement.

**5. Application Process**

- Employees must submit a formal request for housing through the designated HR or Housing Officer.
- Requests will be reviewed based on eligibility criteria and availability of suitable housing.
- Successful applicants will receive written confirmation of their housing allocation and subsidy details.

**6. Change Requests**

Any changes to the housing arrangement (e.g., moving to a different property or a change in the subsidy amount) must be requested through a formal change request process.

The change request process should include the following steps:

- **Submission:** the employee submits a written request outlining the nature of the change.
- **Review:** the request will be reviewed by the HR department in consultation with relevant departments.
- **Approval:** following review, the employee will be notified of the decision.

**7. Tenancy Agreement**

**Lease agreement:** all employees residing in Shire-owned housing must sign a lease agreement, which outlines the terms of tenancy, including rent payment, maintenance responsibilities, and the condition of the property.

**Maintenance and repairs:** the shire will be responsible for major maintenance and repairs, while tenants are responsible for general upkeep of the property.

**Termination:** if an employee's eligibility for housing changes (e.g., due to changes in employment status), the housing agreement will be reviewed, and the tenant may be required to vacate the property within a reasonable period.

## STAFF HOUSING POLICY

**8. Inspections**

Regular inspections of all council owned property will be carried out by a representative of Council.

Council's houses shall be inspected as outlined below;

1. Initial inspection prior to occupation by the tenant
2. Inspection three (3) months thereafter
3. If the three (3) month inspection reveals that the house is being well maintained, then the next inspection will be the annual inspection in March for maintenance and budget purposes.
4. If the three (3) month inspection reveals that the house is not being well maintained, then the next inspection will be in another three (3) months.
5. Final inspection on termination of employment or termination of tenancy

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Residential Tenancies Act 1987*

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

STAFF HOUSING POLICY





UNCONFIRMED

**ITEM 13     MATTERS FOR CONSIDERATION – HEALTH & BUILDING (00:29:07)**

*No matters for consideration*

UNCONFIRMED



**ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES (00:29:16)****14.1 Update on Works & Services Programme****Responsible Officer** Natalie Ness, Chief Executive Officer**Reporting Officer** Sarah Caporn, Executive Manager, Works & Services**Attachments**  
1. Roads 2040 - truncated, Shire of Quairading routes highlighted [↓](#)  
  
2. 2024/25 Works Budget Reporting, April 2025 [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil  
Responsible Officer: Nil**RESOLUTION: OCM 160-24/25**

Moved: Cr BR Cowcill

Seconded: Cr JC Hayes

That Council endorse the current status of the capital works programme completed by the Works & Services team to April 2025.

**FOR:** Crs JR Hippisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes**AGAINST:** Nil**CARRIED 5/0****IN BRIEF**

- The majority of road projects are now completed
- Some maintenance items remain pending due to trouble sourcing 30m elevated work platforms
- The Shire assists with *Paint Quairading REaD* special delivery
- Council will consider more detailed 2025/26 capital works plans at May Concept Forum.

**PROJECT UPDATES****Construction:**

Thank you to those Councillors who attended the Road Tour prior to the March OCM. We hope you found it useful to see previous projects, current works and future items of concern.

We will send out a community survey shortly to gather data and feedback on areas of concern with local residents. The Shire receives little to no information on minor crashes, areas of water pooling or vehicles slipping off the road, so local reports will be key to inform Council decisions and priorities. We prepared a draft Capital Works Plan back in August 2024, but Officers never presented it to Council as the Roads to Recovery funding was increased significantly so it was no longer accurate.

The EMWS will provide a more comprehensive Capital Works plan to the May OCM as part of an overall road budget consideration.

**Regional Road Group (RRG):** During the tour, the EMWS talked about the potential of moving our RRG focus to Hayes Road given its current condition. Further investigation has revealed that it is not a route listed on Main Roads Road 2040 priority (truncated copy at Attachment 1, full version available [here](#)) so any works to that road will need to be financed from a different funding source. We will likely continue on as planned for 2025/26 works with 2km on Bulyee Rd (6km remaining to Shire boundary) and 1km on Old Beverley Road East (5km remaining).

**Old Beverley East Road & Bulyee Rd:** Both projects are nearing completion with the final remaining step of installing delineators and sign replacement. The Shire will also need to add pipes to the crossover and allow water to flow past the Hughes's front gate on Old Beverley East Road.



**Reseals:** Dangin Terrace, Quairading-Corrigin Road including the replacement culverts and Walker St jobs have now all been sealed. Zone 50 will be back through at the end of April to spot the Quairading-Corrigin Road for a centreline and then we must wait for the Main Roads contractor to add the paint. Purchase Orders have been raised for both components of this job.



**Unsealed Roads – Gravel Resheets:** As discussed last month, we need to postpone the proposed gravel resheet on Cubbine Road to 2025/26 but works will move ahead for 2km of resheet on Andrews Road shortly. Gravel is already pushed up and waiting in the Quairading South Pit belonging to Darryl and Matt Richards.

#### **Upcoming 2025/26 Capital Works:**

##### **Grounds & Gardens:**

**Community Park:** Last month's report included an issue requiring the adjustment of the lights at the Oval. Despite repeated attempts to contact them, Merredin Cranes were unavailable, so we are now seeking to hire a 30m spider boom towed from Perth. Two of the bearings in the everlasting flower wind wheels have stopped turning so we'll use the boom lift while it's in town to repair these as well. The lawns at the park have been dethatched and verti-mowed and fertilised and are looking lush, green and amazing. The sand and mulch have also been renewed recently.



**Town Hall:** Following visitor feedback, the Shire has improved signage at the Town Hall Public Conveniences.



**Paint the Town REaD:** The Shire was asked to assist the *Paint Quairading REaD* programme with their special egg delivery. A naughty bunny left footprints in the street but luckily the Shire had the streetsweeper nearby to come and sweep them all up when we heard a *clunk* and found an egg in the hopper. Good thing St Johns volunteer Carol Dall was on hand to check it was still alive. The young children need to sing and read to it over the next few weeks of school holidays and hopefully it might eventually hatch. The programme will be running a regular session at the Community Building while junior sport is running on a Wednesday afternoon.



**Cemetery:** The Shire has purchased some second-hand hockey turf which we've repurposed at the Cemetery. Staff are really pleased with how their set-up is looking when mourners attend graveside burials, and the turf covers the shoring boards and sand pile (when it's possible to leave nearby) as well as a further section under the chairs and marquee. We received some lovely positive feedback following a recent burial on the appearance of the plot and the professionalism of our staff.



**Staff Movements:** Our employment advert period closed on Friday 11<sup>th</sup> April, so EMWS has begun the task of reading resumes and shortlisting candidates for interview. Advertising on SEEK comes at a cost but has definitely increased the number of applications, so we are confident that our staff vacancies will soon be filled.

**Plant Updates:** All plant purchases have now been finalised for the 2024/25 FY. No further updates.

**Training Updates:** No further updates.

## ENVIRONMENT

*Local Government Act 1995*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The Works programme is currently costed within the 2024/25 Annual Budget. The usual monthly report has been adjusted as a result of last month's Budget Review and included at Attachment 1. There will be some reallocations for Council to consider at the May OCM as final project costs are known, however the EMWS is confident that everything is covered by over and unders from the Works area.

## 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. A Service Request Form is available for community members to fill in and request assistance from the Works & Services team. The form is available at the Front Counter and via the Shire's 'Contact Us' page on the website

## RISK ASSESSMENT

Financial	<p>Moderate</p> <p><i>The Works budget is a substantial investment into our town and the Shire's assets. It needs to be properly allocated and have transparency for community members and ratepayers.</i></p>
Health	N/A
Reputation	<p>Medium</p> <p><i>The Works team has strong visibility within the community and are committed to making sure the Shire is a safe and beautiful place to live and work.</i></p>

Operations	Medium <i>A well-functioning Works team ensures that Council's priority tasks and ongoing programme are completed in a timely and value for money method.</i>
Natural Environment	N/A

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

## COMMENT



## SERVICE LEVELS

### **Type 1 – Unformed Road**

(Cleared-flat bladed. Minimum construction. Formation consists of adjacent material)

This type is the first stage development of the road when the alignment is cleared of all vegetation with the running surface constructed from materials in-situ. This type of road allows for light traffic. With minimal drainage provision, the road is prone to closure during periods of heavy rainfall.

### **Type 2 – Formed Road**

(Formed (raised) and drained road without imported material or a constructed pavement)

To avoid possible further relocation of the road and the resultant impact on the landscape environment, Type 2 earthworks are constructed using local road-making material and improved drainage control.

### **Type 3 – Gravel Road**

(Road construction from imported material of adequate thickness, shaped and drained)

When maintenance costs increase to unacceptable levels or when economic or social benefits are evident, a Type 2 road can be improved by sheeting the surface with suitable gravel material to become a Type 3 road.

### **Type 4 – Sealed Road (6m Seal Width)**

(Sealed with no kerbing)

Sealing is carried out to improve road-user comfort and safety when the road is experiencing higher traffic volumes or when significant numbers of heavy vehicles are required to use a Type 3 road. A Type 3 road is upgraded to Type 4 by building up the residual gravel pavement to full thickness. This is then compacted and sealed.

### **Type 5 – Sealed Road (7m Seal Width)**

This is further development of the Type 4 road with extra seal width being provided to cater for higher traffic volumes and a high proportion of heavy vehicles.

### **Type 6 – Sealed Road (8 - 9m Seal Width)**

This stage represents further development of a Type 4 or Type 5 road with additional seal width being provided as traffic volumes increase to improve safety; reduce maintenance costs; provide space for a stationary vehicle to stand clear of traffic lanes; and to assist cyclists.

### **Type 7 – Sealed Road with Overtaking Lane**

An additional lane is provided on two-laned sealed roads when the traffic volume; proportion of heavy vehicles; and overtaking opportunities on adjoining sections of road cause traffic bunching to occur.

### **Type 8 – Dual Carriageway**

## Regional Strategies for Significant Local Government Roads – Roads 2040 – 2022

An additional carriageway is provided to improve safety and increase the capacity on high volume roads.

The RRG has adopted road standards that are appropriate for its roads of regional significance, based on traffic volume and composition. These standard road type descriptions are detailed in the table and are also shown in submission attachment.

Road Type & Description	2 Formed	3 Gravel	4 Sealed	5 Sealed	6 Sealed	7 Sealed
<b>New Construction</b> <sup>1</sup>			6.0 m	7.0 m	8.0 – 9.0m	Passing Lane
<b>Existing Roads</b> <sup>2</sup>			< 5.6 m	5.6-7.0 m	> 7.0 m	
<b>ADT Range</b>	0-30	31-50	51-100	101-500	501-1000	> 1000
<b>Daily ESA Range</b>	0-5	6-20	21-40	41-60	> 60	

<sup>1</sup> Seal widths are the minimum for new construction of the relevant road type

<sup>2</sup> Width range for the purpose of determining road type for existing roads

### ROAD NUMBERING SYSTEM

The road numbering system used throughout this Strategy document is explained as follows.

State Roads, managed by Main Roads Western Australia, have road numbers beginning with the letter "H" (designating that the State Road is a Highway) or the letter "M" (designating that the State Road is a Main Road).

Local Roads, managed by Local Government Authorities (LGAs), have seven digit road numbers. The first three digits indicate the LGA that manages the Local Road, the final four digits denote the number, or label, assigned to that road by the LGA. The following table summarises the LGA codes for the Great Southern Region.

Local Government Authority	Code
Beverley	401
Brookton	402
Bruce Rock	403
Corrigin	404
Cuballing	405
Dumbleyung	306
Kondinin	410
Kulin	412
Lake Grace	311
Narembeen	417
Narrogin	419
Pingelly	423
Quairading	424
Wagin	315



Regional Strategies for Significant Local Government Roads – Roads 2040 - 2022

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Wandering	427
West Arthur	316
Wickepin	429
Williams	430

As an example, consider Williams – Darkan Road. The portion of the road (4300128) managed by Williams Shire has been labelled “0128” by this shire. West Arthur Shire has labelled its portion of Williams – Darkan Road (3160213) as “0213”.

### **RESTRICTED ACCESS VEHICLE (RAV) NETWORKS**

Main Roads Western Australia has granted certain Restricted Access Vehicles (RAVs) conditional access to specified Western Australian roads, through the gazettal of a Class 2 and 3 Notice under the provisions of the Road Traffic (Vehicle Standards) Regulations 2002.

Refer to the Heavy Vehicle website:

<https://www.mainroads.wa.gov.au/heavy-vehicles/permit-order-scheme/>

# APPENDIX 1: TABLE OF ROUTES WITH SLKS

WHEATBELT SOUTH RRG ROADS										
Route Name	Road Name	Road Number	Road hierarchy	Local Government	SLKS & LENGTH			ROAD SURFACE		
					SLK FROM	SLK TO	Road Length	TOTAL KMS	SEALED	UN SEALED
AINSWORTH BIN ACCESS ROAD	Babakin Corrigin Road	4030027	Local Distributor	Bruce Rock	0.00	5.73	5.73	39.42	5.73	
	Babakin East Road	4030051	Local Distributor / Access Road	Bruce Rock	0.00	0.30	0.30		0.30	
	Babakin North Road	4030110	Local Distributor	Bruce Rock	0.00	4.80	4.80		4.80	
	Babakin North West Road	4030030	Local Distributor	Bruce Rock	0.18	0.64	0.46		0.46	
	Old Beverley Road	4030050	Local Distributor / Access Road	Bruce Rock	34.22	39.86	5.64		5.64	
	Babakin Corrigin Road	4040016	Local Distributor	Corrigin	0.00	20.59	20.59		20.59	
ARTHUR RIVER DINNINUP ROAD	Walton Street	4040124	Local Distributor	Corrigin	0.00	1.90	1.90		1.90	
	Arthur River Dinninup Road	3160203	Regional Distributor	West Arthur	0.00	60.26	60.26		60.26	
	Beaufort Road	3150002	Local Distributor	Wagin	0.00	30.90	30.90		20.99	9.89
BEAUFORT RIVER - WAGIN ROUTE	Umbra Street	3150108	Local Distributor	Wagin	0.00	0.67	0.67		0.67	
	Beaufort Road	3160025	Local Distributor	West Arthur	0.00	4.57	4.57			4.57
BEVERLEY - ARDATH ROUTE	Morbinning Road	4010001	Local Distributor	Beverley	0.00	27.13	27.13	116.85	23.07	4.06
	Old Beverley Road	4030050	Local Distributor / Access Road	Bruce Rock	0.00	47.50	47.50		18.61	28.89
	Old Beverley East Road	4240006	Local Distributor	Quairading	0.00	15.12	15.12		15.12	
	Old Beverley West Road	4240007	Local Distributor	Quairading	0.00	19.99	19.99		1.58	18.41
	Quairading Corrigin Road	4240166	Regional Distributor	Quairading	11.42	18.53	7.11		10.51	
	Delisle Street	4010120	Access Road	Beverley	0.00	0.41	0.41	1.21	0.41	
BEVERLEY BIN ACCESS ROUTE	Forrest Street	4010103	Access Road	Beverley	1.25	2.05	0.80		0.80	
	Billerica East Road	4100020	Local Distributor / Access Road	Kondinin	0.00	41.69	41.69	70.30		41.69
BELLERICAY EAST ROAD	Billerica East Road	4170021	Local Distributor / Access Road	Narembeen	0.00	28.61	28.61			28.61
	Bowelling Duranillin Road	3160003	Local Distributor	West Arthur	0.00	36.40	36.40	36.40	36.40	
BRUCE ROCK NAREMBEEN ROUTE	Bruce Rock Narembeen Road	4030176	Regional Distributor	Bruce Rock	0.00	23.99	23.99	38.75	23.99	
	Johnson Street	4030175	Access Road	Bruce Rock	0.00	0.65	0.65		0.65	
	Bruce Rock Narembeen Road	4170128	Regional Distributor	Narembeen	0.00	13.65	13.65		13.65	
	Longhurst Street	4170129	Regional Distributor	Narembeen	0.00	0.46	0.46		0.46	
	Quairading - Cunderdin Road	4240162	Regional Distributor	Quairading	0.00	20.23	20.23	65.06	20.23	
BULYEE CUNDERDIN - QUAIRADING ROUTE	Bulyee Quairading Road	4040008	Local Distributor	Corrigin	0.00	14.87	14.87		14.87	
	Ashton Street	4240165	Regional Distributor	Quairading	0.00	1.13	1.13		1.13	
	Bulyee Quairading Road	4240002	Local Distributor	Quairading	0.00	16.67	16.67		16.67	
	Junction Road	4240133	Regional Distributor	Quairading	0.00	0.74	0.74		0.74	
	Quairading Corrigin Road	4240166	Regional Distributor	Quairading	0.00	11.42	11.42		11.42	
	Corberding Road	4010043	Local Distributor / Access Road	Beverley	0.00	4.42	4.42	25.28	0.15	4.27
CORBERDING ROUTE	Corberding Road	4020003	Local Distributor / Access Road	Brookton	0.09	20.35	20.26		20.26	
	Gaynor Street	4020100	Local Distributor / Access Road	Brookton	0.00	0.12	0.12		0.12	
	Humphry Street	4020147	Access Road	Brookton	0.00	0.48	0.48		0.48	
	Corrigin Bruce Rock Road	4030174	Regional Distributor	Bruce Rock	0.00	39.29	39.29	62.52	39.29	
CORRIGIN BRUCE ROCK ROAD	Corrigin Bruce Rock Road	4040168	Regional Distributor	Corrigin	0.00	23.23	23.23		23.23	
	Corrigin Narembeen Road	4040172	Regional Distributor	Corrigin	0.00	13.36	13.36	30.39	13.36	

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CRAMPHORNE ROAD	Corrigin Narembreen Road	4170135	Regional Distributor	Narembreen	0.00	17.03	17.03	17.03	
	Cramphorne Road	4030011	Regional Distributor	Bruce Rock	0.00	17.98	17.98	60.27	17.98
	Cramphorne Road	4170013	Regional Distributor	Narembreen	0.00	42.29	42.29		42.29
	Bulyee Road	4040026	Regional Distributor	Corrigin	0.00	11.98	11.98	68.34	11.98
CUBALLING - BULYEE ROUTE	Strathorne Road	4050001	Local Distributor	Cuballing	0.00	26.93	26.93		21.04 5.89
	Bulyee Road	4230025	Regional Distributor	Pingelly	0.00	7.11	7.11		7.11
	Bullaring Road	4230157	Regional Distributor	Pingelly	35.24	35.42	0.18		0.18
	Milton Road	4230016	Local Distributor	Pingelly	0.00	12.84	12.84		12.84
DALE - MAWSON ROUTE	Wickepin Pingelly Road	4230156	Regional Distributor	Pingelly	28.88	29.72	0.84		0.84
	Yealering Pingelly Road	4230007	Local Distributor	Pingelly	0.00	8.46	8.46		4.63 3.83
	Mawson Road	4010167	Regional Distributor	Beverley	0.00	24.18	24.18	104.50	24.18
	Vincent Street	4010125	Local Distributor	Beverley	0.43	3.88	3.45		3.45
	Westdale Road	4010166	Regional Distributor	Beverley	0.00	41.74	41.74		41.74
	Dangin Mearns Road	4020008	Regional Distributor / Local Distributor	Brookton	0.00	12.93	12.93		12.93
	Dangin Mearns Road	4240010	Regional Distributor / Local Distributor	Quairading	0.00	22.20	22.20		22.20
	Dongolocking Road	4180209	Local Distributor	Narrogin	0.00	10.99	10.99		10.99
DUMBLEYUNG NYABING ROUTE	Bahr Road	3060135	Regional Distributor	Dumbleyung	0.00	0.91	0.91	24.69	0.91
	Dumbleyung Nyabing Road	3060123	Regional Distributor	Dumbleyung	0.00	23.78	23.78		23.78
DUMBLEYUNG KUKERIN - PINGRUP ROUTE	Bath Street	3060104	Access Road	Dumbleyung	0.00	0.54	0.54	70.54	0.54
	Bennet Street	3060098	Local Distributor	Dumbleyung	0.00	2.27	2.27		2.27
	Collier Street	3060079	Access Road	Dumbleyung	0.00	0.26	0.26		0.26
	Dualling Road	3060104	Access Road	Dumbleyung	0.00	4.99	4.99		4.99
	Kukerin South Road	3060003	Local Distributor	Dumbleyung	0.00	18.84	18.84		12.11 6.73
	One Twenty Nine Road	3060001	Local Distributor	Dumbleyung	0.00	43.47	43.47		35.07 8.40
	Scaddan Street	3060128	Local Distributor	Dumbleyung	0.87	1.04	0.17		0.17
	Goldfields Road	4240167	Regional Distributor	Quairading	0.00	9.16	9.16		9.16
	Hyden Mt Walker Road	4100002	Regional Distributor	Kondinin	0.00	25.91	25.91	45.89	25.91
	McPherson Street	4100123	Regional Distributor	Kondinin	0.00	0.36	0.36		0.36
HYDEN - NORSEMAN ROUTE	Mt Walker Hyden Road	4170006	Regional Distributor	Narembreen	4.05	23.67	19.62		23.67
	East Hyden Bin Road	4100140	Regional Distributor	Kondinin	0.00	28.56	28.56	108.17	28.56
	Hyden Norseman Road	4100032	Regional Distributor	Kondinin	0.00	79.61	79.61		17.02 62.59
	Jilakin Street	4120117	Access Road	Kulin	0.00	1.58	1.58		1.58
KELLERBERRIN SHACKLETON ROAD	Kellerberrin Shackleton Road	4030002	Local Distributor	Bruce Rock	0.00	14.00	14.00	14.00	14.00
	Darkan Road	3160201	Regional Distributor	West Arthur	0.00	33.29	33.29	82.04	33.29
KOJONUP - PINJARRA ROUTE	Darkan South Road	3160206	Regional Distributor	West Arthur	0.00	0.78	0.78		0.78
	Moodarrup Changerup Road	3160202	Regional Distributor	West Arthur	0.00	11.06	11.06		11.06
KONDININ - MERREDIN ROUTE	Quindanning Darkan Road	3160007	Local Distributor	West Arthur	0.00	8.00	8.00		8.00
	Quindanning Darkan Road	4300002	Local Distributor	Williams	0.00	28.91	28.91		17.41 11.50
	Kondinin Narembreen Road	4100146	Regional Distributor	Kondinin	0.00	23.54	23.54	82.11	23.54
	Currall Street	4170132	Regional Distributor	Narembreen	0.00	0.70	0.70		0.70
	Latham Road	4170133	Regional Distributor	Narembreen	1.34	1.48	0.14		0.14
	Merredin Narembreen Road	4170131	Regional Distributor	Narembreen	0.00	30.92	30.92		30.92
	Kondinin Narembreen Road	4170130	Regional Distributor	Narembreen	0.00	26.81	26.81		26.81

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KUKERIN NORTH ROAD	Kukerin North Road	3060004	Local Distributor	Dumbleyung	0.00	16.81	16.81	16.81	16.81	56.31
KULIN HOLT ROCK ROAD	Kulin Holt Rock Road	4120163	Regional Distributor	Kulin	0.00	108.31	108.31	108.31	108.31	56.31
KULIN - KATANING ROUTE	Kulin Dumbleyung Road	3060119	Regional Distributor	Dumbleyung	0.00	16.10	16.10	28.87	16.10	
	Dudin Jitaring Road	4120162	Regional Distributor	Kulin	0.00	12.77	12.77	12.77	12.77	
	Magenta Road	3110092	Regional Distributor	Lake Grace	0.00	51.68	51.68	51.68	27.62	24.06
MARRADONG ROAD	Maradong Road	4300011	Local Distributor	Williams	0.00	11.45	11.45	11.45	11.45	
MAWSON - DOODENANNING ROUTE	Mawson Road	4010100	Local Distributor	Beverley	0.00	0.35	0.35	26.86	0.35	
	Doodenanning Mawson Road	4240027	Local Distributor	Quairading	0.00	18.40	18.40	18.40	18.40	
	Carter Doodenanning Road	4240026	Local Distributor	Quairading	0.00	8.11	8.11	8.11	3.88	4.23
MOORUMBINE - BROOKTON ROUTE	Brookton Kweda Road	4020001	Local Distributor	Brookton	0.00	40.53	40.53	61.15	40.53	
	Moorumbine Road	4020010	Local Distributor	Brookton	0.00	7.60	7.60		7.60	
	Sewell Street	4020104	Access Road	Brookton	0.00	0.53	0.53		0.53	
	Yeo Road	4020035	Local Distributor	Brookton	1.78	3.52	1.74		1.74	
	Moorumbine Road	4230011	Local Distributor	Pingelly	0.00	10.43	10.43		0.88	9.55
	Shaddick Road	4230010	Local Distributor	Pingelly	0.00	0.32	0.32		0.32	
MOULYINNING BIN ACCESS ROUTE	Moulyinning North Road	3060050	Access Road	Dumbleyung	6.70	12.25	5.55	24.95		5.55
	Candlelight Road	3060020	Access Road	Dumbleyung	0.00	19.40	19.40			19.40
NAREMBEEN - DOODLAKINE ROUTE	Doodlakine Bruce Rock Road	4030173	Regional Distributor	Bruce Rock	0.00	23.51	23.51	24.26	23.51	
	Noonajin Road	4030134	Regional Distributor	Bruce Rock	0.00	0.75	0.75		0.75	
NAREMBEEN - MUNTADGIN ROUTE	Coverley Road	4170040	Local Distributor	Narembene	5.55	15.48	9.93	38.78		9.93
	Fricker Road	4170174	Access Road	Narembene	0.98	1.10	0.13		0.13	
	Latham Road	4170133	Regional Distributor	Narembene	0.00	1.34	1.34		1.34	
	Soldiers Road	4170004	Local Distributor	Narembene	0.00	2.88	2.88			
	Waddarin Graball Road	4170009	Local Distributor	Narembene	0.00	9.22	9.22			9.22
NAREMBEEN - SOUTHERN CROSS ROUTE	Wogarl Muntadgin Road	4170019	Local Distributor	Narembene	0.00	15.28	15.28			15.28
	Mt Walker Hyden Road	4170052	Local Distributor	Narembene	0.00	4.05	4.05	84.64	23.67	
	Mt Walker Road	4170134	Regional Distributor	Narembene	0.00	41.44	41.44		41.11	
	Sloss Road	4170052	Local Distributor	Narembene	12.06	16.21	4.15			4.15
	Soldiers Road	4170004	Local Distributor	Narembene	40.71	75.71	35.00			35.00
	Loving Road	4100004	Local Distributor	Kondinin	0.00	24.00	24.00	72.94	24.00	
NAREMBEEN HYDEN - WOOLLOCUTTY ROUTE	Woollocutty Soak Road	4100072	Local Distributor	Kondinin	0.00	11.59	11.59		11.59	
	Anderson Rocks Road	4170044	Local Distributor	Narembene	0.00	25.88	25.88			25.88
	Williamson Road	4170046	Local Distributor	Narembene	8.81	11.15	2.34			2.34
	Woollocutty Soak Road	4170055	Local Distributor	Narembene	0.00	9.13	9.13		7.24	1.89
NARROGIN - HARRISMITH ROUTE	Narrakine Road	4180112	Local Distributor	Narrogin	1.83	2.12	0.29	48.02	0.29	
	Forrest Street	4180003	Local Distributor	Narrogin	0.00	1.46	1.46		1.46	
	Herald Street	4180126	Regional Distributor	Narrogin	0.00	1.27	1.27		1.27	
	Narrogin Harrismith Road	4180331	Regional Distributor	Narrogin	0.00	35.14	35.14		35.14	
	Toolbin North Road	4290010	Regional Distributor	Wickepin	15.58	20.14	4.56		4.56	
	Yillimining Road (prev Narrogin Harrismith)	4290004	Regional Distributor	Wickepin	0.00	5.30	5.30		5.30	
NARROGIN - NORTH BANNISTER ROUTE	Wandering Narrogin Road	4050129	Regional Distributor	Cuballing	0.00	32.41	32.41	93.85	32.41	
	Narrakine Road	4180112	Regional Distributor	Narrogin	0.00	1.82	1.82		1.82	
	Wandering Narrogin Road	4180332	Regional Distributor	Narrogin	0.00	6.53	6.53		6.53	
	North Bannister Wandering Road	4270055	Regional Distributor	Wandering	0.00	26.16	26.16		26.16	
	Wandering Narrogin Road	4270057	Regional Distributor	Wandering	0.00	6.50	6.50		6.50	

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NARROGIN TRUCK ROUTE NORTH	Wandering Pingelly Road	4270056	Regional Distributor	Wandering	0.00	20.43	20.43	20.42	
	Clayton Road	4180047	Local Distributor	Narrogin	0.00	20.16	20.16	20.16	
NARROGIN TRUCK ROUTE SOUTH	McKenzie Road	4180341	Local Distributor	Narrogin	0.00	1.85	1.85		1.85
	Cooramining Road	4180217	Local Distributor	Narrogin	0.00	2.69	2.69	2.69	
	Graham Road	4180077	Access Road	Narrogin	0.55	1.37	0.82	0.82	
	Mokine Road	4180051	Access Road	Narrogin	0.62	2.86	2.24	2.24	
	Narrakine Road South	4180221	Local Distributor	Narrogin	1.01	2.56	1.55	1.55	
	Wanerie Road	4180271	Local Distributor	Narrogin	0.00	2.70	2.70	2.70	
NEWDEGATE PINGRUP ROAD	Wanerie Road	4180271	Access Road	Narrogin	2.70	5.35	2.65	2.65	
	Newdegate Pingrup Road	3110218	Regional Distributor	Lake Grace	0.00	37.66	37.66	37.66	
NEWDEGATE - GRAHAM ROCK ROUTE	Allen Rocks Road	4100005	Regional Distributor	Kondinin	0.00	6.30	6.30	6.30	
	Allen Rocks Road	4120014	Regional Distributor	Kulin	0.00	18.75	18.75	18.75	
	Pingaring Varley Road	4120005	Regional Distributor / Local Distributor	Kulin	25.12	26.04	0.92	0.92	
	Newdegate North Road	3110016	Regional Distributor	Lake Grace	0.00	41.13	41.13	22.35	18.78
NEWDEGATE - HYDEN ROUTE	Aylmore Road	4100007	Local Distributor	Kondinin	0.00	13.40	13.40	13.40	
	Aylmore Road	4120030	Local Distributor	Kulin	0.00	22.93	22.93		22.93
NEWDEGATE - RAVENSTHORPE ROUTE	Aylmore Road	3110001	Local Distributor	Lake Grace	0.00	24.02	24.02	4.42	19.60
	Biddy Buniche Road	3110178	Local Distributor	Lake Grace	5.73	12.05	6.32	6.32	
	Lake Biddy Road	3110217	Local Distributor	Lake Grace	0.00	13.74	13.74	13.74	
	Old Ravensthorpe Road	3110007	Local Distributor	Lake Grace	0.00	51.30	51.30	62.30	51.30
NEWDEGATE - SOUTHERN CROSS ROUTE	Taylor Road	3110003	Local Distributor	Lake Grace	0.00	11.00	11.00		11.00
	Carstairs Road	4100141	Local Distributor	Kondinin	0.00	8.70	8.70	130.66	8.70
NOMANS LAKE BIN ACCESS ROUTE	Marvel Loch Forresteria Road	41000980	Local Distributor / Access Road	Kondinin	0.00	59.01	59.01		59.01
	Carstairs Road	3110019	Distributor	Lake Grace	0.00	21.54	21.54	1.62	19.92
	Holt Rock South Road	3110219	Local Distributor	Lake Grace	11.65	39.66	28.01	28.01	
	Varley South Road	3110027	Local Distributor	Lake Grace	0.00	13.40	13.40	13.40	
NORSEMAN ROAD	Nomans Lake Siding Road	4180255	Local Distributor	Narrogin	0.00	6.12	6.12	10.11	6.12
	Read Road	4180333	Regional Distributor	Narrogin	0.00	3.99	3.99	3.99	
NORTH LAKE GRACE - KARLGARIN ROUTE	Norseman Road	3110022	Regional Distributor	Lake Grace	0.00	99.37	99.37	13.95	85.42
	Pederah Road	4100147	Regional Distributor	Kondinin	0.00	8.32	8.32	8.32	
	Pederah West Road	4100137	Regional Distributor / Access Road	Kondinin	0.00	1.39	1.39	1.39	
	Swan Street	4100152	Regional Distributor	Kondinin	0.00	0.62	0.62	0.62	
NORTH WANDERING ROAD	North Lake Grace Karlgarin Road	4120164	Regional Distributor	Kulin	0.00	22.51	22.51	22.51	
	North Lake Grace Karlgarin Road	3110265	Regional Distributor	Lake Grace	0.00	31.81	31.81	31.81	
NYABING - DUDININ - KELLERBERN ROUTE	North Wandering Road	4230004	Local Distributor	Pingelly	0.00	17.91	17.91	17.91	
	Rabbit Proof Fence Road	4040007	Regional Distributor	Corrigin	0.00	29.31	29.31	29.31	
	Quairading Corrigin Road	4040170	Regional Distributor	Corrigin	0.00	25.70	25.70	25.70	
	Rabbit Proof Fence Road	3060005	Regional Distributor	Dumbleyung	0.00	24.47	24.47	24.47	
NORTH WANDERING ROAD	Kulin Dumbleyung Road	3060119	Regional Distributor	Dumbleyung	0.00	16.10	16.10	16.10	
	Dudin Road	4120139	Local Distributor	Kulin	0.00	0.73	0.73	0.73	
NORTH WANDERING ROAD	Rabbit Proof Fence Road North	4120003	Regional Distributor	Kulin	0.00	14.88	14.88	14.88	
	Rabbit Proof Fence Road South	4120165	Regional Distributor	Kulin	0.00	20.16	20.16	20.16	
BADJADING SOUTH ROAD	Badjading North Road	4240014	Local Distributor	Quairading	0.00	17.88	17.88	7.93	9.95
	Badjading South Road	4240003	Local Distributor / Access Road	Quairading	0.00	10.30	10.30	10.30	

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PINGELLY - KONDININ ROUTE	Old Beverley East Road	4240006	Local Distributor	Quairading	0.00	0.17	0.17	0.17	0.17
	Quairading Corrigin Road	4240166	Regional Distributor	Quairading	18.53	31.02	12.49	12.49	12.49
	Tammin Road	4240031	Access Road	Quairading	0.00	2.46	2.46	2.46	2.46
	Wills Road	4240076	Access Road	Quairading	0.00	1.69	1.69	1.69	1.69
PINGELLY - WICKEPIN ROUTE	Rabbit Proof Fence Road	4290150	Regional Distributor	Wickepin	0.00	14.85	14.85	14.85	14.85
	Bullaring Road	4040003	Local Distributor	Corrigin	0.00	17.77	17.77	17.77	17.77
	Bullaring Gorge Rock Road	4040004	Local Distributor	Corrigin	0.00	24.46	24.46	24.46	24.46
	Lomos South Road	4040169	Local Distributor	Corrigin	0.00	6.97	6.97	6.97	6.97
PINGELLY - WICKEPIN ROUTE	Lomos Road South	4290155	Local Distributor	Wickepin	0.00	6.28	6.28	6.28	6.28
	Bullaring Road	4230157	Regional Distributor	Pingelly	0.00	39.69	39.69	39.69	39.69
	Brown Street	4230155	Regional Distributor	Pingelly	0.00	1.27	1.27	1.27	1.27
	Parker Street	4230093	Access Road	Pingelly	0.00	0.61	0.61	0.61	0.61
QUAIRADING VOTING - KELLERBERRIN ROUTE	Pasture Street	4230082	Regional Distributor	Pingelly	0.70	0.778	0.08	0.08	0.08
	Wickepin Pingelly Road	4230156	Regional Distributor	Pingelly	0.00	29.72	29.72	29.72	29.72
	Review Street	4230081	Access Road	Pingelly	0.49	1.60	1.11	1.11	1.11
	Pingelly Wickepin Road	4290003	Regional Distributor	Wickepin	0.00	24.88	24.88	24.88	24.88
TALBOT - BEVERLEY ROUTE	Kellerberrin Yotting Road	4240164	Regional Distributor	Quairading	0.00	2.51	2.51	31.45	2.51
	Loudon Street	4240134	Local Distributor / Access Road	Quairading	0.39	0.88	0.49	0.49	0.49
	Mt Stirling Road	4240012	Local Distributor	Quairading	0.00	28.45	28.45	11.78	16.67
	Talbot West Road	4010012	Local Distributor	Beverley	0.00	7.48	7.48	7.48	7.48
TALBOT ROCK NORTH ROAD	Waterhatch Road	4010002	Local Distributor	Beverley	0.00	14.36	14.36	14.36	14.36
	Tarin Rock North Road	3060017	Local Distributor	Dumbleyung	0.00	15.60	15.60	15.60	15.60
	Tarin Rock North Road	4120009	Local Distributor	Kulin	0.00	38.69	38.69	14.00	24.69
	Tarwonga Road	4180204	Regional Distributor	Narrogin	0.00	27.15	27.15	27.15	27.15
TARWONGA - WAGIN ROUTE	Piesseville Tarwonga Road	4180324	Regional Distributor / Access Road	Narrogin	0.00	2.98	2.98	35.98	2.98
	Piesseville Tarwonga Road	3150012	Regional Distributor / Access Road	Wagin	6.33	20.05	13.72	13.72	13.72
	Ballagin Road	3150003	Regional Distributor	Wagin	0.00	13.52	13.52	13.52	13.52
	Piesseville Tarwonga Road	3160009	Regional Distributor / Access Road	Narrogin	0.00	2.98	2.98	2.98	2.98
TINCURRIN WAGIN - DUMBLEYUNG ROUTE	Tarwonga East Road	4300016	Regional Distributor	Williams	0.00	2.78	2.78	2.78	2.78
	Dongolocking Road	3060085	Local Distributor	Dumbleyung	0.00	8.31	8.31	98.95	8.31
	Tincurran Road	3060002	Local Distributor	Dumbleyung	0.00	24.37	24.37	24.37	24.37
	White Well Road	3060010	Local Distributor	Dumbleyung	10.65	20.87	10.22	10.22	10.22
WAGIN BIN ACCESS ROUTE	Dongolocking Road	3150001	Local Distributor	Wagin	0.00	33.27	33.27	25.93	7.34
	Tincurran Road	4290016	Local Distributor	Wickepin	0.00	7.79	7.79	7.79	7.79
	Tincurran North Road	4290011	Local Distributor	Wickepin	0.00	14.99	14.99	14.99	14.99
	Cowcher Road	3150198	Access Road	Wagin	0.00	0.08	0.08	3.42	0.08
WAGIN - NOMANS LAKE ROUTE	Vine Street	3150170	Access Road	Wagin	0.00	0.57	0.57	0.57	0.00
	Airfield Road	3150160	Access Road	Wagin	0.00	1.57	1.57	1.57	0.00
	Vernon Street	3150198	Access Road	Wagin	0.00	1.20	1.20	1.20	0.00
	Wagin Wickepin Road	4180207	Local Distributor	Narrogin	0.00	18.45	18.45	49.01	11.00
WANDERING - ALDERSYDE ROUTE	Jaloran Road	3150005	Local Distributor	Wagin	0.00	19.482	19.48	15.70	3.78
	Wagin Wickepin Road	3150078	Local Distributor	Wagin	0.00	11.08	11.08	11.08	11.08
	Aldersyde North Road	4020005	Regional Distributor	Brookton	0.00	4.24	4.24	82.09	4.24
	Aldersyde Pingelly Road	4020115	Local Distributor	Brookton	0.00	3.75	3.75	3.75	3.75
	Aldersyde Pingelly Road	4230003	Regional Distributor	Pingelly	0.00	25.51	25.51	25.51	25.51



Regional Strategies for Significant Local Government Roads – Roads 2040 - 2022

WANDERING BODDINGTON - NARROGIN ROUTE	North Bannister Pingelly Road	4230152	Regional Distributor	Pingelly	0.00	18.62	18.62	18.62
	Paragon Street	4230087	Access Road	Pingelly	0.00	0.62	0.62	0.62
	Park Street	4230153	Regional Distributor	Pingelly	0.00	0.65	0.65	0.65
	Review Street	4230081	Access Road	Pingelly	0.39	1.28	0.89	0.89
	Wandering Pingelly Road	4270056	Regional Distributor	Wandering	0.00	27.81	27.81	27.81
	Congelin Narrogin Road	4050029	Local Distributor	Cuballing	0.00	11.27	70.09	3.47
	Congellin Narrogin Road	4180022	Local Distributor	Narrogin	0.00	9.61	9.61	9.61
	White Road	4180058	Local Distributor	Narrogin	0.00	1.47	1.47	1.47
	Crossman Dwarda Road	4270003	Regional Distributor	Wandering	0.00	8.12	8.12	8.12
	Dwarda East Road	4270012	Access Road	Wandering	0.00	7.57	7.57	0.10
WHINBIN ROCK ROAD	Fourteen Mile Brook Road	4270004	Regional Distributor / Local Distributor	Wandering	0.00	13.78	13.78	5.53
	Congelin Narrogin Road	4300004	Local Distributor	Williams	0.00	6.14	6.14	6.14
	Fourteen Mile Brook Road	4300005	Regional Distributor / Local Distributor	Williams	0.00	12.13	12.13	12.13
	Whinbin Rock Road	4180205	Local Distributor	Narrogin	0.00	24.93	24.93	12.00
	Wickepin Corrigin Road	4040171	Regional Distributor	Corrigin	0.00	32.95	32.95	32.95
	Wickepin Corrigin Road	4290001	Regional Distributor	Wickepin	0.00	24.40	24.40	24.40
	Tarin Rock Road	3060014	Regional Distributor	Dumbleyung	0.00	20.76	86.74	20.76
	Boundary Road	4120055	Regional Distributor / Access Road	Kulin	13.58	13.92	0.34	0.34
	Muller Road	4120063	Regional Distributor	Kulin	0.00	15.40	15.40	15.40
	Wickepin Harrismith Road	4180208	Regional Distributor	Narrogin	0.00	5.29	5.29	5.29
WICKEPIN - TARIN ROCK ROUTE	Collins Street	4290156	Regional Distributor	Wickepin	0.00	0.58	0.58	0.58
	Stock Route Road	4290163	Regional Distributor	Wickepin	0.00	6.24	6.24	6.24
	Wickepin Harrismith Road	4290002	Regional Distributor	Wickepin	0.00	27.65	27.65	27.65
	Wickepin Harrismith Road	4290157	Regional Distributor	Wickepin	0.00	10.48	10.48	10.48
	Campbell Street	4050140	Regional Distributor	Cuballing	0.00	1.23	31.73	1.23
	Cuballing East Road	4050006	Regional Distributor	Cuballing	0.00	18.11	18.11	18.11
	Cuballing West Road	4050003	Regional Distributor	Cuballing	0.00	9.46	9.46	9.46
	Cuballing East Road	4290024	Regional Distributor	Wickepin	0.00	2.93	2.93	2.93
	Williams Darkan Road	3060207	Regional Distributor	West Arthur	0.00	9.99	35.51	9.99
	Williams Darkan Road	4300128	Regional Distributor	Williams	0.00	25.52	25.52	25.52
WICKEPIN - WANDERING ROUTE	Wickepin Corrigin Road	4040171	Regional Distributor	Corrigin	0.00	7.61	52.21	7.61
	Yealering Kulin Road	4040010	Local Distributor	Corrigin	0.00	13.90	13.90	2.43
	Yealering Kulin Road	4120004	Local Distributor	Kulin	0.00	28.69	28.69	12.00
	Wickepin Corrigin Road	4290001	Regional Distributor	Wickepin	22.39	24.40	2.01	16.69
	Yeo Road	4020035	Access Road	Brookton	0.00	1.78	1.78	2.01
	Cubbine Road	4240005	Local Distributor	Quairading	0.00	40.16	41.81	1.78
	Ralston Road	4240048	Local Distributor	Quairading	0.00	1.65	1.65	27.65
	Kubbine Road	4270011	Local Distributor	Wandering	0.00	6.66	28.84	12.51
	North Wandering Road	4270001	Local Distributor	Wandering	0.00	22.18	11.85	0.50
	York Williams Road	4010003	Local Distributor	Beverley	0.00	28.48	112.74	10.33
YORK - KELLERBERG ROUTE	York Williams Road	4020004	Local Distributor	Brookton	0.00	19.87	19.87	28.48
	York Williams Road	4230005	Local Distributor	Pingelly	0.00	8.67	8.67	19.87
	York Williams Road	4270007	Local Distributor	Wandering	0.00	26.71	26.71	8.92
	York Williams Road	4270007	Local Distributor	Wandering	0.00	26.71	26.71	17.79
	York Williams Road	4270007	Local Distributor	Wandering	0.00	26.71	26.71	17.79
	York Williams Road	4270007	Local Distributor	Wandering	0.00	26.71	26.71	17.79
	York Williams Road	4270007	Local Distributor	Wandering	0.00	26.71	26.71	17.79
	York Williams Road	4270007	Local Distributor	Wandering	0.00	26.71	26.71	17.79
	York Williams Road	4270007	Local Distributor	Wandering	0.00	26.71	26.71	17.79
	York Williams Road	4270007	Local Distributor	Wandering	0.00	26.71	26.71	17.79
	York Williams Road	4270007	Local Distributor	Wandering	0.00	26.71	26.71	17.79

[illegible]

Sealed / Unsealed SLKS not provided where blank.





## 2024/25 WORKS & SERVICES

YTD Actuals includes issued POs

Updated to 14 April 2025

2024/25 - Construction	GL Code	Original Budget	Amended Budget	YTD Actual	Variance
RRG – Qdg Corrigin Reseal SLK 4.30 – 6.23	RRG166B	\$ 105,245.00	\$ 125,761.00	\$ 125,718.78	\$ 42.22
RRG – Bulyee Qdg Rd SLK 7.58 – 9.70	RRG002	\$ 554,765.00	\$ 565,168.00	\$ 614,138.93	-\$ 48,970.93
<b>R2R – Bulyee Qdg Rd - extra 1km</b>	R2R002	\$ -	\$ 51,040.00	\$ -	\$ 51,040.00
RRG – Old Beverley East Rd SLK 9.12 – 8.12	RRG006	\$ 244,673.00	\$ 244,673.00	\$ 241,523.41	\$ 3,149.59
LRCI – Old Beverley East Rd SLK 8.12 – 7.12	LRC006	\$ 244,649.00	\$ 244,649.00	\$ 256,685.70	-\$ 12,036.70
WSFN – Dangin Mears Rd Development Funds	WSF010D	\$ 62,989.75	\$ 62,989.75	\$ 15,803.66	\$ 47,186.09
Total across multiple FY \$132,600					

Roads to Recovery	GL Code	Original Budget	Amended Budget	YTD Actual	Variance
Dangin Tce, Dangin 280m x 10m wide, 7mm aggregate = 2800m2 x \$7.20 = \$20,160	R2R169	\$ 22,000.00	\$ 45,503.00	\$ 45,503.18	-\$ 0.18
Walker St 800m x 10m wide, 7mm aggregate = 8000m2 x \$7.20 = \$57,600	R2R138	\$ 60,000.00	\$ 28,006.00	\$ 28,006.35	-\$ 0.35
Qdg Corrigin Rd Reseal SLK 2.93-4.30 Centre line mark 31km	R2R166	\$ 140,000.00 \$ 80,000.00 \$ 60,000.00	\$ 142,684.00 \$ 81,342.00 \$ 61,342.00	\$ 163,243.00 \$ 90,529.60 \$ 72,714.30	-\$ 20,559.00 -\$ 9,187.60 -\$ 11,372.30
Cubbine Rd, Cubbine SLK 29.42 to 32.00, 2.58km Gravel Resheet, 150mm - REMOVED PROJECT	R2R005	\$ 83,561.00	\$ -	\$ -	\$ -
Andrews Rd SLK 0.00 to 2.00 Gravel Resheet, 150mm	R2R105	\$ 82,040.50	\$ 82,040.50	\$ 8,049.76	\$ 73,990.74
Kellerberrin-Yoting Road SLK 0.00-16.01 Verge Mulch - COMPLETED	R2R164	\$ 90,000.00	\$ 74,800.00	\$ 74,784.44	\$ 15.56
Hayes Road SLK 0.00 – 14.40 Shoulder Grading - COMPLETED	R2R015	\$ 70,000.00	\$ 40,960.00	\$ 30,960.00	\$ -
Treloar Rd	R2R092	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00

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2024/25 BUDGET V ACTUALS - WORKS DEPOT

NB: YTD ACTUALS INCLUDES ISSUED POS

Punch Road - Drainage <i>Pipes to Culvert Boxes - REMOVED PROJECT</i>	DC143	\$ 20,000.00	\$ -	\$ -	\$ -
Minchin Road - Drainage SLK 1.00 <i>Pipes to Culvert Boxes</i>	DC063	\$ 20,000.00	\$ 20,000.00	\$ 11,700.36	\$ 8,299.64
Qdg-Corrigin Road - Drainage SLK 9.49 & 10.05 <i>Lids to Timber Culvert Boxes - COMPLETED</i>	DC166	\$ 20,000.00	\$ 30,000.00	\$ 22,572.10	\$ 7,427.90
Badj Nth Rd – Bridge 4145 - <b>COMPLETED</b>	BR4145	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
<b>Total (target \$627,479)</b>			<b>\$ 483,993.50</b>	<b>\$ 414,819.19</b>	<b>\$ 69,174.31</b>

Roads Jobs	GL Code	Original Budget	Amended Budget	YTD Actual	Variance
Road, Bridge, Drainage Maintenance (to end of prior month)	RM000 BM000 DM000	\$ 583,450.00	\$ 583,450.00	\$ 552,811.08	\$ 30,638.92
Signs & Traffic Equipment \$25K materials, rest installation	SIGNS	\$ 32,471.00	\$ 32,471.00	\$ 17,981.74	\$ 14,489.26
Street Trees	TREES	\$ 31,664.00	\$ 31,664.00	\$ 30,575.99	\$ 1,088.01

2024/25 Capital Works	GL Code	Original Budget	Amended Budget	YTD Actual	Variance
Works Depot (racks for Gardens Shed, wash bay)	BC12201	\$ 8,617.00	\$ 8,617.00	\$ 1,249.96	\$ 7,367.04
Parker House (landscaping)	BC8610	\$ 30,594.00	\$ 30,594.00	\$ 23,233.13	\$ 7,360.87
Recycling Centre (bay barriers, fencing) - <b>COMPLETED</b>	BC10102	\$ 88,376.00	\$ 38,000.00	\$ 34,345.28	\$ 3,654.72
Cemetery (repair gazebo) - <b>REMOVED PROJECT</b>	OC10703	\$ 16,792.00	\$ -	\$ -	\$ -
Swimming Pool (north fence) - <b>COMPLETED</b>	BC11201	\$ 28,000.00	\$ 36,000.00	\$ 36,200.06	-\$ 200.06
Swimming Pool (kiosk/entry) - <b>COMPLETED</b>	BC11202	\$ 5,000.00	\$ 6,200.00	\$ 6,089.43	\$ 110.57
Swimming Pool (plant room, pump) ETA April 2025	BC11205	\$ 50,000.00	\$ 63,000.00	\$ 12,863.64	\$ 50,136.36
Cricket Nets (nets & astroturf) - <b>COMPLETED</b>	OC11344	\$ 44,792.00	\$ 36,292.00	\$ 37,562.54	-\$ 1,270.54
Bark Park infrastructure (signs, water bowl, promo poo bags)	W11301	\$ 9,198.00	\$ 9,198.00	\$ 8,031.35	\$ 1,166.65

Property Capital Works	GL Code	Original Budget	Amended Budget	YTD Actual	Variance
Vet Clinic - <b>COMPLETED</b> Flooring, interior paint, 2 x air cons, window blinds	BC13810	\$ 15,117.00	\$ 20,617.00	\$ 22,088.40	-\$ 1,471.40
Golf Club (bathrooms)	BC11305	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00
Medical Centre (desks, blinds)	BC7702	\$ 12,500.00	\$ 12,500.00	\$ 2,760.00	\$ 9,740.00
Daycare Centre					

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2024/25 BUDGET V ACTUALS - WORKS DEPOT

NB: YTD ACTUALS INCLUDES ISSUED POS

(landscaping, edging, kitchen, office space, laundry shelves)	BC8301	\$ 20,000.00	\$ 49,000.00	\$ 43,692.24	\$ 5,307.76
14 Reid St - <b>COMPLETED</b> (gas hob, window blinds)	BC9101	\$ 5,000.00	\$ 5,000.00	\$ 5,665.00	-\$ 665.00
Unit 1 Gillet St	BC9102	\$ 3,750.00	\$ 3,750.00	\$ 3,575.04	\$ 174.96
Unit 2 Gillet St	BC9202	\$ 3,750.00	\$ 3,750.00	\$ 3,575.04	\$ 174.96
Unit 3 Gillet St	BC9203	\$ 6,550.00	\$ 6,550.00	\$ 5,575.04	\$ 974.96
Unit 4 Gillet St	BC9112	\$ 3,750.00	\$ 3,750.00	\$ 3,377.27	\$ 372.73
8 Dall St - <b>COMPLETED</b> fencing, garage door	BC9104	\$ 33,490.00	\$ 17,500.00	\$ 24,643.41	-\$ 7,143.41
<b>Other 24/25 Projects</b>	<b>GL Code</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>YTD Actual</b>	<b>Variance</b>
CESM, Fire Danger Signs	EM5702	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00
Bore Field / Community Water Partnership Project	PC11315	\$ 38,661.00	\$ 38,661.00	\$ 17,457.65	\$ 21,203.35
Light Industrial Area #2	TP0000	\$ 50,000.00	\$ 50,000.00	\$ 49,411.82	\$ 588.18

Plant & Equipment	GL Code	Original Budget	Amended Budget	YTD Actual	Variance
EMWS Ute (Q388) - <b>COMPLETED</b>	PE12301	\$ 72,000	\$ 72,000	\$ 72,842.00	-\$ 842
Tractor, 90HP - turf tyres - <b>COMPLETED</b>	PE12304	\$ 90,000	\$ 90,000	\$ 90,000.00	\$ -
Smooth Drum Roller (proceeds on sale \$80K) - <b>COMPLETED</b>	PE12311	\$ 300,000	\$ 189,000	\$ 189,000.00	\$ -
Mazda BT50 (Q661) (proceeds on sale \$24K) - <b>COMPLETED</b>	PE12313	\$ 65,000	\$ 51,500	\$ 55,339.27	-\$ 3,839
Grader - <b>COMPLETED</b> (proceeds on sale \$150K)	PE12314	\$ 400,000	\$ 452,000	\$ 452,000	\$ -
6 Wheel Tipper - <b>COMPLETED</b> (proceeds on sale \$110K)	PE12317	\$ 292,702	\$ 266,899	\$ 266,898.86	\$ -
Street Sweeper - <b>COMPLETED</b> (proceeds on sale \$25K)	PE12319	\$ 75,000	\$ 99,333	\$ 99,332.55	\$ -
External Plant Repairs Actuals - 23/24 \$148,927 & 22/23 \$113,152	24104110	\$ 76,550	\$ 160,000	\$ 155,384.53	\$ 4,615

Major Works Jobs	GL Code	Original Budget	Amended Budget	YTD Actual	Variance
Community Park, Kwirradang Koort (operational)	W11323	\$ 84,366.00	\$ 92,366.00	\$ 55,719.03	\$ 36,646.97
Public Parks, Gardens & Reserves	W11300	\$ 115,784.06	\$ 107,784.06	\$ 107,132.79	\$ 651.27
Oval & Grounds	W11332	\$ 121,442.00	\$ 121,442.00	\$ 87,535.26	\$ 33,906.74

Other PWO Codes	GL Code	Original Budget	Amended Budget	YTD Actual	Variance
Works, Training (** overspend offset by income of \$10,661)	21403040	\$ 36,499	\$ 36,499	\$ 56,916.07	-\$ 20,417
Works, Uniforms	21403030	\$ 8,400	\$ 8,400	\$ 5,685.27	\$ 2,715
Works, WHS, PPE (incl Tool Box Mtgs)	21403300	\$ 8,539	\$ 20,000	\$ 15,364.82	\$ 4,635
Works, Minor Assets / Tools	21403860	\$ 33,000	\$ 13,000	\$ 9,097.25	\$ 3,903
Depot, Building Operations	BO12201	\$ 107,198	\$ 142,775	\$ 133,621.79	\$ 9,153

**ITEM 15     MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY (00:29:53)**

*No matters for consideration*

UNCONFIRMED

**ITEM 16 URGENT COUNCILLOR'S BUSINESS (00:30:02)**

UNCONFIRMED

**ITEM 17      CONFIDENTIAL ITEMS (00:30:13)**

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

(b)    the personal affairs of any person

**RESOLUTION: OCM 161-24/25**

Moved:     Cr JC Hayes

Seconded: Cr BR Cowcill

That Council close the meeting to the public at 2.30 pm to consider the confidential reports listed below in accordance with Section 5.23(2) of the Local Government Act 1995:

**17.1      Sundry Debtor Write Off**

FOR:            Crs JR Hippiisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes

AGAINST:      Nil

**CARRIED 5/0**

The motion is carried; the recording of the meeting for publication purposes will be paused at this time and a separate recording for record keeping purposes will be made of the confidential part of the meeting in accordance with *Local Government Act 1995 s5.23 (3)*.

**17.1      Sundry Debtor Write Off****OFFICER RECOMMENDATION**

That Council write off debts as listed in the report - **Confidential Attachment (i)**

**17.1      Sundry Debtor Write Off****RESOLUTION: OCM 162-24/25**

Moved:     Cr BR Cowcill

Seconded: Cr RC Faltyn

That Council write off debts as listed in the report - **Confidential Attachment (i)** to the total amount of \$1,744.01.

FOR:            Crs JR Hippiisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes

AGAINST:      Nil

**CARRIED 5/0**

Councillors agreed to amend the motion to make public the total amount of sundry debts that are to be written off.

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

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**RESOLUTION: OCM 163-24/25**

Moved: Cr RC Faltyn

Seconded: Cr BR Cowcill

That the meeting be open to members of the public at 2.33 pm.

FOR: Crs JR Hippiisley, BR Cowcill, RC Faltyn, EV Gom and JC Hayes

AGAINST: Nil

**CARRIED 5/0**

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The recording of the meeting for publication purposes will be resumed at this time.

**Public Reading of Resolution**

The Chairperson is to read aloud the decisions made by Council while the Meeting was closed to the public.

Having opened the meeting to the public, the Chairperson read aloud the decisions of Council for 17.1 Sundry Debtor Write Off.

**ITEM 18 NEXT MEETING DATE (00:31:57)**

The next Ordinary Council Meeting is scheduled to take place on Thursday 29 May 2025 commencing at 2.00pm in the Council Chambers, 10 Jennaberring Road, Quairading, WA.

**ITEM 19 CLOSURE (00:32:11)**

There being no further business, the Chairperson closed the Meeting at 2.35 pm.