Ordinary Council Meeting

Minutes | 30th July 2026

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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CONTENTS

ITEM 1 OPENING & ANNOUNCEMENTS (00:00:03) 4

ITEM 2 ATTENDANCE AND APOLOGIES (00:00:43) 4

ITEM 3 PUBLIC QUESTIONS (00:01:02) 5

No matters for consideration

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS (00:01:11) 6

No matters for consideration

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE (00:01:20) 7

No matters for consideration

ITEM 6 DECLARATIONS OF INTEREST (00:01:27) 8

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING (00:01:36) 9

7.1 Confirmation of Minutes: Ordinary Council Meeting – 25 June 2026 9

BUSINESS ARISING 9

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS) (00:02:12) 10

8.1 Concept Forum Meeting – 25 June 2026 10

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION (00:02:42) 11

No matters for consideration

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING (00:02:51) 12

No matters for consideration

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT (00:03:01) 13

11.1 Monthly Financial Statements - June 2026 13

11.2 Purchasing Framework Review (00:06:20) 47

11.3 Accounts for Payment - June 2026 (00:07:49) 69

11.4 Pensioner Rebate Write-Off (00:09:26) 101

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION (00:11:19) 104

12.1 Local Law Review Confirmation 104

12.2 Voluntary Regional Organisation of Councils - Decision to Join (00:12:24) 108

12.3 Shire of Quairading Disability Access and Inclusion Plan Report FY2025/26 (00:13:31) 112

12.4 Recordkeeping Plan 2026 (00:14:21) 126

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH & BUILDING (00:18:35) 161

No matters for consideration

ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES (00:18:43)..... 162
14.1 Weed Control Policy..... 162
ITEM 15 MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY (00:20:46) 174
No matters for consideration
ITEM 16 URGENT COUNCILLOR'S BUSINESS (00:20:53)..... 175
ITEM 17 CONFIDENTIAL ITEMS (00:21:02)..... 176
17.1 Sale of Land due to Non Payment of Rates..... 176
ITEM 18 NEXT MEETING DATE (00:22:25)..... 178
ITEM 19 CLOSURE (00:22:40)..... 178

SHIRE OF QUAIRADING

The Ordinary Council Meeting Minutes of Meeting held on 30th July 2026 commencing at 3:15 PM.

ITEM 1 OPENING & ANNOUNCEMENTS (00:00:03)

The Shire President opened the Meeting at 3.15 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 and present. 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 (00:00:43)

Councillors

Cr TJ Stacey	Shire President
Cr JC Hayes	Deputy Shire President
Cr BR Cowcill	
Cr SL Hadlow	
Cr KS Squiers	
Cr LJ Stacey Cowcill	

Council Officers

Mr NJ Warren	Chief Executive Officer
Ms T Brown	Executive Manager, Corporate Services
Ms SE Caporn	Executive Manager, Works & Services
Ms J Green	Executive Manager, Community and Development
Ms M Haeusler	Manager of Governance

Observers/Visitor

Nil

Apologies

Cr RC Faltyn

Leave of Absence Previously Granted

Nil

ITEM 3 PUBLIC QUESTIONS (00:01:02)

No matters for consideration

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS (00:01:11)

No matters for consideration

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE (00:01:20)

No matters for consideration

ITEM 6 DECLARATIONS OF INTEREST (00:01:27)

Nil

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING (00:01:36)

7.1 Confirmation of Minutes: Ordinary Council Meeting – 25 June 2026

RESOLUTION: OCM 001-26/27

Moved: Cr JC Hayes
Seconded: Cr BR Cowcill

That the Minutes of the Ordinary Council Meeting held on the 25 June 2026 be confirmed as a true and accurate record.

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED 6/0

BUSINESS ARISING

Nil

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS) (00:02:12)

8.1 Concept Forum Meeting – 25 June 2026

Responsible Officer	Nic Warren, Chief Executive Officer
Reporting Officer	Marion Haeusler, Manager of Governance
Attachments	Nil
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 002-26/27

Moved: Cr BR Cowcill
Seconded: Cr KS Squiers

That Council receive the minutes of the Concept Forum for its meeting on 25 June 2026.

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED 6/0

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

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION (00:02:42)

No matters for consideration

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING (00:02:51)

No matters for consideration

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT (00:03:01)

11.1 Monthly Financial Statements - June 2026

Responsible Officer Nic Warren, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. Attachment (i) June 2026 Monthly Financial Report ⇩

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 003-26/27

Moved: Cr KS Squiers
Seconded: Cr JC Hayes

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 30 June 2026, as included in Attachment (i)

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED 6/0

IN BRIEF

- Monthly financial statements for the period ending 30 June 2026 attached
- Depreciation has been calculated for the months up to 30 June 2026.
- Admin Allocations have been run for the months of July 2025 to 30 June 2026.

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.

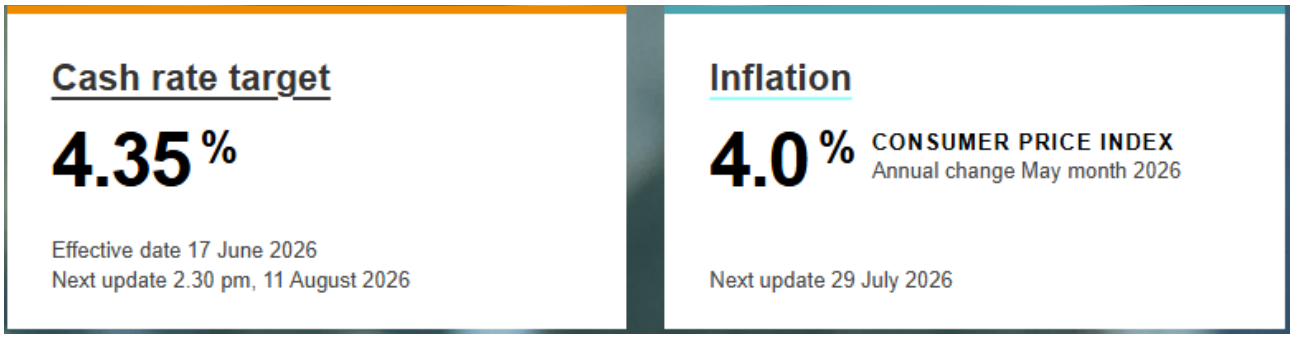
Shire Officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislated requirements.

The Consumer Price Index (CPI) decreased to 4.0%, down from 4.2% in the 12 months to May 2026.

	Original		Seasonally adjusted	
Weighted average of eight capital cities	Apr 26 to May 26 (% change)	May 25 to May 26 (% change)	Apr 26 to May 26 (% change)	May 25 to May 26 (% change)
All groups CPI	-0.7	4.0	-0.1	4.0

The Reserve Bank of Australia's cash rate target remains the same at 4.35% with an effective date of 17th June 2026.

In framing the 2026/2027 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 2025/26 adopted 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

The 2025/2026 Budget was presented and adopted by Council at the 28th August 2025 Ordinary Council Meeting. The 2025-2026 Budget Review was presented and endorsed at the 26th March Ordinary Council Meeting.

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	*High* *Global uncertainty due to the Iranian war and significant increases in fuel prices*
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 Quartely 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 current aged creditors balance as of 30 June 2026 is $105,681.79. These all being current invoices.

The current aged debtors balance as of 30 June 2026 is $40,452.08 with the majority being either Current or 90 days with some smaller amounts split across 60 and 30 day invoices.

SHIRE OF QUAIRADING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 June 2026

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

TABLE OF CONTENTS

Monthly Summary Information

Key Terms and Descriptions - Statutory Reporting Programs

Statement of Financial Activity by Program

Key Terms and Descriptions - Nature Descriptions

Statement of Financial Activity by Nature

Statement of Financial Position

Note 1	Adjusted Net Current Assets
Note 2	Cash and Financial Assets
Note 3	Receivables
Note 4	Other Current Assets
Note 5	Payables
Note 6	Rating Revenue
Note 7	Disposal of Assets
Note 8	Capital Acquisitions
Note 9	Borrowings
Note 10	Reserves
Note 11	Other Current Liabilities
Note 12	Grants and Contributions
Note 13	Capital Grants and Contributions
Note 14	Bonds & Deposits and Trust Fund
Note 15	Explanation of Material Variances
Note 16	Budget Amendments
Note 17	Caravan Park

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SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2026

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 2025/26 year is $10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
Significant Projects					
Grants, Subsidies and Contributions					
Grants, Subsidies and Contributions	231%	1,579,365	1,579,365	3,641,000	2,061,635
Capital Grants, Subsidies and Contributions	97%	3,906,485	3,906,485	3,778,168	(128,317)
	135%	5,485,850	5,485,850	7,419,168	1,933,318
Rates Levied	100%	2,982,708	2,982,708	2,977,992	(4,716)

Financial Position		Prior Year 30 June 2025	Current Year 30 June 2026
Adjusted Net Current Assets	112%	$ 1,432,036	$ 1,601,357
Cash and Equivalent - Unrestricted	78%	$ 1,609,012	$ 1,253,905
Cash and Equivalent - Restricted	108%	$ 4,129,227	$ 4,454,086
Receivables - Rates	77%	$ 365,879	$ 279,999
Receivables - Other	166%	$ 111,916	$ 185,378
Payables	76%	$ 693,987	$ 526,935

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

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

SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2026

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 June 2026
Prepared by: Tricia Brown (EMCS)
Reviewed by: Nic Warren (CEO)

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

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

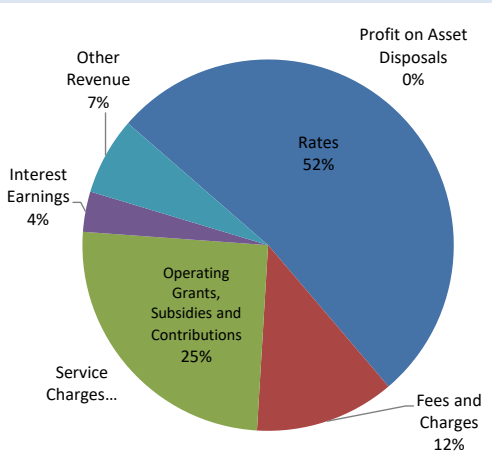
ROUNDING OFF FIGURES

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

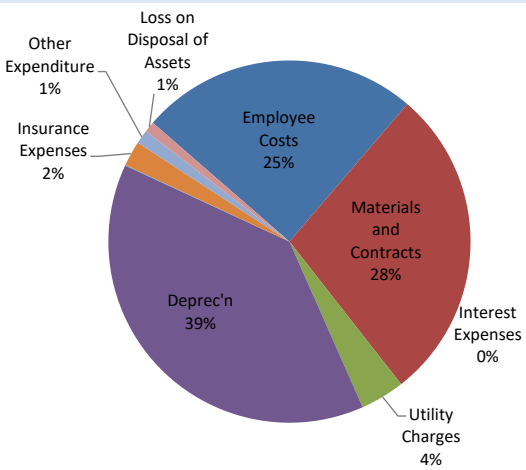
SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2026

SUMMARY GRAPHS

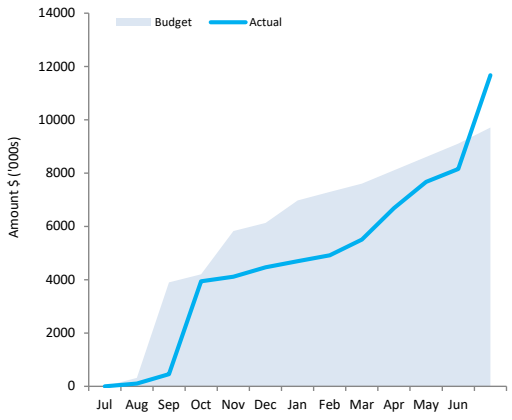
OPERATING REVENUE



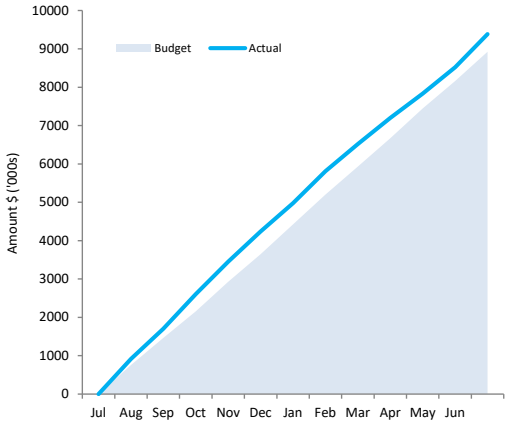
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

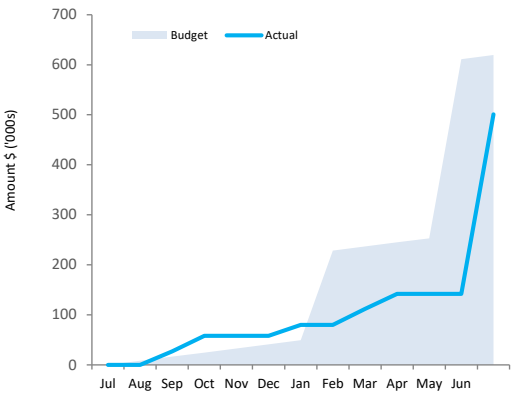


Budget Operating Expenses -v-YTD Actual



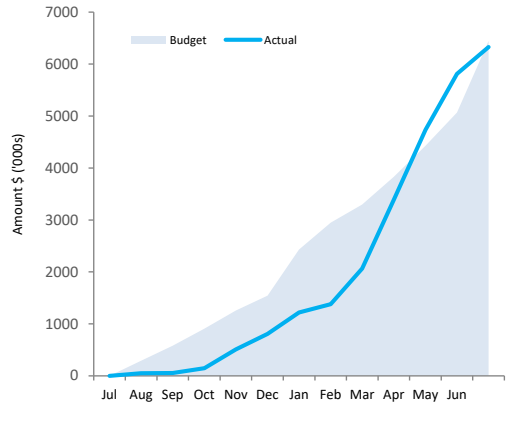
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



CAPITAL EXPENSES

Budget Capital Expenses -v- Actual



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

SHIRE OF QUAIRADING
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2026

STATUTORY REPORTING PROGRAMS

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

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

SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM
FOR THE PERIOD ENDED 30 JUNE 2026

BY PROGRAM

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. $
		$	$	$	$	$	%		
OPERATING ACTIVITIES									
Revenue from operating activities									
Governance		0	0	0	**22**	22		▲	
General Purpose Funding - Rates	6	2,982,708	2,982,708	2,982,708	**2,977,992**	(4,716)	(0%)	▼	
General Purpose Funding - Other		1,544,406	1,544,406	1,544,406	**3,487,434**	1,943,028	126%	▲	S
Law, Order and Public Safety		67,781	100,025	100,025	**106,035**	6,010	6%	▲	
Health		350	350	350	**2,841**	2,491	712%	▲	
Education and Welfare		69,985	69,985	69,985	**80,805**	10,819	15%	▲	S
Housing		173,470	173,470	173,470	**145,077**	(28,393)	(16%)	▼	S
Community Amenities		202,778	202,778	202,778	**185,552**	(17,226)	(8%)	▼	
Recreation and Culture		33,713	33,713	33,713	**44,516**	10,803	32%	▲	S
Transport		266,098	266,098	266,098	**241,657**	(24,441)	(9%)	▼	
Economic Services		353,415	353,415	353,415	**470,411**	116,996	33%	▲	S
Other Property and Services		76,500	76,500	76,500	**151,695**	75,195	98%	▲	S
		5,771,205	5,803,448	5,803,448	**7,894,037**				
Expenditure from operating activities									
Governance		(733,916)	(715,769)	(715,769)	**(714,726)**	1,044	0%	▲	
General Purpose Funding		(128,161)	(124,161)	(124,161)	**(148,746)**	(24,585)	(20%)	▼	S
Law, Order and Public Safety		(441,532)	(336,502)	(336,502)	**(322,900)**	13,602	4%	▲	
Health		(515,314)	(515,314)	(515,314)	**(509,338)**	5,977	1%	▲	
Education and Welfare		(353,149)	(370,849)	(370,849)	**(382,816)**	(11,967)	(3%)	▼	
Housing		(260,736)	(260,736)	(260,736)	**(244,989)**	15,747	6%	▲	
Community Amenities		(802,482)	(744,214)	(744,214)	**(730,958)**	13,256	2%	▲	
Recreation and Culture		(1,358,234)	(1,358,234)	(1,358,234)	**(1,581,404)**	(223,170)	(16%)	▼	S
Transport		(3,273,651)	(3,273,651)	(3,273,651)	**(3,605,458)**	(331,807)	(10%)	▼	S
Economic Services		(1,145,297)	(1,145,297)	(1,145,297)	**(1,101,774)**	43,523	4%	▲	
Other Property and Services		(26,156)	(79,452)	(79,452)	**(41,110)**	38,342	48%	▲	S
		(9,038,628)	(8,924,179)	(8,924,179)	**(9,384,217)**				
Operating activities excluded from budget									
Add back Depreciation		3,538,268	3,538,268	3,538,268	**3,614,638**	76,370	2%	▲	
Adjust (Profit)/Loss on Asset Disposal	7	99,360	99,360	99,360	**89,764**	(9,596)	(10%)	▼	
Movement in Leave Reserve (Added Back)		7,639	7,639	7,639	**7,317**	(322)	(4%)	▼	
Movement in Deferred Pensioner Rates/ESL		0	0	0	**(3,343)**	(3,343)		▼	
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			
		3,645,267	3,645,267	3,645,267	**3,708,376**				
Amount attributable to operating activities		**377,844**	**524,536**	**524,536**	**2,218,196**				
INVESTING ACTIVITIES									
Inflows from investing activities									
Capital Grants, Subsidies and Contributions	13	15,621,769	3,906,485	3,906,485	**3,778,168**	(128,317)	(3%)	▼	
Proceeds from Disposal of Assets	7	269,540	269,540	269,540	**150,910**	(118,630)	(44%)	▼	S
Proceeds from financial assets at amortised cost - self supporting loans		0	0	0	**0**	0			
		15,891,309	**4,176,025**	**4,176,025**	**3,929,078**				
Outflows from investing activities									
Land Held for Resale	8	0	0	0	**0**	0			
Land and Buildings	8	(12,835,164)	(545,596)	(545,596)	**(477,283)**	68,313	13%	▲	S
Plant and Equipment	8	(807,595)	(813,280)	(813,280)	**(704,468)**	108,811	13%	▲	S
Furniture and Equipment	8	0	0	0	**0**	0			
Infrastructure Assets - Roads	8	(3,277,898)	(4,258,617)	(4,258,617)	**(4,306,831)**	(48,214)	(1%)	▼	
Infrastructure Assets - Drainage	8	0	0	0	**0**	0			
Infrastructure Assets - Footpaths	8	0	0	0	**0**	0			
Infrastructure Assets - Other	8	(599,532)	(25,000)	(25,000)	**(25,000)**	0	0%		
Infrastructure Assets - Bridges	8	(56,870)	(52,670)	(52,670)	**(54,400)**	(1,730)	(3%)	▼	
Payments for financial assets at amortised cost - self supporting loans		0	0	0	**0**	0			
		(17,577,059)	(5,695,162)	(5,695,162)	**(5,567,981)**				
Amount attributable to investing activities		**(1,685,750)**	**(1,519,138)**	**(1,519,138)**	**(1,638,903)**				
FINANCING ACTIVITIES									
Inflows from financing activities									
Proceeds from new borrowings	9	0	0	0	**0**	0			
Transfer from Reserves	10	350,000	350,000	350,000	**350,000**	0	0%		
Transfer from Restricted Cash - Other		0	0	0	**0**	0			
		350,000	350,000	350,000	**350,000**				
Outflows from financing activities									
Repayment of borrowings	9	(69,741)	(69,741)	(69,741)	**(70,547)**	(806)	(1%)	▼	
Payments for principal portion of lease liabilities	9	(11,586)	(11,586)	(11,586)	**(14,570)**	(2,984)	(26%)	▼	
Transfer to Restricted Cash - Other		0	0	0	**0**	0			
Transfer to Reserves	10	(570,000)	(670,000)	(670,000)	**(674,859)**	(4,859)	(1%)	▼	
		(651,327)	(751,327)	(751,327)	**(759,976)**				
Amount attributable to financing activities		**(301,327)**	**(401,327)**	**(401,327)**	**(409,976)**				
MOVEMENT IN SURPLUS OR DEFICIT									
Surplus or deficit at the start of the financial year	1	1,639,277	1,432,041	1,432,041	**1,432,041**	0	0%		
Amount attributable to operating activities		377,844	524,536	524,536	**2,218,196**	1,693,660	323%	▲	
Amount attributable to investing activities		(1,685,750)	(1,519,138)	(1,519,138)	**(1,638,903)**	(119,766)	8%	▼	
Amount attributable to financing activities		(301,327)	(401,327)	(401,327)	**(409,976)**	(8,649)	2%	▼	
Surplus or deficit at the end of the financial year	1	**30,044**	**36,112**	**36,112**	**1,601,357**	1,565,245	4334%	▲	

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 2025/26 year is $10,000 and 10%.

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

SHIRE OF QUAIRADING

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 JUNE 2026

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 30 JUNE 2026

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. S
		$	$	$	$	$	%		
OPERATING ACTIVITIES									
Revenue from operating activities									
Rates	6	2,982,708	2,982,708	2,982,708	**2,977,992**	(4,716)	(0%)	▼	
Grants, Subsidies and Contributions	12	1,547,122	1,579,365	1,579,365	**3,641,000**	2,061,635	131%	▲	S
Fees and Charges		686,093	686,093	686,093	**692,720**	6,627	1%	▲	
Service Charges		0	0	0	**0**	0			
Interest Revenue		238,500	238,500	238,500	**199,578**	(38,922)	(16%)	▼	S
Other Revenue		291,681	291,681	291,681	**382,747**	91,065	31%	▲	S
Profit on Disposal of Assets	7	25,100	25,100	25,100	**0**	(25,100)	(100%)	▼	S
Gain FV Valuation of Assets		0	0	0	**0**	0			
		5,771,205	5,803,448	5,803,448	**7,894,037**				
Expenditure from operating activities									
Employee Costs		(2,305,471)	(2,270,651)	(2,270,651)	**(2,336,122)**	(65,470)	(3%)	▼	
Materials and Contracts		(2,412,405)	(2,349,976)	(2,349,976)	**(2,640,869)**	(290,893)	(12%)	▼	S
Utility Charges		(284,950)	(284,950)	(284,950)	**(370,589)**	(85,639)	(30%)	▼	S
Depreciation		(3,538,268)	(3,538,268)	(3,538,268)	**(3,614,638)**	(76,370)	(2%)	▼	
Finance Costs		(6,480)	(6,480)	(6,480)	**(5,533)**	946	15%	▲	
Insurance Expenses		(198,756)	(198,756)	(198,756)	**(211,106)**	(12,350)	(6%)	▼	
Other Expenditure		(167,837)	(150,637)	(150,637)	**(115,595)**	35,042	23%	▲	S
Loss on Disposal of Assets	7	(124,460)	(124,460)	(124,460)	**(89,764)**	34,696	28%	▲	S
Loss FV Valuation of Assets		0	0	0	**0**	0			
		(9,038,628)	(8,924,179)	(8,924,179)	**(9,384,217)**				
Operating activities excluded from budget									
Add back Depreciation		3,538,268	3,538,268	3,538,268	**3,614,638**	76,370	2%	▲	
Adjust (Profit)/Loss on Asset Disposal	7	99,360	99,360	99,360	**89,764**	(9,596)	(10%)	▼	
Movement in Leave Reserve (Added Back)		7,639	7,639	7,639	**7,317**	(322)	(4%)	▼	
Movement in Deferred Pensioner Rates/ESL		0	0	0	**(3,343)**	(3,343)		▼	
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			
		3,645,267	3,645,267	3,645,267	**3,708,376**				
Amount attributable to operating activities		**377,844**	**524,536**	**524,536**	**2,218,196**				
INVESTING ACTIVITIES									
Inflows from investing activities									
Capital Grants, Subsidies and Contributions	13	15,621,769	3,906,485	3,906,485	**3,778,168**	(128,317)	(3%)	▼	
Proceeds from Disposal of Assets	7	269,540	269,540	269,540	**150,910**	(118,630)	(44%)	▼	S
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	**0**	0			
		15,891,309	**4,176,025**	**4,176,025**	**3,929,078**				
Outflows from investing activities									
Land Held for Resale	8	0	0	0	**0**	0			
Land and Buildings	8	(12,835,164)	(545,596)	(545,596)	**(477,283)**	68,313	13%	▲	S
Plant and Equipment	8	(807,595)	(813,280)	(813,280)	**(704,468)**	108,811	13%	▲	S
Furniture and Equipment	8	0	0	0	**0**	0			
Infrastructure Assets - Roads	8	(3,277,898)	(4,258,617)	(4,258,617)	**(4,306,831)**	(48,214)	(1%)	▼	
Infrastructure Assets - Drainage	8	0	0	0	**0**	0			
Infrastructure Assets - Footpaths	8	0	0	0	**0**	0			
Infrastructure Assets - Other	8	(599,532)	(25,000)	(25,000)	**(25,000)**	0	0%		
Infrastructure Assets - Bridges	8	(56,870)	(52,670)	(52,670)	**(54,400)**	(1,730)	(3%)	▼	
Payments for financial assets at amortised cost - self supporting loans		0	0	0	**0**	0			
		(17,577,059)	(5,695,162)	(5,695,162)	**(5,567,981)**				
Amount attributable to investing activities		**(1,685,750)**	**(1,519,138)**	**(1,519,138)**	**(1,638,903)**				
FINANCING ACTIVITIES									
Inflows from financing activities									
Proceeds from new borrowings		0	0	0	**0**	0			
Transfer from Reserves	10	350,000	350,000	350,000	**350,000**	0	0%		
Transfer from Restricted Cash - Other		0	0	0	**0**	0			
		350,000	350,000	350,000	**350,000**				
Outflows from financing activities									
Repayment of borrowings	9	(69,741)	(69,741)	(69,741)	**(70,547)**	(806)	(1%)	▼	
Payments for principal portion of lease liabilities	9	(11,586)	(11,586)	(11,586)	**(14,570)**	(2,984)	(26%)	▼	
Transfer to Restricted Cash - Other		0	0	0	**0**	0			
Transfer to Reserves	10	(570,000)	(670,000)	(670,000)	**(674,859)**	(4,859)	(1%)	▼	
		(651,327)	(751,327)	(751,327)	**(759,976)**				
Amount attributable to financing activities		**(301,327)**	**(401,327)**	**(401,327)**	**(409,976)**				
MOVEMENT IN SURPLUS OR DEFICIT									
Surplus or deficit at the start of the financial year	1	1,639,277	1,432,041	1,432,041	**1,432,041**	0	0%		
Amount attributable to operating activities		377,844	524,536	524,536	**2,218,196**	1,693,660	323%		
Amount attributable to investing activities		(1,685,750)	(1,519,138)	(1,519,138)	**(1,638,903)**	(119,766)	8%		
Amount attributable to financing activities		(301,327)	(401,327)	(401,327)	**(409,976)**	(8,649)	2%		
Surplus or deficit at the end of the financial year	1	**30,044**	**36,112**	**36,112**	**1,601,357**	**1,565,245**	4334%		

▲▼ 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 2025/26 year is $10,000 and 10%.

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

SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2026

	30-Jun-25	30-Jun-26
	$	$
CURRENT ASSETS		
Cash and cash equivalents	5,738,239	5,707,991
Trade and other receivables	477,800	465,376
Other financial assets	0	0
Inventories	168,850	171,161
Contract assets	273,699	586,342
Other assets	55,962	20,143
TOTAL CURRENT ASSETS	6,714,549	6,951,012
NON-CURRENT ASSETS		
Trade and other receivables	33,905	37,248
Other financial assets	79,620	79,620
Inventories	114,000	74,000
Property, plant and equipment	23,815,922	23,978,167
Infrastructure	99,508,716	101,112,042
Right-of-use assets	12,902	0
TOTAL NON-CURRENT ASSETS	123,565,064	125,281,077
TOTAL ASSETS	130,279,613	132,232,089
CURRENT LIABILITIES		
Trade and other payables	751,392	572,028
Other liabilities	175,837	104,805
Lease liabilities	11,586	(2,984)
Employee related provisions	254,970	254,970
TOTAL CURRENT LIABILITIES	1,263,526	928,014
NON-CURRENT LIABILITIES		
Lease liabilities	9,060	9,060
Borrowings	139,979	139,979
Employee related provisions	41,366	41,366
TOTAL NON-CURRENT LIABILITI	190,405	190,405
TOTAL LIABILITIES	1,453,931	1,118,419
NET ASSETS	**128,825,682**	**131,113,670**
EQUITY		
Retained surplus	41,054,148	43,017,276
Reserve accounts	4,129,227	4,454,086
Revaluation surplus	83,642,307	83,642,307
TOTAL EQUITY	**128,825,682**	**131,113,670**

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

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2026

OPERATING ACTIVITIE
NOTE 1
ADJUSTED NET CURRENT ASSETS

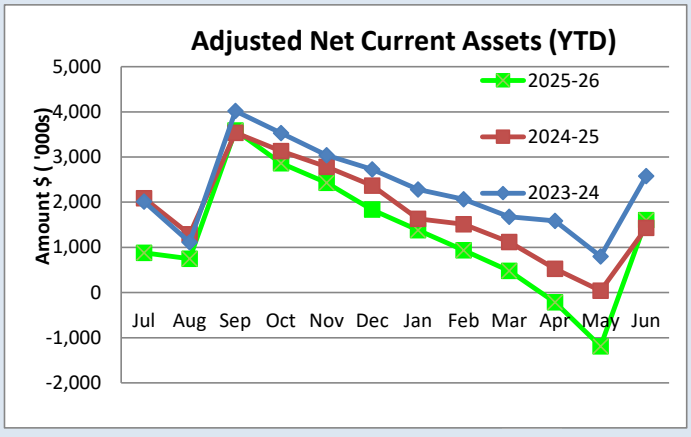
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2025	This Time Last Year 30/06/2025	Year to Date Actual 30/06/2026
		$	$	$
Current Assets				
Cash Unrestricted	2	1,609,012	1,609,012	1,253,905
Cash Restricted - Reserves	2	4,129,227	4,129,227	4,454,086
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	0	365,879	365,879	279,999
Receivables - Other	3	111,921	111,916	185,378
Other Financial Assets	3	0	0	0
Other Assets Other Than Inventories	4	329,660	329,660	606,484
Inventories	4	12,230	12,230	14,540
		6,557,928	6,557,923	6,794,392
Less: Current Liabilities				
Payables	5	(693,987)	(693,987)	(526,935)
Contract Liabilities	11	(175,837)	(175,837)	(104,805)
Bonds & Deposits	14	(57,404)	(57,404)	(45,093)
Loan Liability	9	(69,741)	(69,741)	806
Lease Liability	9	(11,586)	(11,586)	2,984
Provisions	11	(254,970)	(254,970)	(254,970)
		(1,263,526)	(1,263,526)	(928,014)
Less: Cash Reserves	10	(4,129,227)	(4,129,227)	(4,454,086)
Add Back: Component of Leave Liability not Required to be funded		185,538	185,538	192,855
Add Back: Loan Liability		69,741	69,741	(806)
Add Back: Lease Liability		11,586	11,586	(2,984)
Less : Loan Receivable - clubs/institutions		0	0	0
Net Current Funding Position		**1,432,041**	**1,432,036**	**1,601,357**

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting polices 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)

$1.6 M

Last Year YTD Surplus(Deficit)

$1.43 M

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2026

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

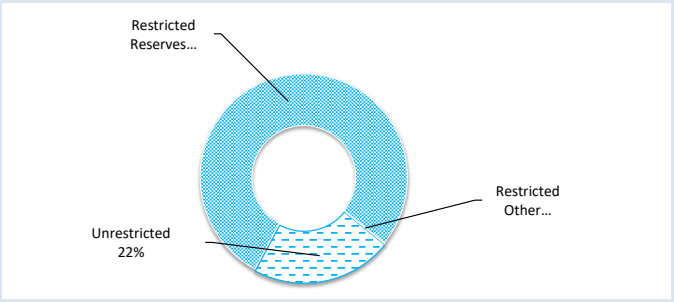
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	$	$	$	$			
Cash on Hand							
Cash on Hand - Admin	200			200	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	1,253,705			1,253,705	Westpac		Ongoing
Medical Practice Cash at Bank	0			0	Westpac		Ongoing
Reserve Cash at Bank		360,938		360,938	Westpac	1.55%	Ongoing
Term Deposits							
Municipal - Term Deposit Investment 1	0			0	Westpac	0.00%	
Municipal - Term Deposit Investment 2	0			0	Westpac	0.00%	
Municipal - Term Deposit Investment 3	0			0	Westpac	0.00%	
Reserve - Term Deposit Investment 1		1,114,077		1,114,077	Westpac	4.23%	2/07/2026
Reserve - Term Deposit Investment 2		724,713		724,713	Westpac	4.23%	2/07/2026
Reserve - Term Deposit Investment 3		1,201,529		1,201,529	Westpac	4.23%	2/07/2026
Reserve - Term Deposit Investment 4		1,052,829		1,052,829	Westpac	4.23%	2/07/2026
		0		0			
		0		0			
Investments							
Total	**1,253,905**	**4,454,086**	**0**	**5,707,991**			

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
$5.71 M	$4.45 M

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2026

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

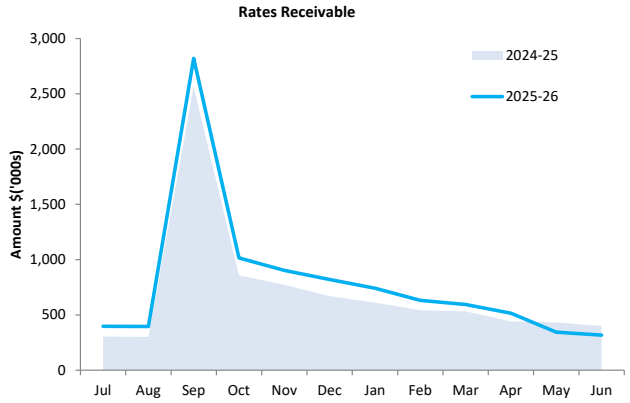
Receivables - Rates & Rubbish	30 June 2025	30 Jun 26
	$	$
Opening Arrears Previous Years	314,891	399,783
Levied this year	2,933,193	3,108,971
Less Collections to date	(2,848,300)	(3,191,508)
Equals Current Outstanding	399,783	317,246
	399,783	**317,246**
% Collected	87.69%	90.96%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	499,080	3,331	8,021	21,655	532,087
Percentage	94%	1%	2%	4%	
Balance per Trial Balance					
Sundry Debtors					41,027
Receivables - Other					144,350
Total Receivables General Outstanding					**185,378**

Amounts shown above include GST (where applicable)

KEY INFORMATION

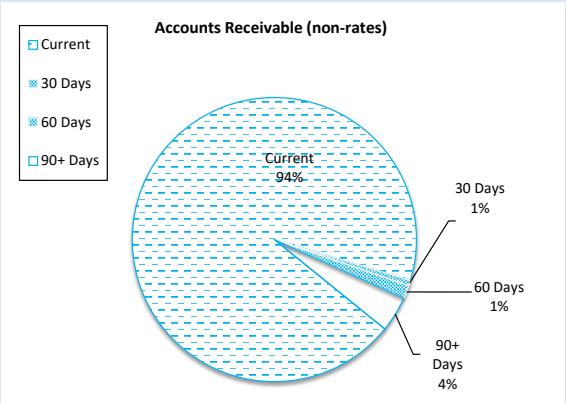
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Collected	Rates Due
91%	$317,246

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
$185,378

Over 30 Days
6%

Over 90 Days
4%

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2025	Asset Increase	Asset Reduction	Closing Balance 30 Jun 2026
	$	$	$	$
Inventory				
Fuel, Visitor and Rec Centres stock on hand	12,230	2,311	0	14,540
Accrued income and prepayments				
Accrued income and prepayments	55,962	0	(35,819)	20,143
Contract assets				
Contract assets	273,699	312,643	0	586,342
Total Other Current assets				**777,645**
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

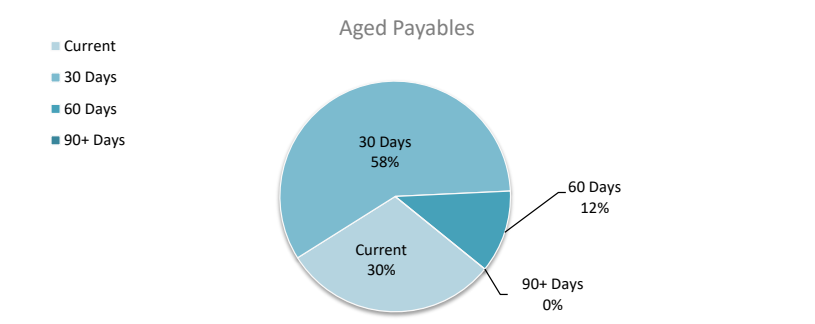
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Payables (Sundry Creditors) - General	407,493	784,343	156,046	0	1,347,881
Percentage	30.2%	58.2%	11.6%	0%	
Balance per Trial Balance					
Sundry creditors - General					266,431
Other creditors					1,514
Accruals/Income in Advance					18,931
ATO liabilities					187,975
Other accruals/payables					52,084
Total Payables General Outstanding					**526,935**
Amounts shown above include GST (where applicable)					

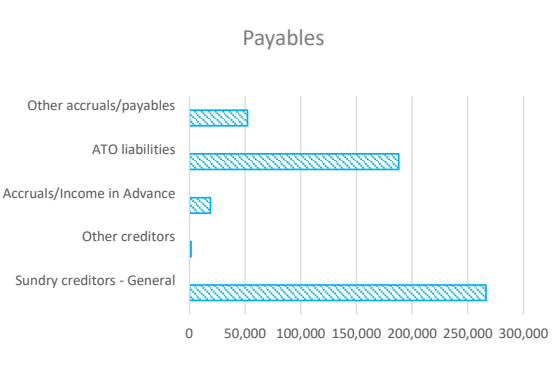
KEY INFORMATION
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability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

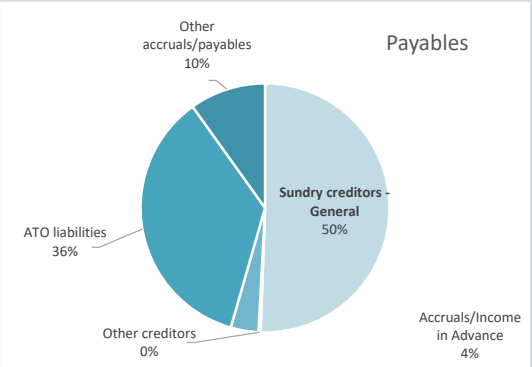


Creditors Due
$526,935

Over 30 Days
70%

Over 90 Days
0%





SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2026

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

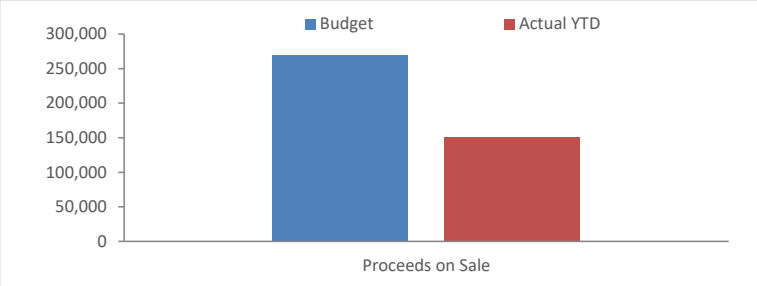
				Budget				YTD Actual			
RATE TYPE	**Rate in**	**Number of Properties**	**Rateable Value**	**Rate Revenue**	**Interim Rate**	**Back Rate**	**Total Revenue**	**Rate Revenue**	**Interim Rates**	**Back Rates**	**Total Revenue**
	$			$	$	$	$	$	$	$	$
General Rate											
Gross rental valuations											
GRV - Residential	0.144800	315	3,130,628	453,315	0	0	453,315	512,885	(2,604)		510,281
GRV - Industrial	0.144800	21	274,950	39,813	0	0	39,813	47,058	0	0	47,058
GRV - Commercial	0.144800	10	209,776	30,376	0	0	30,376	31,181	0	0	31,181
Unimproved valuations											
UV - Rural	0.005965	348	389,030,000	2,320,564	0	0	2,320,564	2,372,085	(2,113)	0	2,369,972
Non Rateable	0.000000	224	124,424	0	0	0	0	0	0	0	0
Sub-Totals		**918**	**392,769,778**	**2,844,068**	**0**	**0**	**2,844,068**	**2,963,208**	**(4,716)**	**0**	**2,958,492**
	Minimum										
Minimum Payment	**$**										
Gross rental valuations											
GRV - Residential	805	74	0	59,570	0	0	59,570	0	0	0	0
GRV - Industrial	805	9	0	7,245	0	0	7,245	0	0	0	0
GRV - Commercial	805	1	0	805	0	0	805	0	0	0	0
Unimproved valuations											
UV - Rural	805	64	0	51,520	0	0	51,520	0	0	0	0
Sub-Totals		**148**	**0**	**119,140**	**0**	**0**	**119,140**	**0**	**0**	**0**	**0**
		1,066	**392,769,778**	**2,963,208**	**0**	**0**	**2,963,208**	**2,963,208**	**(4,716)**	**0**	**2,958,492**
Amount from General Rates							**2,963,208**				**2,958,492**
Ex-Gratia Rates	Tonnage	1	0	0	0	0	19,500	0	0	0	19,500
Write off							0				0
Specified Area Rates							0				0
Total Rates							**2,982,708**				**2,977,992**

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

		Amended Budget				YTD Actual			
Asset Number	Asset Description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Land Held for Resale								
1201	Lhfr - Lot 302 (6) Edwards Way	10,000	9,090		(910)	10,000	9,090.91		(909.09)
1202	Lhfr - Lot 303 (4) Edwards Way	10,000	9,090		(910)	10,000	9,090.91		(909.09)
1203	Lhfr - Lot 304 (2) Edwards Way	10,000	9,090		(910)	10,000	9,091.82		(908.18)
1204	Lhfr - Lot 305 (15) Reid Street	10,000	9,090		(910)	10,000	9,090.91		(909.09)
1207	Lhfr - Lot 323 (5) Edwards Way	10,000	9,090		(910)	0	0		
1208	Lhfr - Lot 324 (3) Edwards Way	10,000	9,090		(910)	0	0		
1211	Lhfr - Lot 327 (21) Reid Street	10,000	9,090		(910)	0	0		
1214	Lhfr - Lot 94 (6) Hinkley Way, Quairading (Amalg	86,621	35,000		(51,621)	0	0		
	Plant and Equipment								
P113V1	2012 Fuso Be64Djrmbfae Bus	24,900	50,000	25,100.00		25,000	21,818		(3,182)
1Q450	2015 Caterpillar Ct630D Highway Truck	84,979	60,000		(24,979)	77,845	31,818		(46,027)
1Q960	2019 Multipac 524H Multi Tyred Roller	70,962	30,000		(40,962)	65,985	30,000		(35,985)
	Aged Other								
Q5335A	2024 Toyota Camry Ascent 2.5L Hybrid - Commu	31,438	30,909		(529)	31,844	30,909		(935)
		368,900	**269,540**	**25,100**	**(124,460)**	**240,674**	**150,910**	**0**	**(89,764)**

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
$269,540	$150,910	56%

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2026

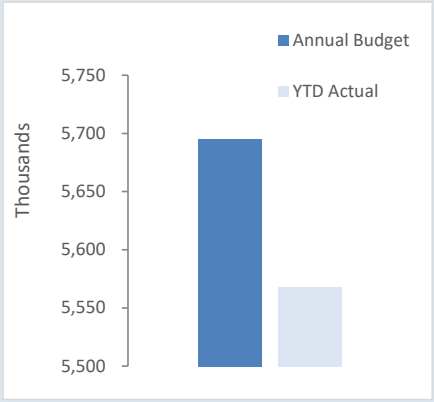
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Annual Budget	Amended YTD Budget	Amended Annual Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$	$
Land Held for Resale	0	0	0	**0**	0
Land and Buildings	12,835,164	545,596	545,596	**477,283**	(68,313)
Plant and Equipment	807,595	813,280	813,280	**704,468**	(108,811)
Infrastructure Assets - Roads	3,277,898	4,258,617	4,258,617	**4,306,831**	48,214
Infrastructure Assets - Other	599,532	25,000	25,000	**25,000**	0
Infrastructure Assets - Bridges	56,870	52,670	52,670	**54,400**	1,730
Capital Expenditure Totals	17,577,059	5,695,162	5,695,162	**5,567,981**	(127,181)
Capital acquisitions funded by:					
	$	$	$	$	$
Capital Grants and Contributions	15,621,769	3,906,485	3,906,485	**3,778,168**	(128,317)
Borrowings	0	0	0	**0**	0
Other (Disposals & C/Fwd)	269,540	269,540	269,540	**150,910**	(118,630)
Council contribution - Cash Backed Reserves					
Various Reserves	350,000	350,000	350,000	**350,000**	0
Council contribution - operations	**1,335,750**	**1,169,138**	**1,169,138**	**1,288,903**	119,766
Capital Funding Total	**17,577,059**	**5,695,162**	**5,695,162**	**5,567,981**	**(127,181)**

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
	$5.7 M	$5.57 M	98%

Capital Grant	Annual Budget	YTD Actual	% Received
	$3.91 M	$3.78 M	97%

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

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 Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
	Buildings								
	Education & Welfare								
0.97	Daycare Centre - Building (Capital)	4080312	512	BC8301	(5,000)	(5,000)	(5,000)	(4,860)	140
0.00	Arthur Kelly Village - Unit 1 - Building (Capital)	4080612	512	BC8601	(5,000)	(5,000)	(5,000)	0	5,000
0.00	Arthur Kelly Village - Unit 2 - Building (Capital)	4080612	512	BC8602	(5,000)	(5,000)	(5,000)	0	5,000
0.00	Arthur Kelly Village - Unit 3 - Building (Capital)	4080612	512	BC8603	(5,000)	(5,000)	(5,000)	0	5,000
0.00	Arthur Kelly Village - Unit 4 - Building (Capital)	4080612	512	BC8604	(5,000)	(5,000)	(5,000)	0	5,000
0.00	Youth Centre - Building (Capital)	4080712	512	BC8701	(13,096)	(6,096)	(6,096)	0	6,096
	Total - Education & Welfare				**(38,096)**	**(31,096)**	**(31,096)**	**(4,860)**	**26,236**
	Housing								
1.20	64 Coraling Street - Building (Capital)	4090114	514	BC9106	(20,000)	(20,000)	(20,000)	(23,923)	(3,923)
	Total - Housing				**(20,000)**	**(20,000)**	**(20,000)**	**(23,923)**	**(3,923)**
	Recreation And Culture								
0.24	Swimming Pool - Building (Capital)	4110212	512	BC11201	(28,000)	(28,000)	(28,000)	(6,751)	21,249
0.00	Swimming Pool Kiosk - Building (Capital)	4110212	512	BC11202	(7,500)	(7,500)	(7,500)	0	7,500
0.54	Quairading Shire Hall - Building (Capital)	4110112	512	BC11101	(15,000)	(15,000)	(15,000)	(8,174)	6,826
1.00	Community Building - Building Capital - (RPPP Funded) - Expenditu	4110312	512	RPPP1130	(12,101,508)	0	0	0	0
1.00	Community Building - Building (Capital) - (WAFC Funded) Expendit	4110312	512	WAFC1130	(100,000)	0	0	0	0
0.00	Bowling Club (Capital)	4110312	512	BC11310	(5,000)	(5,000)	(5,000)	0	5,000
0.00	Golf Club - Building (Capital)	4110312	512	BC11305	0	(10,000)	(10,000)	0	10,000
	Total - Recreation And Culture				**(12,257,008)**	**(55,500)**	**(55,500)**	**(14,925)**	**40,575**
	Transport								
1.10	Depot Workshop - Building (Capital)	4120112	512	BC12201	(25,000)	(25,000)	(25,000)	(27,509)	(2,509)
1.00	Depot Tool Shed - Building (Capital)	4120112	512	BC12203	0	0	0	(99)	(99)
1.00	Depot Machinery Shed - Building (Capital)	4120112	512	BC12202	0	0	0	(622)	(622)
	Total - Transport				**(25,000)**	**(25,000)**	**(25,000)**	**(28,230)**	**(3,230)**
	Economic Services								
0.98	Cabin 4 - 1 Bedroom Unit (Capital) - Expenditure	4130212	512	BC13248	(247,530)	(202,000)	(202,000)	(197,013)	4,987
0.98	Cabin 5 - 1 Bedroom Unit (Capital) - Expenditure	4130212	512	BC13249	(247,530)	(202,000)	(202,000)	(197,550)	4,450
	Total - Economic Services				**(495,060)**	**(404,000)**	**(404,000)**	**(394,563)**	**9,437**
0.87	**Total - Buildings**				**(12,835,164)**	**(535,596)**	**(535,596)**	**(466,501)**	**69,095**
	Community Amenities								
1.00	Cemetery Toilet Block - Building (Capital)	41700712	512	BC10701	0	0	0	(10,782)	(10,782)
	Total - Community Amenities				**0**	**0**	**0**	**(10,782)**	**(10,782)**
1.00	**Total - Buildings - Non-Specialised**				**0**	**0**	**0**	**(10,782)**	**(10,782)**
	Plant & Equipment								
	Transport								
1.01	Community Bus	4120330	530	PE12322	(180,000)	(180,000)	(180,000)	(181,013)	(1,013)
0.00	Water Cart Trailer	4120330	530	PE12323	(20,000)	(20,000)	(20,000)	0	20,000
0.87	Multi Tyre Roller	4120330	530	PE12325	(240,000)	(240,000)	(240,000)	(208,428)	31,572
0.82	Prime Mover	4120330	530	PE12326	(320,000)	(320,000)	(320,000)	(263,160)	56,840
0.91	Cleaners Trailer	4120330	530	PE12327	(10,000)	(10,000)	(10,000)	(9,102)	898
1.00	John Deere S310 Lawn Tractor	4120330	530	PE12328	0	(5,685)	(5,685)	(5,682)	3
	Total - Transport				**(770,000)**	**(775,685)**	**(775,685)**	**(667,385)**	**108,300**
	Economic Services								
0.99	Hyundai Tuscon 1.6T HEV 2WD	4120330	530	PE12321	(37,595)	(37,595)	(37,595)	(37,083)	512
	Total - Economic Services				**(37,595)**	**(37,595)**	**(37,595)**	**(37,083)**	**512**
0.87	**Total - Plant & Equipment**				**(807,595)**	**(813,280)**	**(813,280)**	**(704,468)**	**108,811**
	Infrastructure - Roads								
	Transport								
1.58	Rubbish Tip Road (R2R) - Baxter Road	4120145	540	R2R116	(15,241)	(15,241)	(15,241)	(24,155)	(8,914)
1.03	Quairading - Corrigin Road (R2R)	4120145	540	R2R166	(27,838)	(27,838)	(27,838)	(28,664)	(826)
1.00	Andrews Road (R2R)	4120145	540	R2R105	(42,232)	0	0	0	0
1.01	Tammin Road (R2R) - Shovel Ready Project	4120146	540	R2R031	(191,539)	(191,539)	(191,539)	(192,881)	(1,342)
1.04	Dulbelling South Road (R2R)	4120146	540	R2R022	(61,007)	(61,007)	(61,007)	(63,212)	(2,205)
1.00	Quairading - Corrigin Road (R2R)	4120145	540	R2R166A	(110,500)	0	0	0	0
1.00	Wood Street (R2R)	4120144	540	R2R137	(55,034)	0	0	0	0
1.00	Bulyee - Quairading Road (R2R)	4120144	540	R2R002	(62,574)	0	0	0	0
1.04	Dulbelling North Road (R2R)	4120146	540	R2R028	(83,526)	(83,526)	(83,526)	(86,676)	(3,150)

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

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 Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
1.00	Bulyee - Quairading Road (RRG)	4120149	540	RRG002	(551,288)	(505,041)	(505,041)	(504,690)	351
1.04	Old Beverley East Road (RRG)	4120148	540	RRG006	(257,692)	(303,939)	(303,939)	(315,144)	(11,205)
1.00	Dangin - Mears Road - WSFN Expenditure	4120149	540	WSF010	(1,785,836)	(1,964,190)	(1,964,190)	(1,964,660)	(470)
0.33	Dangin - Mears Road - WSFN Development Expenditure	4120162	540	WSF010D	(33,592)	(33,592)	(33,592)	(11,212)	22,380
1.00	Old Beverley East Road (LRCI Funded)	4120162	540	LRC006	0	0	0	0	0
1.22	Blake Road (R2R)	4120146	540	R2R102	0	(114,700)	(114,700)	(139,563)	(24,863)
1.00	Drainage Construction General (Budgeting Only)	4120144	540	R2R169	0	0	0	0	0
1.00	Tammin Road (RRG)	4120150	540	RRG031A	0	(383,078)	(383,078)	(383,079)	(1)
1.00	Minchin Road - Drainage Capital	4120166	540	DC063	0	0	0	(7,600)	(7,600)
1.00	Punch Road - Drainage Capital	4120144	540	R2R138	0	0	0	0	0
1.03	Tammin Road (R2R)	4120146	540	R2R031A	0	(191,539)	(191,539)	(197,612)	(6,073)
1.00	Quairading - Cunderdin Road - WSFN Expenditure	4120162	540	WSF162	0	0	0	(2,379)	(2,379)
1.01	Tammin Road (RRG) - Shovel Ready Project	4120150	540	RRG031	0	(383,387)	(383,387)	(385,305)	(1,918)
	Total - Transport				**(3,277,898)**	**(4,258,617)**	**(4,258,617)**	**(4,306,831)**	**(48,214)**
1.01	**Total - Infrastructure - Roads**				**(3,277,898)**	**(4,258,617)**	**(4,258,617)**	**(4,306,831)**	**(48,214)**
	Infrastructure - Bridges								
	Transport								
1.00	Solomon Road - Bridge (Capital) R2R Funded Expenditure	4120167	555	BR4695R2F	(6,380)	(5,800)	(5,800)	(5,800)	0
1.00	Badjaling North Road - Bridge (Capital) R2R Funded Expenditure	4120167	555	BR4145R2F	(5,390)	(4,900)	(4,900)	(4,900)	0
1.00	Quairading - Corrigin Road - Bridge (Capital) R2R Funded Expenditure	4120167	555	BR0714R2F	(7,260)	(6,600)	(6,600)	(6,600)	0
1.00	Dangin - Mears Road - Bridge (Capital) R2R Funded Expenditure	4120167	555	BR4142R2F	(18,480)	(16,800)	(16,800)	(16,800)	0
1.16	Geyer Street - Bridge (Capital)	4120167	555	BR4149R2F	(10,670)	(10,670)	(10,670)	(12,400)	(1,730)
1.00	Quairading - Corrigin Road - Bridge (Capital) R2R Funded Expenditu	4120167	555	BR0717R2F	(4,840)	(4,400)	(4,400)	(4,400)	0
1.00	Mount Stirling Road - Bridge (Capital) R2R Funded Expenditure	4120167	555	BR4143R2F	(3,850)	(3,500)	(3,500)	(3,500)	0
	Total - Transport				**(53,020)**	**(49,170)**	**(49,170)**	**(50,900)**	**(1,730)**
1.04	**Total - Infrastructure - Bridges**				**(53,020)**	**(49,170)**	**(49,170)**	**(50,900)**	**(1,730)**
	Infrastructure - Other								
	Recreation And Culture								
1.00	Skate Park (Capital) - Expenditure	4110390	590	OC11345	(574,532)	0	0	0	0
1.00	Greater Sports Ground (GSC) - Netball/Basketball Courts (CSRFF Fu	4110190	590	CSRF11335	0	0	0	0	0
	Total - Recreation And Culture				**(574,532)**	**0**	**0**	**0**	**0**
	Economic Services								
1.00	The Groves - Connecting to Country 2023 to 2027 (DLGSC Funded)	4110790	590	GRO11701	(25,000)	(25,000)	(25,000)	(25,000)	0
	Total - Economic Services				**(25,000)**	**(25,000)**	**(25,000)**	**(25,000)**	**0**
1.00	**Total - Infrastructure - Other**				**(599,532)**	**(25,000)**	**(25,000)**	**(25,000)**	**0**
0.98	**Grand Total**				**(17,573,209)**	**(5,681,662)**	**(5,681,662)**	**(5,564,481)**	**117,181**

Summary by Balance Sheet Category						
Land Held For Resale (Current)	340	0	0	0	0	0
Land Held For Resale (Non Current)	507	0	0	0	0	0
Land - Freehold	508	0	0	0	0	0
Buildings - Specialised	512	(12,815,164)	(525,596)	(525,596)	(453,360)	72,236
Buildings - Non Specialised	514	(20,000)	(20,000)	(20,000)	(23,923)	(3,923)
Furniture & Equipment	520	0	0	0	0	0
Plant & Equipment	530	(807,595)	(813,280)	(813,280)	(704,468)	108,811
Infrastructure - Roads	540	(3,277,898)	(4,258,617)	(4,258,617)	(4,306,831)	(48,214)
Infrastructure - Bridges	555	(56,870)	(52,670)	(52,670)	(54,400)	(1,730)
Infrastructure - Footpaths & Cycleways	560	0	0	0	0	0
Infrastructure - Other	590	(599,532)	(25,000)	(25,000)	(25,000)	0
		0	0	0	0	0
		0	0	0	0	0
		0	0	0	0	0
		(17,577,059)	**(5,695,162)**	**(5,695,162)**	**(5,567,981)**	**127,181**

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

FINANCING ACTIVITIES
NOTE 9
LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2025	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		$	$	$	$	$	$	$	$	$	$	$	$
Transport													
Loan 118 - Depot Building	139,477	0	0	0	55,085	54,532	54,532	84,393	84,945	84,945	3,756	4,445	4,445
Loan 119 - Park Cottages	70,243	0	0	0	15,462	15,209	15,209	54,781	55,034	55,034	884	1,251	1,251
	209,720	0	0	0	70,547	69,741	69,741	139,173	139,979	139,979	4,640	5,695	5,695
Total	209,720	0	0	0	70,547	69,741	69,741	139,173	139,979	139,979	4,640.25	5,695	5,695
Current loan borrowings	69,741							(806)					
Non-current loan borrowings	139,979							139,979					
	209,720							139,173					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

Particulars/Purpose	01 Jul 2025	New Financing			Lease Financing Principal Repayments			Lease Financing Principal Outstanding			Lease Financing Interest Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		$	$	$	$	$	$	$	$	$	$	$	$
Law, Order & Public Safety													
Lease 2 - CESM Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0
Economic Services													
Matrix Cardio Equipment	20,646	0	0	0	14,570	11,586	11,586	6,076	9,060	9,060	893	785	785
Other Property & Services													
Lease 3 - Canon Photocopier	0	0	0	0	0	0	0	0	0	0	0	0	0
	20,646	0	0	0	14,570	11,586	11,586	6,076	9,060	9,060	893	785	785
Total	20,646	0	0	0	14,570	11,586	11,586	6,076	9,060	9,060	893	785	785
Current financing borrowings	11,586							(2,984)					
Non-current financing borrowings	9,060							9,060					
	20,646							6,076					

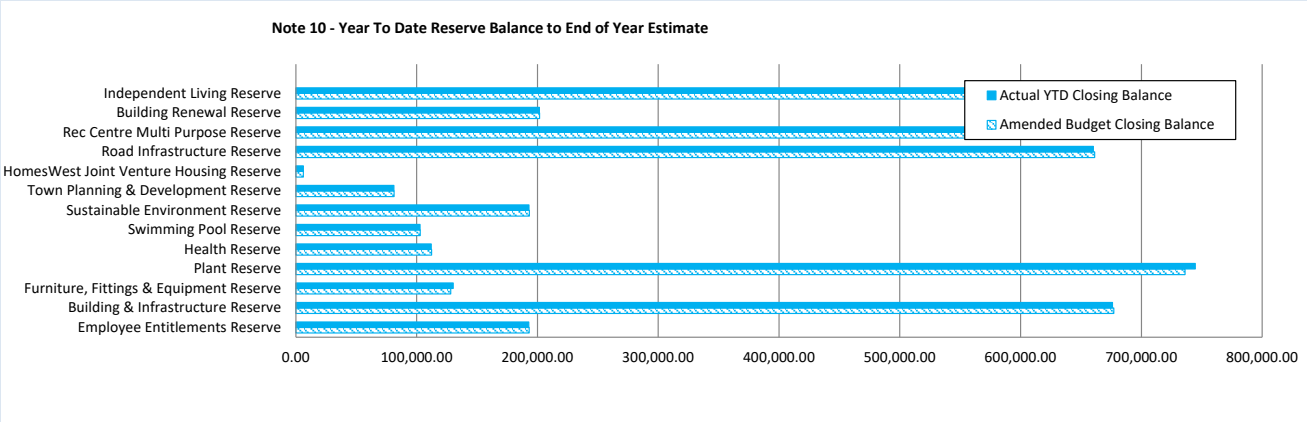
SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

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	185,537.98	7,639.00	7,317.15	0.00	0.00	0.00	0.00	193,176.98	192,855.13
Building & Infrastructure Reserve	986,541.37	40,616.00	39,512.31	0.00	0.00	(350,000.00)	(350,000.00)	677,157.37	676,053.68
Furniture, Fittings & Equipment Reserve	27,071.54	1,115.00	3,086.32	100,000.00	100,000.00	0.00	0.00	128,186.54	130,157.86
Plant Reserve	606,256.16	24,960.00	33,289.08	105,000.00	105,000.00	0.00	0.00	736,216.16	744,545.24
Health Reserve	107,850.62	4,440.00	4,253.35	0.00	0.00	0.00	0.00	112,290.62	112,103.97
Swimming Pool Reserve	21,963.45	904.00	875.14	80,000.00	80,000.00	0.00	0.00	102,867.45	102,838.59
Sustainable Environment Reserve	185,657.12	7,643.00	7,321.84	0.00	0.00	0.00	0.00	193,300.12	192,978.96
Town Planning & Development Reserve	78,036.90	3,213.00	3,077.58	0.00	0.00	0.00	0.00	81,249.90	81,114.48
HomesWest Joint Venture Housing Reserve	5,875.77	242.00	231.72	0.00	0.00	0.00	0.00	6,117.77	6,107.49
Road Infrastructure Reserve	596,712.05	24,567.00	23,532.81	40,000.00	40,000.00	0.00	0.00	661,279.05	660,244.86
Rec Centre Multi Purpose Reserve	583,369.99	24,017.00	23,006.64	60,000.00	60,000.00	0.00	0.00	667,386.99	666,376.63
Building Renewal Reserve	136,187.89	5,607.00	5,370.91	60,000.00	60,000.00	0.00	0.00	201,794.89	201,558.80
Independent Living Reserve	608,165.82	25,037.00	23,984.53	55,000.00	55,000.00	0.00	0.00	688,202.82	687,150.35
	4,129,226.66	**170,000.00**	**174,859.38**	**500,000.00**	**500,000.00**	**(350,000.00)**	**(350,000.00)**	**4,449,226.66**	**4,454,086.04**

KEY INFORMATION



SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2025	Liability Increase	Liability Reduction	Closing Balance 30 Jun 2026
		$	$	$	$
Other Liabilities					
- Contract Liabilities	**12**	8,600	13,500	(22,100)	0
- Capital Grant/Contribution Liabilities	**13**	167,237	3,138,718	(3,201,149)	104,805
Total Other liabilities		175,837	3,152,218	(3,223,250)	**104,805**
Less non-current unspent grants, contributions and reimbursements		0	0	0	**0**
Total current unspent grants, contributions and reimbursements		175,837	3,152,218	(3,223,250)	**104,805**
Employee Related Provisions					
Annual leave		141,461	0	0	141,461
Long service leave		81,144	0	0	81,144
Annual leave oncosts		20,795	0	0	20,795
Long service leave oncosts		11,570	0	0	11,570
Total Provisions		254,970	0	0	**254,970**
Total Other Current Liabilities					**359,776**

Amounts shown above include GST (where applicable)

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

CONTRACT LIABILITIES

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

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 12
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grant, Subsidies and Contributions Liability					Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2025	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Jun 2026	Current Liability 30 Jun 2026	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	$	$	$	$	$	$	$	$	$
General purpose funding									
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	856,843	856,843	856,843	1,490,825
Grants Commission - Roads (WALGGC)	0	0	0	0	0	420,963	420,963	420,963	1,758,407
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	49,190	81,433	81,433	49,190
Mitigation Activity Fund Grant Program - Round 2	0	0	0	0	0	0	0	0	0
Bushfire Volunteers Grant Program	0	0	0	0	0	0	0	0	0
Education and welfare									
Youth Week Grant	1,257	0	(1,257)	0	0	0	0	0	1,257
Children's Week Grant	0	1,000	(1,000)	0	0	0	0	0	1,000
Recreation and culture									
Grant - Toddler Learn to Swim	0	0	0	0	0	2,500	2,500	2,500	0
NADC National Australia Day Grant	0	10,000	(10,000)	0	0	0	0	0	10,000
Friends of Libraries Australia Grant	0	2,500	(2,500)	0	0	0	0	0	2,500
Volunteering WA	195	0	(195)	0	0	0	0	0	195
QDN Kite & Arts Community Event	1,135	0	(1,135)	0	0	1,135	1,135	1,135	1,135
Paint Quairading Town REaD Literacy Project	6,013	0	(6,013)	0	0	6,013	6,013	6,013	6,013
Transport									
Direct Grant (MRWA)	0	0	0	0	0	210,478	210,478	210,478	210,478
Economic services						0			
DPIRD - Skeleton Weed Program	0	0	0	0	0	0	0	0	110,000
	8,600	**13,500**	**(22,100)**	**0**	**0**	**1,547,122**	**1,579,365**	**1,579,365**	**3,641,000**
Contributions									
Education and welfare									
Quairading Rotary Annual Contribution	0	0	0	0	0	0	0	0	0
Recreation and culture									
Rainmakers Contribution to El Toro (error)	0	0	0	0	0	0	0	0	0
TOTALS	**8,600**	**13,500**	**(22,100)**	**0**	**0**	**1,547,122**	**1,579,365**	**1,579,365**	**3,641,000**

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 13
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital Grants, Subsidies and Contributions Liability					Capital Grants, Subsidies and Contributions Revenue			
Provider	Liability 1 Jul 2025	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Jun 2026	Current Liability 30 Jun 2026	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	$	$	$	$	$	$	$	$	$
Law, order, public safety									
Bushfire Voluneers Grant - Western Power - South Caroling	0	1,350	(1,350)	0	0	0	0	0	1,350
Bushfire Voluneers Grant - Western Power - Quairading Central	0	2,000	(2,000)	0	0	0	0	0	2,000
Recreation and culture				0					
The Groves - Connecting to Country 23-27 DLGSC	25,000	0	(25,000)	0	0	25,000	25,000	25,000	25,000
Community Building Capital (RPPP Funded)	0	0	0	0	0	12,000,000	0	0	0
Community Building Capital (WAFC Funded)	0	0	0	0	0	100,000	0	0	0
Skate Park Capital (Lotterywest Funded)	0	0	0	0	0	500,000	0	0	0
Transport				0					
R2R Grant - Quairading Corrigin Road (R2R)	27,838	0	(27,838)	0	0	27,838	27,838	27,838	27,838
R2R Grant - Andrews Road (R2R)	42,232	0	0	42,232	42,232	42,232	0	0	0
R2R Grant - Bulyee Quairading Road R2R)	62,574	0	0	62,574	62,574	62,574	0	0	0
RRG Grant - Bulyee - Quairading Road 25/26	0	336,693	(336,693)	0	0	336,693	336,693	336,693	336,693
RRG Grant - Old Beverley East Road 25/26	0	201,212	(201,212)	0	0	201,212	201,212	201,212	201,212
RRG Grant - Tammin Road - Shovel Ready	0	383,284	(383,284)	0	0	0	383,284	383,284	383,284
RRG Grant - Tammin Road	0	383,078	(383,078)	0	0	0	383,078	383,078	383,078
WSFN Grant - Dangin - Mears Development Funds	9,593.6	0	(9,594)	0	0	24,572	24,572	24,572	9,594
WSFN Grant - Dangin - Mears	0	1,831,101	(1,831,101)	0	0	1,664,637	1,842,991	1,842,991	1,831,101
R2R - Rubbish Tip/Baxter Road	0	0	0	0	0	15,000	20,000	20,000	20,000
R2R - Tammin Road - Shovel Ready Project	0	0	0	0	0	190,000	190,000	190,000	190,000
R2R - Dubelling Road	0	0	0	0	0	60,396	60,000	60,000	60,000
R2R - Quairading Corrigin Road	0	0	0	0	0	110,500	110,500	110,500	0
R2R - Wood Street	0	0	0	0	0	55,000	0	0	0
R2R - Dulbelling North Road	0	0	0	0	0	82,560	80,000	80,000	80,000
R2R - Bridge - Solomon Road	0	0	0	0	0	6,380	5,800	5,800	5,800
R2R - Bridge - Badjaling North Road	0	0	0	0	0	5,390	4,900	4,900	4,900
R2R - Bridge - Quairading-Corigin Road	0	0	0	0	0	7,260	6,600	6,600	6,600
R2R - Bridge - Dangin-Mears Road	0	0	0	0	0	18,480	16,800	16,800	16,800
R2R - Bridge - Geyer Street	0	0	0	0	0	10,670	12,400	12,400	12,400
R2R - Bridge - Quairading-Corigin Road	0	0	0	0	0	4,840	4,400	4,400	4,400
R2R - Bridge - Mount Stirling Bridge	0	0	0	0	0	3,850	3,500	3,500	3,500
R2R - Tammin Road	0	0	0	0	0	0	160,232	160,232	166,036
Economic services									
RED Grant - Cabin 4 Caravan Park	0	0	0	0	0	30,000	0	0	0
RED Grant - Cabin 5 Caravan Park	0	0	0	0	0	30,000	0	0	0
	167,237	**3,138,718**	**(3,201,149)**	**104,805**	**104,805**	**15,615,083**	**3,899,799**	**3,899,799**	**3,771,585**
Capital Contributions									
Education and welfare									
Contribution towards Community Car Replacement	0	0	0	0	0	6,685	6,685	6,685	6,583
	0	**0**	**0**	**0**	**0**	**6,685**	**6,685**	**6,685**	**6,583**
Total capital grants, subsidies and contributions	**167,237**	**3,138,718**	**(3,201,149)**	**104,805**	**104,805**	**15,621,769**	**3,906,485**	**3,906,485**	**3,778,168**

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY **NOTE 14**
FOR THE PERIOD ENDED 30 JUNE 2026 **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 2025	Amount Received	Amount Paid	Closing Balance 30 Jun 2026
		$	$	$
Restricted Cash - Bonds and Deposits				
Building Services Levy (BSL)	(65.35)	3,072.78	(1,917.05)	**1,090.38**
Construction Training Fund (CTF)	1,310.08	0.00	0.00	**1,310.08**
Councillor Nomination Fee	0.00	0.00	0.00	**0.00**
Key, Hall & Equipment Bonds	7,843.55	19,350.00	(20,925.00)	**6,268.55**
Unclaimed Monies	1,152.50	0.00	0.00	**1,152.50**
Department of Transport Licensing	(4,784.19)	412,683.75	(409,538.55)	**(1,638.99)**
TransWA	0.00	0.00	0.00	**0.00**
Other Bonds & Deposits/Cuneata Rise	49,688.30	15,324.05	(30,601.00)	**34,411.35**
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	1,718.00	5,260.00	(5,020.00)	**1,958.00**
Animal Trap Bonds	0.00	0.00	0.00	**0.00**
Sub-Total	57,404.19	455,690.58	(468,001.60)	**45,093.17**
Trust Funds				
Nil	0.00	0.00	0.00	**0.00**
Sub-Total	0.00	0.00	0.00	**0.00**
	57,404.19	**455,690.58**	**(468,001.60)**	**45,093.17**

KEY INFORMATION

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

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 2025/26 year is $10,000 and 10%.

Favourable Variance. ▲
Unfavourable Variance. ▼

Community Amenities	Var. $	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Housing	(28,393)	(16%)	▼	S	Timing	Reduction in rent income due to vacancies
Recreation and Culture	10,803	32%	▲	S	Timing	Increased Revenue received over and above budget
Economic Services	116,996	33%	▲	S	Timing	Increased Revenue received over and above budget
Other Property and Services	75,195	98%	▲	S	Permanent	
Expenditure from operating activities						
General Purpose Funding	(24,585)	(20%)	▼	S	Timing	Increase in Debt Collection Costs for Rate Recovery
Recreation and Culture	(223,170)	(16%)	▼	S	Timing	Increased expenditure in Parks & Gardens/Ovals
Transport	(331,807)	(10%)	▼	S	Timing	Increase in road construction expenditure
Other Property and Services	38,342	48%	▲	S	Timing	Reduction in General Admin Overheads
INVESTING ACTIVITIES						
Proceeds from Disposal of Assets	(118,630)	(44%)	▼	S	Timing	3 lots of land didn't settle until after 30.06.26
Land and Buildings	68,313	13%	▲	S	Timing	Increased expenditure onto road assets
Plant and Equipment	108,811	13%	▲	S	Timing	Underbudget on purchases

SHIRE OF QUAIRADING - ANNUAL BUDGET REVIEW
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 16
BUDGET AMENDMENTS

GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						$	$	$	$
			Budget Adoption		Closing Surplus/(Deficit)		30,044		30,044
			Following EOY Adjustments		Opening Surplus(Deficit)			(207,237)	(177,192)
4110312	2000	RPPP1130	REC - Other Rec Facilities Buildings Specialised		Expenditure Decrease		39,900		(137,292)
4110312	2100	RPPP1130	REC - Other Rec Facilities Buildings Specialised		Expenditure Decrease		11,863,102		11,725,810
4110312	2101	RPPP1130	REC - Other Rec Facilities Buildings Specialised		Expenditure Decrease		110,000		11,835,810
4110312	9300	RPPP1130	REC - Other Rec Facilities Buildings Specialised		Expenditure Decrease		46,356		11,882,166
4110312	9400	RPPP1130	REC - Other Rec Facilities Buildings Specialised		Expenditure Decrease		42,150		11,924,316
4110312	2100	WAFC113(	REC - Other Rec Facilities Buildings Specialised		Expenditure Decrease		100,000		12,024,316
4110390	2000	OC11345	REC - Infrastructure Other (Capital)		Expenditure Decrease		16,625		12,040,941
4110390	2100	OC11345	REC - Infrastructure Other (Capital)		Expenditure Decrease		499,732		12,540,673
4110390	2101	OC11345	REC - Infrastructure Other (Capital)		Expenditure Decrease		24,198		12,564,871
4110390	9300	OC11345	REC - Infrastructure Other (Capital)		Expenditure Decrease		19,315		12,584,186
4110390	9400	OC11345	REC - Infrastructure Other (Capital)		Expenditure Decrease		14,662		12,598,848
4120145	2100	R2R105	ROADC - Roads Outside BUA - Sealed Road		Expenditure Decrease		42,232		12,641,080
4120150	2000	RRG031A	ROADC - Roads Outside BUA - Gravel RRG		Expenditure Increase			**(65,000)**	12,576,080
4120150	2100	RRG031A	ROADC - Roads Outside BUA - Gravel RRG		Expenditure Increase			**(289,617)**	12,286,463
4120150	2101	RRG031A	ROADC - Roads Outside BUA - Gravel RRG		Expenditure Increase			**(100,000)**	12,186,463
4120150	9300	RRG031A	ROADC - Roads Outside BUA - Gravel RRG		Expenditure Increase			**(55,000)**	12,131,463
4120150	9400	RRG031A	ROADC - Roads Outside BUA - Gravel RRG		Expenditure Increase			**(65,000)**	12,066,463
3120110	5810	RRGI031	ROADC - Regional Road Group Grants (MRWA)		Income Increase		383,284		12,449,747
3120110	5810	RRGI031A	ROADC - Regional Road Group Grants (MRWA)		Income Increase		383,078		12,832,825
4120330	2101	PE12328	PLANT - Plant & Equipment (Capital)		Expenditure Increase			**(5,685)**	12,827,140
3130210	5810	BC13248	TOUR - Grants		Income Decrease			**(30,000)**	12,797,140
3130210	5810	BC13249	TOUR - Grants		Income Decrease			**(30,000)**	12,767,140
3110310	5820	RPPPI1130	REC - Grants		Income Decrease			**(12,000,000)**	767,140
3110310	5820	OCI11345	REC - Grants		Income Decrease			**(500,000)**	267,140
3110310	5820	WAFCI113(	REC - Grants		Income Decrease			**(100,000)**	167,140
2040284	2100		OTH GOV - Audit Fees		Expenditure Increase			**(10,000)**	157,140
2040285	2100		OTH GOV - Legal Expenses		Expenditure Decrease		5,000		162,140
2140285	2100		ADMIN - Legal Expenses		Expenditure Increase			**(5,000)**	157,140
2040185	2100		MEMBERS - Legal Expenses		Expenditure Decrease		8,000		165,140
2100685	2100		PLAN - Legal Expenses		Expenditure Increase			**(8,000)**	157,140
3120111	5820		ROADC - Roads to Recovery Grant		Income Decrease			**(62,574)**	94,566
3120111	5820		ROADC - Roads to Recovery Grant		Income Decrease			**(55,000)**	39,566
3120111	5820		ROADC - Roads to Recovery Grant		Income Decrease			**(42,232)**	(2,666)
3120110	5810		ROADC - Regional Road Group Grants (MRWA)		Income Increase		159,806		157,140

GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						$	$	$	$
3120110	2000	R2R031	ROADC - Roads Outside BUA - Sealed RTR		Expenditure Increase			**(53,371)**	103,769
3120110	2100	R2R031	ROADC - Roads Outside BUA - Sealed RTR		Expenditure Increase			**(45,831)**	57,937
3120110	2101	R2R031	ROADC - Roads Outside BUA - Sealed RTR		Expenditure Increase			**(103,548)**	(45,610)
3120110	9300	R2R031	ROADC - Roads Outside BUA - Sealed RTR		Expenditure Increase			**(33,029)**	(78,640)
3120110	9400	R2R031	ROADC - Roads Outside BUA - Sealed RTR		Expenditure Increase			**(30,000)**	(108,640)
2030211	2700		GEN PUR - Bank Fees & Charges		Expenditure Decrease		3,500		(105,140)
2040116	2100		MEMBERS - Election Expenses		Expenditure Decrease		5,647		(99,493)
2040129	2700		MEMBERS - Donation to Community Groups		Expenditure Decrease		10,000		(89,493)
4110312		BC11305	REC - Other Rec Facilities Buildings Specialised (Capital)		Expenditure Increase			**(10,000)**	(99,493)
2050565	9400		ESL BFB - Maintenance Plant & Equipment		Expenditure Decrease		102,330		2,837
2050565	2700		ESL BFB - Maintenance Plant & Equipment		Expenditure Decrease		8,700		11,537
2050507	2700		ESL BFB - Clothing & Accessories		Expenditure Increase			**(6,000)**	5,537
4130212	2100	BC13248	TOUR - Buildings Specialised (Capital) MUN		Expenditure Decrease		15,000		20,537
4130212	2000	BC13248	TOUR - Buildings Specialised (Capital) MUN		Expenditure Decrease		9,776		30,313
4130212	2101	BC13248	TOUR - Buildings Specialised (Capital) MUN		Expenditure Increase			**(3,593)**	26,720
4130212	9300	BC13248	TOUR - Buildings Specialised (Capital) MUN		Expenditure Decrease		11,357		38,077
4130212	9400	BC13248	TOUR - Buildings Specialised (Capital) MUN		Expenditure Decrease		12,990		51,067
4130212	2100	BC13249	TOUR - Buildings Specialised (Capital) MUN		Expenditure Decrease		15,000		66,067
4130212	2000	BC13249	TOUR - Buildings Specialised (Capital) MUN		Expenditure Decrease		9,776		75,843
4130212	2101	BC13249	TOUR - Buildings Specialised (Capital) MUN		Expenditure Increase			**(3,593)**	72,250
4130212	9300	BC13249	TOUR - Buildings Specialised (Capital) MUN		Expenditure Decrease		11,357		83,607
4130212	9400	BC13249	TOUR - Buildings Specialised (Capital) MUN		Expenditure Decrease		12,990		96,597
3050500	3810		ESL BFB - Contribution		Income Increase		32,243		128,841
2100113	2000	W10102	SAN - Waste Recycling		Expenditure Decrease		12,625		141,466
2100113	9300	W10102	SAN - Waste Recycling		Expenditure Decrease		15,315		156,781
2100188	2000	BO10102	SAN - Building Operations		Expenditure Decrease		9,300		166,081
2100188	9300	BO10102	SAN - Building Operations		Expenditure Decrease		11,452		177,533
2100211	2000	W10201	SAN OTH - Waste Collection		Expenditure Decrease		9,950		187,483
2100211	9300	W10201	SAN OTH - Waste Collection		Expenditure Decrease		16,178		203,661
2100211	9400	W10201	SAN OTH - Waste Collection		Expenditure Decrease		6,448		210,109
2140221	2100		ADMIN - Information Technology		Expenditure Increase			**(6,296)**	203,813
2080789	2100	BM8701	WELFARE - Building Maintenance		Expenditure Increase			**(5,000)**	198,813
2080752	2100		WELFARE - Consultants		Expenditure Increase			**(10,000)**	188,813
2140288	2000	BO14202	ADMIN - Building Operations		Expenditure Increase			**(20,000)**	168,813
2140288	9300	BO14202	ADMIN - Building Operations		Expenditure Increase			**(20,000)**	148,813
4080712	2000	BC8701	WELFARE - Buildings Specialised (Capital)		Expenditure Decrease		1,000		149,813
4080712	2101	BC8701	WELFARE - Buildings Specialised (Capital)		Expenditure Decrease		4,000		153,813
4080712	9300	BC8701	WELFARE - Buildings Specialised (Capital)		Expenditure Decrease		2,000		155,813
2080788	2100	BO8701	WELFARE - Building Operations		Expenditure Increase			**(2,700)**	153,113
2107110	2101	W10700	COM AMEN - Cemetery Maintenance/Operations		Expenditure Increase			**(15,000)**	138,113

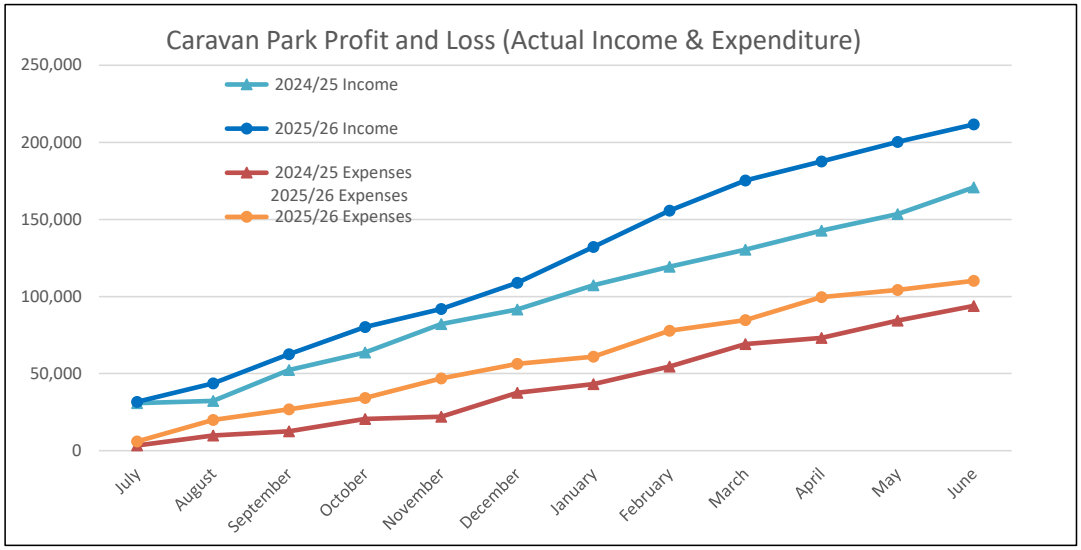
GL Code	IE Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						$	$	$	$
2140220	2104		ADMIN - Communication Expenses		Expenditure Increase			(2,000)	136,113
4140281	4400		ADMIN - Transfers to Reserves MUN		Expenditure Increase			(100,000)	36,113
						0	14,136,418	(14,100,306)	36,113

KEY INFORMATION

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

NOTE 17
CARAVAN PARK

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	YTD Budget (Amended)	Annual Budget (Original)	Annual Budget (Amended)	Annual (Amd) Var %
INCOME						
Caravan Park Charges	414	$ 66,008.14	$ 55,000.00	$ 55,000.00	$ 55,000.00	120%
Cabin and Unit Charges	1137	$ 136,952.47	$ 125,000.00	$ 125,000.00	$ 125,000.00	110%
Fees, Charges & Reimbursements		$ 8,652.86	$ -	$ -	$ -	0%
TOTAL INCOME	**1551**	**$ 211,613.47**	**$ 180,000.00**	**$ 180,000.00**	**$ 180,000.00**	**118%**
EXPENDITURE						
Caravan Park						
Salaries & Wages		$ 13,123.14	$ 17,971.00	$ 17,971.00	$ 17,971.00	73%
Materials & Contracts		$ 12,844.49	$ 13,000.00	$ 13,000.00	$ 13,000.00	99%
Utilities & Insurance		$ 19,244.03	$ 20,500.00	$ 20,500.00	$ 20,500.00	94%
Caravan Park Total		**$ 45,211.66**	**$ 51,471.00**	**$ 51,471.00**	**$ 51,471.00**	**88%**
Cabins (3x 2 bedroom Cabins)						
Salaries & Wages		$ 8,645.92	$ 19,408.00	$ 19,408.00	$ 19,408.00	45%
Materials & Contracts		$ 984.25	$ 2,906.00	$ 2,906.00	$ 2,906.00	34%
Utilities & Insurance		$ 16,888.21	$ 11,698.61	$ 11,698.61	$ 11,698.61	144%
Cabins Total		**$ 26,518.38**	**$ 34,012.61**	**$ 34,012.61**	**$ 34,012.61**	**78%**
Caretaker Reception						
Salaries & Wages		$ 18,393.92	$ 15,814.00	$ 15,814.00	$ 15,814.00	116%
Materials & Contracts		$ 3,116.56	$ 2,000.00	$ 2,000.00	$ 2,000.00	156%
Utilities & Insurance		$ 9,696.04	$ 4,633.81	$ 4,633.81	$ 4,633.81	209%
Caretaker Reception Total		**$ 31,206.52**	**$ 22,447.81**	**$ 22,447.81**	**$ 22,447.81**	**139%**
Units (4x 1 bedroom units)						
Salaries & Wages		$ 1,875.30	$ 9,345.00	$ 9,345.00	$ 9,345.00	20%
Materials & Contracts		$ 526.30	$ 844.00	$ 844.00	$ 844.00	62%
Utilities & Insurance		$ 4,852.29	$ 1,093.36	$ 1,093.36	$ 1,093.36	444%
Units Total		**$ 7,253.89**	**$ 11,282.36**	**$ 11,282.36**	**$ 11,282.36**	**64%**
TOTAL EXPENDITURE		**$ 110,190.45**	**$ 119,213.78**	**$ 119,213.78**	**$ 119,213.78**	**92%**
Closing Funding Surplus(Deficit)		**$ 101,423.02**	**$ 60,786.22**		**$ 60,786.22**	**167%**



11.2 Purchasing Framework Review (00:06:20)

Responsible Officer Nic Warren, Chief Executive Officer

Reporting Officer Nic Warren, Chief Executive Officer

Attachments
1. Purchasing Policy - Draft ⇩
2. Regional Price Preference Policy - Draft ⇩
3. Delegation - Municipal Fund - Incurring Expenses - Draft ⇩

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 004-26/27

Moved: Cr JC Hayes
Seconded: Cr KS Squiers

That Council:

1. Adopt the amended Purchasing Policy, as presented;
2. Adopt the Regional Price Preference Policy, as presented; and
3. By absolute majority, adopt the new Delegation "Municipal Fund – Incurring Expenses", as presented.

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

IN BRIEF

Under the Local Government (Functions and General) Regulations 1996, Local Governments are required implement a purchasing policy in relation to contracts for other persons to supply goods or services. Furthermore, the Local Government (Financial Management) Regulations 1996 requires the CEO to establish efficient systems and procedures for the management of Local Government finances.

The Shire of Quairading have a purchasing policy which is due for review and in reviewing the current Policy and purchasing controls a number of areas of improvement were identified.

To address these areas of improvement, it is proposed for Council to adopt an updated Purchasing Policy, a new Regional Price Preference Policy and a new delegation. The CEO has also issued a Business Operating Procedure, detailing processes and controls around purchasing and incurring expenses against the organisation. Combined as a strengthened purchasing framework, these documents will assist in minimising the organisations financial risks.

MATTER FOR CONSIDERATION

Adoption of:

- Amended Purchasing Policy;
- New Regional Price Preference Policy; and
- New Delegation – Municipal Fund – Incurring Expenses.

BACKGROUND

Purchasing Policy

A purchasing policy establishes the principles, responsibilities and processes for the procurement of goods, services and works by the local government. It promotes value for money, open and effective competition, ethical and transparent decision-making, legislative compliance and prudent use of public funds while ensuring procurement activities support the Shire's operational and strategic objectives.

The Shire's Purchasing Policy has been amended, utilising the Western Australian Local Government Associations template as a basis. The existing purchasing policy requirements for number of quotes required has been retained and the major alteration from the existing policy is the inclusion of Panels of Pre-qualified Suppliers, providing an avenue for the Shire to create and manage its own panel of suppliers. The draft policy is attached.

Regional Price Preference Policy

The Regional Price Preference Policy provides a framework for recognising the economic and social benefits of supporting local and regional businesses when evaluating quotations and tenders. The policy allows an approved price preference to encourage local economic development while maintaining value for money, fairness and transparency in procurement decisions.

Delegation – Municipal Fund – Incurring Expenses

The new Delegation authorises specified officers to approve expenditure and enter into purchasing commitments on behalf of the local government within defined financial limits and conditions. The delegation establishes clear levels of authority to ensure procurement decisions are made efficiently but in accordance with the *Local Government Act 1995*, the Purchasing Policy, adopted budget and available funding.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Purchasing Policy

Regional Price Preference Policy

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Consultation with senior leaders and authorised delegates

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

3.3 Governance, Financial and Compliance Risks: Organisational Misconduct

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

RISK ASSESSMENT

	Option 1
Financial	High *The procurement framework provides appropriate controls over the expenditure of municipal funds by establishing purchasing requirements, approval authorities and procurement processes. This reduces the risk of unauthorised expenditure, poor value for money, budget overruns, fraud and non-compliance with legislative and policy requirements, supporting sound financial management*
Health	Nil
Reputation	High *The framework promotes transparency, consistency, accountability and fairness in procurement decisions. This reduces the likelihood of allegations of bias, favouritism or improper purchasing practices and maintains public confidence in the Shire's governance and stewardship of public funds.*
Operations	Medium *Clearly defined purchasing processes and delegated authority enable timely procurement while maintaining appropriate governance and internal controls. This minimises delays, uncertainty regarding approval responsibilities and operational disruption, supporting the efficient delivery of Council services*
Natural Environment	Low *The procurement framework allows environmental considerations to be incorporated into purchasing decisions where appropriate, encouraging the acquisition of sustainable goods and services and ensuring procurement activities are undertaken in a responsible manner. While environmental impacts are generally indirect, the framework supports Council's broader sustainability objectives where practicable.*

	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 Quartely 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

Collectively, the Purchasing Policy, Regional Price Preference Policy and Purchasing Delegation provide the governance framework for the Shire's procurement activities. Together they establish how purchasing is undertaken, how local businesses may be supported through a regional price preference and who is authorised to commit municipal funds, ensuring procurement is undertaken in a transparent, accountable and financially responsible manner consistent with legislative requirements and principles of sound financial management.

PURCHASING POLICY

1. PURCHASING

The Shire of Quairading (the "**Shire**") is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire's strategic and operational objectives.

1.1 OBJECTIVES

The Shire's purchasing activities will:

(a) Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;

(b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;

(c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;

(d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;

(e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;

(f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;

(g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Quairading.

(h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management framework;

(i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan;

(j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

1.2 ETHICS & INTEGRITY

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

DRAFT

1.3 VALUE FOR MONEY

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

1.3.1 Assessing Value for Money

Value for money assessment will consider:

(a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;

(b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.

(c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;

(d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;

(e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;

(f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and

(g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

1.4 PURCHASING THRESHOLDS AND PRACTICES

1.4.1 Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

(a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and

(b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A ***category of supply*** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

1. Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

2. Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

(a) Exclusive of Goods and Services Tax (GST); and

(b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.

(c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.

(d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

1.4.2 Table of Purchasing Thresholds and Practices

(1) Supplier Order of Priority

The Shire can consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1:	**Existing Prequalified Supplier Panel or other Contract** Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract.
Priority 2:	**Local Suppliers** Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority, I accordance with Section 1.4.2(2).
Priority 3:	**Tender Exempt - WALGA Preferred Supplier** Use a relevant WALGA Preferred Supplier regardless of whether or not the Purchasing Value will exceed the tender threshold.
Priority 4:	**Tender Exempt - WA State Government Common Use Arrangement (CUA)** Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.

Priority 5:	**Other Tender Exempt arrangement** *[F&G Reg. 11(2)]* Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire may investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.
Priority 6:	**Other Suppliers** Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.

(2) Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the Shire's purchasing activities.

Purchase Value Threshold *(ex GST)*	**Purchasing Practice**
Up to $5,000 *(ex GST)*	Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). The purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.
From $5,001 and up to $20,000 *(ex GST)*	Seek at least two (2) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). If purchasing from a WALGA Preferred Supplier, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained. The purchasing decision is to be based upon assessment of the suppliers response to: • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest price. The purchasing decision is to be evidenced using the Shire's Requisition Slip, retained in accordance with the Shire's Record Keeping Plan.
From $20,001 and up to $50,000 *(ex GST)*	Seek at least three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1) except if purchasing from a WALGA Preferred Supplier, CUA or other tender exempt arrangement, where a minimum of one (1) written quotation is to be obtained. The purchasing decision is to be based upon assessment of the suppliers' responses to:

Purchase Value Threshold *(ex GST)*	**Purchasing Practice**
	• a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest quote. The purchasing decision is to be evidenced using the Shire's Requisition Slip, retained in accordance with the Shire's Record Keeping Plan.
From $50,001 and up to $250,000 *(ex GST)*	Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). The purchasing decision is to be based upon assessment of the suppliers response to: • a detailed written specification for the goods, services or works required; and • pre-determined selection criteria that assesses all best and sustainable value considerations. The purchasing decision is to be evidenced using the Shire's Requisition Slip, retained in accordance with the Shire's Record Keeping Plan. Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.
Over $250,000 *(ex GST)*	**Tender Exempt** arrangements (i.e. WALGA Preferred Supplier, CUA or other tender exemption under *F&G Reg.11(2)*) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). OR **Public Tender** undertaken in accordance with the *Local Government Act 1995* and relevant Shire Policy and procedures. The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers response to: • A detailed specification; and • Pre-determined selection criteria that assesses all best and sustainable value considerations. The purchasing decision is to be evidenced using the Shire's Requisition Slip for Tender Exempt or via Council Decision for Public Tenders, retained in accordance with the Shire's Record Keeping Plan.
Emergency Purchases *(Within Budget)*	Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.

Purchase Value Threshold *(ex GST)*	**Purchasing Practice**
Refer to Clause 1.4.3	If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable. However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply OR compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice. The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.
Emergency Purchases *(No budget allocation available)* Refer for Clause 1.4.3	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the *Local Government Act 1995,* the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred. The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting. The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.
LGIS Services Section 9.58(6)(b) Local Government Act	The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the *Local Government Act 1995* and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

1.4.3 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

(a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR

(b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR

(c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

1.4.4 Inviting Tenders Though not Required to do so

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the $250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures *[F&G Reg.13]*.

1.4.5 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process *[F&G Reg.21]* where the required supply evidences one or more of the following criteria:

(a) Unable to sufficiently scope or specify the requirement;

(b) There is significant variability for how the requirement may be met;

(c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;

(d) Subject to a creative element; or

(e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

1.4.6 Request for Proposal

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request for Proposal would still be conducted under the same rules as for a Request for Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

1.4.7 Unique Nature of Supply (Sole Supplier)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

(a) purchasing value is estimated to be over $5,000; and

(b) purchasing requirement has been documented in a detailed specification; and

(c) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and

(d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

1.4.8 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

1.4.9 Australian Standards

Australian Standards are published documents setting out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they are intended to. Standards establish a minimum set of requirements which define quality and safety criteria. Australian Standards are voluntary documents that are developed by consensus. Many Australian Standards, because of their rigour, are adopted into legislation to become mandatory or referenced in contracts.

The Shire will comply with Australian Standards in the performance of its functions (and demand the same of all contractors, consultants and trades people acting on behalf of the Shire) where this is mandatory (required by law). The Shire will make every endeavour to comply with voluntary Australian Standards where this is not cost-prohibitive. Where the Shire does not have the capacity to comply with voluntary Australian Standards and this negatively impacts safety, reliability and/or consistency, the project or program will be abandoned.

1.4.10 Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless

(a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or

(b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

Robust planning and risk analysis is vital preparatory work before drafting tender documents and calling the tender to ensure that contract scopes are sufficient and do not impose limitations that may subsequently impact the viability of the purchasing outcome.

Variations should not be used to correct or cover for poor planning.

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2. SUSTAINABLE PROCUREMENT

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

2.1 LOCAL ECONOMIC BENEFIT

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

(a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;

(b) consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);

(c) ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;

(d) explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;

(e) avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;

(f) consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and

(g) provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

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2.2 SOCIALLY SUSTAINABLE PROCUREMENT

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

(1) Aboriginal Businesses

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is $250,000 or less, or worth $250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg.11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including $250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds $50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

(2) Australian Disability Enterprises

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of $250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds $50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

2.3 ENVIRONMENTALLY SUSTAINABLE PROCUREMENT

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

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(a) demonstrate policies and practices that have been implemented by the business as part of its operations;

(b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and

(c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

3. PANELS OF PRE-QUALIFIED SUPPLIERS

3.1 OBJECTIVES

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

(a) there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';

(b) the Panel will streamline and will improve procurement processes; and

(c) the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

3.2 Establishing and Managing a Panel

If the Shire/Town/City decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO/ Executive Director.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

3.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

(a) obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or

(b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or

(c) develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

(a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

(b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.

i. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.

ii. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.

iii. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in clause 1.4.2(2) of this Policy.

iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

3.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

3.5 COMMUNICATIONS WITH PANEL MEMBERS

The Shire will ensure clear, consistent and regular communication with Panel Members.

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Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire's Record Keeping Plan. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

4. RECORD KEEPING

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

5. PURCHASING POLICY NON-COMPLIANCE

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Executive Manager Corporate Services.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

(a) an opportunity for additional training to be provided;

(b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or

(c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

6. STATUTORY ENVIRONMENT

Local Government Act (1995)
Local Government (Functions and General) Regulations 1996
Corruption, Crime and Misconduct Act 2003
State Records Act 2000

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	24/02/16	134-15/16	New Policy		
02	Graeme Fardon	27/09/18	41-18/19	*Policy Review Project – 5/09/2018*		
03	Graeme Fardon	28/05/20	162/19/20	Policy Reviewed due to the recent amendments to the *Local Government (Functions and General) Regulations 1996*		
04	Nicole Gibbs	31/03/22	135-21/22	Updated delegation register	Mar 24	
05	Tricia Brown	29/08/24	020-24/25	Biennial Review	Aug 26	
06	Nic Warren			Review of purchasing framework	July 28	

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Regional Price Preference Policy

OBJECTIVE

To support local and regional businesses

DEFINITION

Stipulated Area: is defined as a supplier having a physical presence in the way of a shop, depot, outlet, headquarters, rateable property or other premises where the goods and services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area.

POLICY

The following price preference reductions will be applied when assessing the monetary components of multiple quotes, tenders, expressions of interest or proposals for goods and services.

Stipulated Areas Price Preference Reduction

10%	to suppliers located within the Shire of Quairading
5%	to suppliers located within adjoining Local Government Districts
2.5%	to suppliers located within the Wheatbelt region but not adjoining the Shire of Quairading

GUIDELINES

The price preference applies to request for quotations and tenders, unless specifically stated otherwise in the documentation.

Price is only one factor that the Shire and/or Council considers when evaluating a proposed provision of goods or services. Council is not obliged to accept the lowest or any offer.

STATUTORY ENVIRONMENT

Local Government Act 1995

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Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	Nic Warren			New Policy	July 2028

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Local Government Act 1995 Delegations

Council to CEO

1.2.XX Municipal Fund – Incurring expenditure

Delegator: *Power / Duty assigned in legislation to:*	Local Government
Express Power to Delegate: *Power that enables a delegation to be made*	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	*Local Government Act 1995*: s.6.7(2) – Municipal fund s.6.8 – Payment in an emergency
Delegate:	**CEO**
Function: *This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.*	1. CEO is authorised to apply money held in the municipal fund towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law, via the signing and issuing of purchase orders.
Council Conditions on this Delegation:	a. compliant with the Local Government Act and Regulations, b. in accordance with the adopted Budget, c. authorised by a resolution of Council, d. compliant with – i. Delegation 1.2.16 and 1.2.17; and ii. Council Policies - Corporate Credit Card Policy - Purchasing Policy e. authorised emergency expenditure.
Express Power to Sub-Delegate:	*Local Government Act 1995*: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: *Appointed by CEO*	**Executive Manager Corporate Services** **Executive Manager Works and Services** **Executive Manager Community Development** **Manager of Governance** **Operations Manager**
CEO Conditions on this Sub-Delegation: *Conditions on the original delegation also apply to the sub-delegations.*	Maximum Approval Amounts: Executive Manager Corporate Services - $150,000 Executive Manager Works and Services - $150,000 Executive Manager Community Development - $150,000 Operations Manager - $20,000 Manager of Governance - $5,000

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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*:Part 3, Division 3, Subdivision 3 s.3.56 Tenders for providing goods or services – applies to supply of goods and services.
Record Keeping:	Exercises of delegated authority to be recorded by issue of Purchase Order via Synergy Operating System in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.

Version Control:

1	2026 Adopted

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11.3 Accounts for Payment - June 2026 (00:07:49)

Responsible Officer	Danica Mullins, Senior Finance Officer
Reporting Officer	Cynthia Lowe, Finance & Customer Service Officer
Attachments	1. (i) List of Accounts ⇩ 2. (ii) Department of Transport Takings ⇩ 3. (iii) Credit Card Reconciliation ⇩
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 005-26/27

Moved: Cr BR Cowcill
Seconded: Cr KS Squiers

That Council note the following:

1. That schedule of accounts for June 2026 covering EFT 16794 to EFT 16925 and DD18994.1 to DD19065.1 totalling $1,881,462.57 be received (Attachment i);
2. That Transport licensing payments for the month of June 2026 totalling $34,340.65 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for June 2026 totalling $4,710.30 be received (Attachment iii); and
4. That net payroll payments for the month of June 2026 totalled $211,227.47.

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED 6/0

IN BRIEF

Payments are as per Attachments (i), (ii), (iii).

MATTER FOR CONSIDERATION

Note the accounts paid during June 2026.

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 2025/2026 budget.

Payments made for the 2025/26 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 *Given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.*
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 Quartely 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 June 2026 are included in **Attachment (i).**

Chq/EFT	Date	Name	Description	Amount	Bank	Type	Funded
EFT16794	03/06/2026	PAYWISE	PAYROLL DEDUCTIONS / CONTRIBUTIONS	$ 840.51	MUNI	CSH	FULLY
EFT16795	04/06/2026	L HADLOW & SONS PTY LTD	SUPPLY OF GRAVEL - 2466 CUBIC METRES - VARIOUS ROADS	$ 8,137.80	MUNI	CSH	PARTIALLY
EFT16796	04/06/2026	TELSTRA	TESLTRA ACCT#94518000 - LANDLINE SUPPLY AND USAGE FOR THE PERIOD 20.04.26 - 19.05.26 - ADMIN, DEPOT, QMP, LANDCARE, P/LICENSING, POOL, QCRC	$ 610.73	MUNI	CSH	
EFT16797	04/06/2026	BOB WADDELL & ASSOCIATES PTY LTD	2025/26 RATES MANAGEMENT: 9.25HRS SERVICE PROVIDED BY TARA (W/E: 24/05/26)	$ 1,628.00	MUNI	CSH	
EFT16798	04/06/2026	SYNERGY	SYNERGY ACCOUNT #558474190 ARTHUR KELLY VILLAGE + PARKER HOUSE SUPPLY AND USAGE FOR THE PERIOD 12.03.26 - 13.05.26 SYNERGY ACCOUNT #137839080 - QCRC ELECTRICITY USAGE FOR THE PERIOD 08.04.26 - 12.05.26 SYNERGY ACCOUNT #207862210 - YOUTH CENTRE ELECTRICITY USAGE FOR THE PERIOD 12.03.26 - 13.05.26 SYNERGY ACCOUNT #404791220 - 64 CORALING STREET ELECTRICITY USAGE FOR THE PERIOD 12.03.26 - 13.05.26 SYNERGY ACCOUNT #222214330 - 3 MURPHY STREET ELECTRICITY USAGE FOR THE PERIOD 12.03.26 - 13.05.26 SYNERGY ACCOUNT #440305530 - VET CLINIC ELECTRICITY USAGE FOR THE PERIOD 12.03.26 - 13.05.26 SYNERGY ACCOUNT #831204500 - HEAL STREET, STREETLIGHTS ELECTRICITY USAGE FOR THE PERIOD 12.03.26 - 13.05.26 SYNERGY ACCOUNT #408945020 - BORES ELECTRICITY USAGE FOR THE PERIOD 11.03.26 - 13.05.26	$ 7,465.37	MUNI	CSH	PARTIALLY
			SYNERGY ACCOUNT #187804760 - QWRF ELECTRICITY USAGE FOR THE PERIOD 12.03.26 - 13.05.26 SYNERGY ACCOUNT #431870690 50B SUBURBAN ROAD SUPPLY AND USAGE FOR THE PERIOD 13.03.26 - 14.05.26 SYNERGY ACCOUNT #377207980 19 POWELL CRESCENT SUPPLY AND USAGE FOR THE PERIOD 12.03.26 - 14.05.26 SYNERGY ACCOUNT #389453150 8 DALL STREET SUPPLY AND USAGE FOR THE PERIOD 12.03.26 - 14.05.26 SYNERGY ACCOUNT #422743450 31 DALL STREET STREET SUPPLY AND USAGE FOR THE PERIOD 12.03.26 - 14.05.26 SYNERGY ACCOUNT #422437350 50A SUBURBAN ROAD SUPPLY AND USAGE FOR THE PERIOD 13.03.26 - 14.05.26 SYNERGY ACCOUNT #438321960 74 MCLENNAN STREET SUPPLY AND USAGE FOR THE PERIOD 13.03.26 - 14.05.26				PARTIALLY

EFT16799	04/06/2026	SULLIVAN LOGISTICS PTY LTD T/A KALEXPRESS AND QUALITY TRANSPORT	FREIGHT PERTH TO QDG BUCKETS LINE MARKING PAINT	$	92.75	MUNI	CSH	
EFT16800	04/06/2026	PETER ROBERT YORK	HANDYMAN WORK IN NEW CHALET 4	$	100.00	MUNI	CSH	
EFT16801	04/06/2026	DEAN ROBERT MASTIN	REIMBURSEMENT FOR DEPOT PURCHASES	$	406.10	MUNI	CSH	
EFT16802	04/06/2026	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF MAY - DATES SERVICED12.05.26 + 20.05.26	$	853.88	MUNI	CSH	
EFT16803	04/06/2026	FARMARAMA PTY LTD	RETIC SUPPLIES, TOWN GARDEN BEDS, TOILET ROLLS FOR VARIOUS LOCATIONS, CONSUMABLES FOR TOP YARD TANKS	$	1,390.05	MUNI	CSH	
EFT16804	04/06/2026	AVON VALLEY AG	23 DRUMS ROUNDUP 450 FOR SKELETON WEED WINTER SPRAYING	$	2,833.60	MUNI	CSH	FULLY
EFT16805	04/06/2026	BUNNINGS GROUP LIMITED	ITEMS FOR ASSET MANAGAMENT TOOL SHED + REFURBISH & REPAIR OF UNIT 4 / 19 GILLET ST CONCRETE PALLET FOR WORKS CREW	$	1,704.69	MUNI	CSH	
EFT16806	04/06/2026	CRISP WIRELESS	INTERNET USAGE FOR JUNE 2026 - ADMIN, DEPOT, 8 DALL ST, 31 DALL ST, 28 REID ST, DRS SURGERY & RESIDENCE, YOUTH CENTRE, SWIMMING POOL, VET CLINIC	$	1,120.90	MUNI	CSH	PARTIALLY
EFT16807	04/06/2026	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS - EFTSURE VERIFIED	LARCARNIA - CARAVAN PARK OFFICER SET UP	$	251.08	MUNI	CSH	
EFT16808	04/06/2026	HUTTON & NORTHEY SALES	SPRAY UTE - NOZZLES FOR BOOM RELAY - DEPOT MACHINERY	$	393.07	MUNI	CSH	
EFT16809	04/06/2026	SCAVENGER SUPPLIES PTY LTD	BFB VOLUNTEER UNIFORM ORDER	$	4,200.13	MUNI	CSH	FULLY
EFT16810	04/06/2026	VERIZON CONNECT	ANNUAL SUBSCRIPTION - VEHICLE TRACKING - MAY 2026	$	496.10	MUNI	CSH	
EFT16811	04/06/2026	SWEEPERS N SCRUBBERS	STREET SWEEPER - NEW FUEL CAP	$	234.96	MUNI	CSH	
EFT16812	04/06/2026	STATEWIDE CLEANING SUPPLIES PTY LTD	10 X CARTONS HAND SOAP - PUBLIC CONVENIENCES	$	605.00	MUNI	CSH	
EFT16813	04/06/2026	ID RENT PTY LTD	DRY HIRE OF PADFOOT ROLLER - APRIL 2026 - DEMOB OF X 2 ROLLERS - TAMMIN ROAD SHOVEL READY PROJECT	$	11,037.40	MUNI	CSH	PARTIALLY
EFT16814	04/06/2026	NATALIE FINOS	REFUND OF SITE BOOKING - CHECK IN 26.06.26	$	105.00	MUNI	CSH	FULLY
EFT16815	04/06/2026	RICHARD KELLY	REFUND OF CABIN BOOKING - CHECK IN 05.06.26	$	160.00	MUNI	CSH	FULLY
EFT16816	04/06/2026	PLUMBERJ'S MOBILE PLUMBING	RENEW KITCHEN TAP, X2 SHOWER HOSES, X2 HOSE TAP (ALTER WATER PIPE TO SUIT NEW TAPS), 7 EDWARDS WAY U2, AKV - CLEAR TREE ROOTS FROM BLOCKED BATHROOM PIPES HOT WATER TANK REPAIRS - COMMUNITY BUILDING CLEAR BLOCKAGE TO HAND BASIN - U4 ARTHUR KELLY VILLAGE FIND FAULT TO RETICULATION AND LOOK FOR STOP VALVE - QCRC CLEAR BLOCKED TOILET PAN IN MENS TOILET - PUBLIC CONVENIENCES REPAIR WASTE PIPES AT KITCHEN SINK IN DAYCARE CENTRE AIR COMPRESSOR STOP VALVE - TO BLEED TANK WEEKLY - DEPOT	$	2,265.51	MUNI	CSH	
EFT16817	10/06/2026	PHILIPOFF LEGAL	21 REID STREET - LEGAL FEES FOR SALE OF LAND	$	3,213.17	MUNI	CSH	

EFT16818	11/06/2026	QUAIRADING TYRE & BATTERY SUPPLIES	4 X 45KG GAS BOTTLES FOR CARAVAN PARK REPAIR TYRE - UD TRUCK REPAIR TYRE - SWEEPER	$ 975.78	MUNI	CSH	
EFT16819	11/06/2026	TELSTRA	TESLTRA ACCT#94518000 - LANDLINE SUPPLY AND USAGE FOR THE PERIOD 20.05.26 - 19.06.26 - ADMIN, DEPOT, QMP, LANDCARE, P/LICENSING, POOL, QCRC	$ 611.81	MUNI	CSH	
EFT16820	11/06/2026	COUNTRY COPIERS NORTHAM - EFTSURE VERIFIED	ADMIN COPIER READING FOR THE PERIOD 04.05.26 - 01.06.26	$ 283.45	MUNI	CSH	
EFT16821	11/06/2026	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	MAY 2026 FUEL PURCHASES - COMMUNITY CAR	$ 257.31	MUNI	CSH	FULLY
EFT16822	11/06/2026	WATER CORPORATION	WATER CORP ACCT #9007642015 - QUAIRADING ROAD, CUNDERDIN SOUTH FI LOT ROAD RES ADJ LC 8543 STANDPIPE WATER USAGE AND CHARGES FOR THE PERIOD 18.03.26 - 21.05.26 + SERVICE CHARGES 01.05.26 - 30.06.26	$ 1,152.11	MUNI	CSH	
EFT16823	11/06/2026	GREAT SOUTHERN FUEL SUPPLIES	DIESEL - 3000L - DEPOT	$ 5,947.26	MUNI	CSH	
EFT16824	11/06/2026	LORRAINE BOWEN	REFUND OF SITE BOOKING - CHECK IN 14.07.26	$ 70.00	MUNI	CSH	FULLY
EFT16825	11/06/2026	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	FORKLIFT - 18KG GAS (21.05.26 + 29.05.26)	$ 210.00	MUNI	CSH	
EFT16826	11/06/2026	BUNNINGS GROUP LIMITED	TAPE MEASURE + RYOBI DRILLING COMBO SET - DEPOT, 2 X SAFETY MESH FENCE 30M - QCRC 2 X EAR MUFFS - DEPOT	$ 153.32	MUNI	CSH	
EFT16827	11/06/2026	PHILIP SWAIN	EHO SERVICES FOR 2025-26 FINANCIAL YEAR	$ 2,012.50	MUNI	CSH	
EFT16828	11/06/2026	CITY OF KALAMUNDA	BUILDING SERVICES FOR MARCH 2026	$ 178.33	MUNI	CSH	PARTIALLY
EFT16829	11/06/2026	JILLIAN MICHELLE RYAN	REFUND OF CABIN BOOKING - CHECK IN 08.06.26	$ 160.00	MUNI	CSH	FULLY
EFT16830	11/06/2026	ADAM JOHN SHENFIELD	BALANCE OF DEPOT WASHPAD CONCRETE SLAB	$ 7,500.00	MUNI	CSH	
EFT16831	11/06/2026	BOLLARD SHOP - VERIFIED	CONVEX MIRRORS - JUNIOR PROOF AREA - SWIMMING POOL	$ 1,068.98	MUNI	CSH	
EFT16832	11/06/2026	SCOTT RICHARDS	REFUND OF BOND AND KEY - SCOTT RICHARDS - FUNERAL 8/6/26	$ 875.00	MUNI	CSH	FULLY
EFT16833	17/06/2026	PAYWISE	PAYROLL DEDUCTIONS / CONTRIBUTIONS	$ 840.51	MUNI	CSH	FULLY
EFT16834	18/06/2026	TELSTRA	TELSTRA ACCT #4866080200 - QMP SUPPLY AND USAGE FOR THE PERIOD 29.05.26 - 28.06.26	$ 34.95	MUNI	CSH	
EFT16835	18/06/2026	QUAIRADING CLUB INC.	COUNCIL MEETING REFRESHMENTS	$ 69.00	MUNI	CSH	
EFT16836	18/06/2026	QUAIRADING FOOTBALL CLUB	COMMUNITY GRANTS 2025/26 - RESOLUTION: OCM218-25/26 FUNDS TO GO TOWARDS THE RETURN OF THE MUTTON CUP	$ 1,600.00	MUNI	CSH	
EFT16837	18/06/2026	WATER CORPORATION	WATERCORP ACCT #9007642293 - QUAIRADING YORK ROAD CUNDERDIN SOUTH FL LOT 9957 - WATER USAGE FOR THE PERIOD 20.03.26 - 25.05.26 WATER CORP ACCT #9024207066 TOAPIN ROAD QUAIRADING LOT 21618 RES 17433 SUPPLY AND USAGE FOR THE PERIOD 19.03.26 - 22.05.26 WATERCORP ACCT #9007641207 - DANGIN MEARS RD CUNDERDIN SOUTH FL LOT ROAD RESERVE - WATER USAGE FOR THE PERIOD 20.03.26 - 25.05.26	$ 2,110.20	MUNI	CSH	

EFT16838	18/06/2026	BOB WADDELL & ASSOCIATES PTY LTD	2025/26 RATES MANAGEMENT: 4.5HRS SERVICE PROVIDED BY TARA (W/E: 31/05/2026) 2025/26 RATES MANAGEMENT: 4HRS SERVICE PROVIDED BY TARA (W/E: 07.06.26)	$	1,496.00	MUNI	CSH	
EFT16839	18/06/2026	SYNERGY	SYNERGY ACCOUNT #765171390 - CARAVAN PARK, PARKS & GARDENS, SWIMMING POOL ELECTRICITY USAGE FOR THE PERIOD 09.04.26 - 13.05.26 SYNERGY ACCOUNT #936409630 - WALKER STREET BORES ELECTRICITY USAGE FOR THE PERIOD 12.03.26 - 13.05.26 SYNERGY ACCOUNT #544185110 RAILWAY BUILDING SUPPLY AND USAGE FOR THE PERIOD 13.03.26 - 14.05.26 SYNERGY ACCOUNT #298130670 DEPOT SUPPLY AND USAGE FOR THE PERIOD 13.03.26 - 14.05.26 SYNERGY ACCOUNT #704417150 AIRSTRIP SUPPLY AND USAGE FOR THE PERIOD 14.03.26 - 14.05.26 SYNERGY ACCOUNT #703840590 TOWN HALL SUPPLY AND USAGE FOR THE PERIOD 14.03.26 - 14.05.26 SYNERGY ACCOUNT #137709150 DRS SURGERY & RESIDENCE SUPPLY AND USAGE FOR THE PERIOD 13.03.26 - 14.05.26 SYNERGY ACCOUNT #377207980 28 REID STREET SUPPLY AND USAGE FOR THE PERIOD 12.03.26 - 14.05.26 SYNERGY ACCOUNT #893699340 ADMIN SUPPLY AND USAGE FOR THE PERIOD 12.03.26 - 14.05.26 SYNERGY ACCT #885514750 - GILLETT STREET UNITS SUPPLY AND USAGE FOR THE PERIOD 12.03.26 - 13.05.26	$	9,226.94	MUNI	CSH	PARTIALLY
EFT16840	18/06/2026	BENTNAIL BUILDING & MAINTENANCE	X7 DAYS EXCAVATOR HIRE - CULVERT REPACKING TAMMIN ROAD X2 DAYS DINGO HIRE - CRC RETIC X4 MONTHS TEMP FENCE HIRE - STANDPIPE WATER TANKS	$	3,174.60	MUNI	CSH	PARTIALLY
EFT16841	18/06/2026	CURTIN UNIVERSITY OF TECHNOLOGY	REFUND - CURTIN UNI - COMMUNITY BUILDING AND KEY BOND - 12/06/2026	$	625.00	MUNI	CSH	FULLY
EFT16842	18/06/2026	COMFORTSTYLE NORTHAM - EFTSURE VERIFIED	DEPOT OFFICE FURNITURE - CREDENZA, RECEPTION HUTCH, PIGEON HOLES, METAL CUPBOARD FOR OPS MGR	$	3,214.00	MUNI	CSH	
EFT16843	18/06/2026	WESTERN STABILISERS PTY LTD	CEMENT STABILISATION & WET HIRE WATER CART - BASE COURSE OVERLAY WITH 2% GP CEMENT, SLK 8.0 - 12.0 DANGIN MEARS ROAD	$	251,157.50	MUNI	CSH	FULLY
EFT16845	18/06/2026	WCP CIVIL PTY LTD	CEMENT STABILISATION (1.5%) AND WET MIX WORKS - BULYEE QDG RD, SLK 7.58 TO 10.58 + CEMENT STABILISATION (1.4%) AND WET MIX WORKS - OLD BEVERLEY EAST RD, SLK 4.81 TO 5.81	$	156,046.00	MUNI	CSH	PARTIALLY
EFT16846	18/06/2026	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBABRY SERVICES JUNE 2026 ADMIN POSTAGE AND STATIONARY - MAY 2026	$	2,710.13	MUNI	CSH	

EFT16847	18/06/2026	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	FUEL PURCHES FOR MAY 2026 - FERRIS MOWER, EMED, GARDENS, DEPOT	$	818.07	MUNI	CSH	
EFT16848	18/06/2026	BUNNINGS GROUP LIMITED	FOLDING KNIFE, CLIPBOARD - DEPOT	$	32.18	MUNI	CSH	
EFT16849	18/06/2026	ZONE 50 ENGINEERING SURVEYS PTY LTD	CONCEPT DESIGN - YORK MERREDIN X DANGIN MEARS ROAD INTERSECTION SURVEY & SET OUT - WSFN DANGIN MEARS + ADDITIONAL TO REPLACE PEGS SURVEY FOR EDGE OF SEAL & VARIATION FOR ADDITIONAL PEGS - DANGIN MEARS ROAD	$	16,470.15	MUNI	CSH	PARTIALLY
EFT16850	18/06/2026	BOOKEASY AUSTRALIA PTY LTD - EFTSURE VERIFIED	ROOM MANAGER (CARAVAN PARK BOOKINGS) MONTHLY FEE MAY 2026	$	242.00	MUNI	CSH	
EFT16851	18/06/2026	TREVOR POPE	REFUND OF CABIN BOOKING - CHECK IN 05.06.26	$	160.00	MUNI	CSH	FULLY
EFT16852	18/06/2026	BOC LIMITED	MONTHLY HIRE OF GAS BOTTLES FOR DEPOT & DOCTORS SURGERY	$	54.23	MUNI	CSH	
EFT16853	19/06/2026	SYNERGY	SYNERGY ACCOUNT #473718690 TENNIS CLUB, 190 MCLENNAN AND OVAL AND GROUNDS SUPPLY AND USAGE FOR THE PERIOD 01/04/2026 TO 14/05/2026	$	1,831.54	MUNI	CSH	PARTIALLY
EFT16854	19/06/2026	COLAS	14,000M2 S45R HOT BITUMEN SPRAY SEAL, 14MM/10MM TWO COAT + PRIME, BULYEE-QDG RD SLK 10.58-12.58	$	219,964.78	MUNI	CSH	PARTIALLY
EFT16855	25/06/2026	AVON WASTE	DOMESTIC AND RECYCLE SERVICES FOR MAY 2026	$	10,629.06	MUNI	CSH	PARTIALLY
EFT16856	25/06/2026	QUAIRADING FARMERS CO-OP	QUAIRADING CO-OP PURCHASES FOR MAY 2026 - YOUTH, ADMIN, DEPOT, CARAVAN PARK, WRF,COUNCIL	$	1,474.79	MUNI	CSH	
EFT16857	25/06/2026	TELSTRA	TELSTRA ACCT #3147560738 - WAP/ INTERNET SUPPLY AND USAGE FOR THE PERIOD 02.06.26 - 01.07.26	$	440.00	MUNI	CSH	
EFT16858	25/06/2026	FULTON HOGAN INDUSTRIES PTY LTD - EFTSURE VERIFIED	SEALING WORKS - DANGIN MEARS RD 2025/26 (EQUOTE) - PRIME SEAL EMULPRIME + EMULSION TWO COAT SEAL 14/7mm BADJALING SOUTH RD, HAYES RD GOLDFIELDS RD, TAMMIN RD, OLD BEVERLEY EAST RD - ASPHALT POTHOLE REPAIR BAGS EMULSION ORDER 2000L	$	373,991.31	MUNI	CSH	PARTIALLY
EFT16859	25/06/2026	BURGESS RAWSON	WATER CORP ACCT #9007855432 HEAL STREET LOT RLY RES - RATES AND USAGE WATER CORP ACCT #9007855432 HEAL STREET LOT RLY RES - RATES 01.05.26 - 30.06.26, WATER CORP ACCT #9007855432 HEAL STREET LOT RLY RES - USAGE 13.04.26 - 16.06.26 WATER CORP ACCT #9018402607 1 QUAIRADING-YORK ROAD, QUAIRADING LOT 366 - RATES 01.05.26 - 30.06.26, WATER CORP ACCT #9018402607 1 QUAIRADING-YORK ROAD, QUAIRADING LOT 366 - USAGE 13.04.26 - 16.06.26	$	3,218.28	MUNI	CSH	
EFT16860	25/06/2026	COMMUNITY RESOURCE CENTRE - QUAIRADING	EMED & YOUTH PRINTING FOR MAY 2026	$	200.61	MUNI	CSH	
EFT16861	25/06/2026	WOODLANDS DISTRIBUTORS PTY LTD - EFTSURE VERIFIED	DRINKING FOUNTAIN - COMMUNITY BUILDING + DRINKING FOUNTAIN PART - BARK PARK	$	4,978.50	MUNI	CSH	
EFT16862	25/06/2026	QUAIRADING MEDICAL PRACTICE (GREAT CARE HEALTH)	PRE-EMPLOYMENT MEDICAL - CLEANER	$	150.70	MUNI	CSH	

EFT16863	25/06/2026	SHIRE OF CUNDERDIN	SHARED CESM COSTS QUARTER 4 (APRIL - JUNE 2026)	$	3,120.06	MUNI	CSH	
EFT16864	25/06/2026	WATER CORPORATION	WATER CORP ACCT #9010981253 - 14 REID STREET SUPPLY AND USAGE FOR THE PERIOD 13.04.26 - 11.06.26 WATER CORP ACCT #9010981392 - 28 REID STREET SUPPLY AND USAGE FOR THE PERIOD 13.04.26 - 11.06.26 WATER CORP ACCT #9016338939 - 7 EDWARDS WAY SUPPLY AND USAGE FOR THE PERIOD 1.05.26 - 30.06.26	$	1,176.05	MUNI	CSH	PARTIALLY
EFT16865	25/06/2026	BOB WADDELL & ASSOCIATES PTY LTD	2025/26 RATES MANAGEMENT: 5HRS SERVICE PROVIDED BY TARA (W/E: 14/06/2026)	$	880.00	MUNI	CSH	
EFT16866	25/06/2026	OSSROCK TRANSPORT	TRANSPORT OF MINI EXCAVATOR FROM STH CAROLING CEMETERY TO KELLERBERRIN SHIRE YARD	$	739.20	MUNI	CSH	
EFT16867	25/06/2026	GALVINS PLUMBING SUPPLIES - EFTSURE VERIFIED	6X TOILET ROLL HOLDERS FOR PUBLIC CONVENIENCES + DELIVERY FEE	$	86.79	MUNI	CSH	
EFT16868	25/06/2026	D & C RICHARDS & CO - EFTSURE VERIFIED	SUPPLY OF GRAVEL FOR TAMMIN ROAD 9386M3	$	36,136.10	MUNI	CSH	PARTIALLY
EFT16869	25/06/2026	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2025/26 ESL QUARTER 4 IN ACCORDANCE WITH THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES OF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36ZJ AND OPTION B AGREEMENT ARRANGEMENTS	$	9,130.10	MUNI	CSH	
EFT16870	25/06/2026	COLAS	7,000M2 S45R HOT BITUMEN SPRAY SEAL, 14MM/10MM TWO COAT + PRIME, OLD BEVERLEY EAST RD SLK 4.81 - 5.81	$	109,802.00	MUNI	CSH	PARTIALLY
EFT16871	25/06/2026	COMBINED PEST CONTROL	TERMITE INSPECTION -SHIRE OWNED BUILDINGS	$	7,557.00	MUNI	CSH	
EFT16872	25/06/2026	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES FOR THE MONTH OF MAY & JUNE 2026 - DATES SERVICED 26.05.26, 27.05.26 + 03.06.26	$	1,012.00	MUNI	CSH	
EFT16873	25/06/2026	R MUNNS ENGINEERING CONSULTING SERVICES	DRAFTING WORK FOR QUAIRADING HEAVY VEHICLE REST AREA FACILITY DEVELOPMENT	$	5,505.50	MUNI	CSH	
EFT16874	25/06/2026	MOORE AUSTRALIA (WA) PTY LTD - EFTSURE VERIFIED	2026 BUDGET TEMPLATE AND DOCUMENTATION	$	1,265.00	MUNI	CSH	
EFT16875	25/06/2026	LOCAL GOVERNMENT PROFESSIONALS	JOB AD FOR DEPOT OPERATIONS MANAGER	$	180.00	MUNI	CSH	
EFT16876	25/06/2026	EARTHSTYLE CONTRACTING	EARTHWORKS - SLK 10.58 TO 12.58, BULYEE - QUAIRADING ROAD + EARTHWORKS - SLK 4.81 TO 5.81, OLD BEVERLEY EAST ROAD	$	358,875.00	MUNI	CSH	PARTIALLY
EFT16877	25/06/2026	MODULAR WA - VERIFIED	SLIDING WARDROBE DOORS FOR BEDROOMS 1 & 2 AT CARAVAN PARK RESIDENCE (X2 DOORS TOTAL)	$	588.50	MUNI	CSH	
EFT16878	25/06/2026	LGIS	LGIS REGIONAL RISK COORDINATOR PROGRAM PAYMENT 2/2 2026/27	$	6,315.10	MUNI	CSH	
EFT16879	25/06/2026	IMPRINT PLASTIC	DOOR NAME INSERT AND NAME BADGE - DEPOT OPERATIONS MANAGER	$	48.95	MUNI	CSH	
EFT16880	25/06/2026	NUTRIEN AG SOLUTIONS	RURAL ROAD SPRAYING - CHEMICAL ORDER WORK BOOTS - CARAVAN PARK MANAGER	$	9,661.52	MUNI	CSH	
EFT16881	25/06/2026	RINGA CIVIL	WET HIRE OF WATER CART - DANGIN MEARS RD (SEE ALSO PO 7119)	$	51,262.56	MUNI	CSH	FULLY

EFT16882	25/06/2026	BUNNINGS GROUP LIMITED	ASSET MANAGEMENT SHED STORAGE BOXES FOR SMALL MATERIALS/ PAINT FOR MULTIPLE PROPERTIES - DEPOT BATHROOM CEILING PAINT - 74 MCLENNAN STREET FOLDING KNIFE, CLIPBOARD, TIE DOWN, DUCT TAPE - DEPOT	$ 173.19	MUNI	CSH	
EFT16883	25/06/2026	T-QUIP - TURF EQUIPMENT SOLUTIONS	ZERO TURN MOWER KEYS - REPLACEMENT	$ 31.35	MUNI	CSH	
EFT16884	25/06/2026	WESTWIDE AUTO ELECT & AIR CON	REPAIR / REPLACE BROKEN BRAKE LIGHTS - P430, P3446, P3870, P688 + P272B REPLACE AM/FM ANTENNA P633	$ 1,351.50	MUNI	CSH	
EFT16885	25/06/2026	M.A.L. AUTOMOTIVE PTY LTD.	Q465 - SEALS ON ENGINE BLOCK	$ 11,638.50	MUNI	CSH	
EFT16886	25/06/2026	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS - EFTSURE VERIFIED	SUPPLY + INSTALL OF NEW COUCILLOR LAPTOP - S. HADLOW NCE MICROSOFT 365 BUSINESS BASIC - CR HADLOW, NCE MICROSOFT EXCHANGE ONLINE ARCHIVING - CR HADLOW	$ 3,796.32	MUNI	CSH	
EFT16887	25/06/2026	CITY OF KALAMUNDA	BUILDING SERVICES FOR MAY 2026	$ 16.67	MUNI	CSH	PARTIALLY
EFT16888	25/06/2026	ELDERS QUAIRADING	DEPOT SUNDRIES, MAY 2026 - MATERIALS FOR RETIC AND TOWN MAINTENANCE MINOR SUNDRY ITEMS FOR CARAVAN PARK	$ 1,038.10	MUNI	CSH	
EFT16889	25/06/2026	ALTUS PLANNING - EFTSURE VERIFIED	TOWN PLANNING SERVICES - MAY 2026	$ 866.25	MUNI	CSH	PARTIALLY
EFT16890	25/06/2026	WHEATBELT TILT TRAY & CRANE	REMOVAL OF VEHICLE FROM MAIN STREET AND DELIVERY TO SHIRE TOP YARD	$ 385.00	MUNI	CSH	
EFT16891	25/06/2026	MJB INDUSTRIES PTY LTD	30 REINFORCED CILVERT BOXES, BLAKE RD SLK 5.95	$ 43,942.36	MUNI	CSH	FULLY
EFT16892	25/06/2026	GREENWOOD OPERATIONS PTY LTD	AKV REPAIR BOLLARD LIGHTING	$ 1,357.25	MUNI	CSH	
EFT16893	25/06/2026	GARRETT'S GARAGE	SERVICE - DIABLO VAN	$ 844.26	MUNI	CSH	
EFT16894	25/06/2026	READYTECH (PREVIOUSLY IT VISION)	ASSET REVERSAL	$ 275.00	MUNI	CSH	
EFT16895	25/06/2026	STATEWIDE CLEANING SUPPLIES PTY LTD	CLEANING SUPPLIES FOR DEPOT, TOWN HALL, CARAVAN PARK & PUBLIC CONVENIENCES	$ 1,405.75	MUNI	CSH	
EFT16896	25/06/2026	THE RETIC & LANDSCAPE SHOP - VERIFIED	PVC CONNECTIONS FOR CRC	$ 224.20	MUNI	CSH	
EFT16897	25/06/2026	ANN-MARIE BRASSINGTON	REIMBURSEMENT FOR PRE EMPLOYMENT MEDICAL	$ 150.70	MUNI	CSH	
EFT16898	25/06/2026	THE KIDS RESEARCH INSTITUTE	REFUND TO THE KIDS RESEARCH INSTITUTE - COMMUNITY BUILDING AND KEY BOND - 16/06	$ 625.00	MUNI	CSH	FULLY
EFT16899	30/06/2026	GREG & JO HAYES (CR. JO HAYES)	COUNCIL MEETING SITTING FEES APRIL - JUNE 2026	$ 750.00	MUNI	CSH	
EFT16900	30/06/2026	CR. STUART LEE HADLOW	COUNCIL MEETING SITTING FEES APRIL - JUNE 2026	$ 574.00	MUNI	CSH	
EFT16901	30/06/2026	BOB WADDELL & ASSOCIATES PTY LTD	2025/26 RATES MANAGEMENT: 11.25HRS SERVICE PROVIDED BY TARA (W/E: 21/06/26)	$ 1,980.00	MUNI	CSH	
EFT16902	30/06/2026	SULLIVAN LOGISTICS PTY LTD T/A KALEXPRESS AND QUALITY TRANSPORT	ROAD FREIGHT TO QUAIRADING FOR KWIRRADING KOORT, CARAVAN PARK, SIGNS	$ 276.84	MUNI	CSH	
EFT16903	30/06/2026	BENTNAIL BUILDING & MAINTENANCE	3 DAY EXCAVATOR HIRE - COMMUNITY BUILDING	$ 759.00	MUNI	CSH	
EFT16904	30/06/2026	COMFORTSTYLE NORTHAM - EFTSURE VERIFIED	SUPPLIMENTAL FURNITURE CARAVAN PARK CABINS 4 & 5	$ 920.00	MUNI	CSH	
EFT16905	30/06/2026	CR LYNNETTE STACEY COWCILL	COUNCIL MEETING SITTING FEES APRIL - JUNE 2026 NOMINATION FEE - LYNETTE COWCILL	$ 829.00	MUNI	CSH	
EFT16906	30/06/2026	CR KELSIE SQUIERS	COUNCIL MEETING SITTING FEES APRIL - JUNE 2026	$ 574.00	MUNI	CSH	
EFT16907	30/06/2026	CR. TREVOR STACEY	COUNCIL MEETING SITTING FEES APRIL - JUNE 2026	$ 1,755.00	MUNI	CSH	
EFT16908	30/06/2026	ALLIED FORKLIFTS PTY LTD	FORKLIFT HIRE FOR WASTE DISPOSEL CENTRE	$ 2,804.89	MUNI	CSH	

EFT16909	30/06/2026	SHIRE OF GOOMALLING	REIMBURSEMENT OF LEASE PAYMENT FOR AVON SOUTH LAG VEHICLE	$	1,043.80	MUNI	CSH	
EFT16911	30/06/2026	BUNNINGS GROUP LIMITED	TOILET CISTERN, INLET & OUTLET VALVE - U4/19 GILLETT ST, CONSUMABLES & GENERAL MATERIALS - DEPOT TOOL SHED, GARDEN HOSE - GILLET ST UNITS DOOR SEALS FOR COMMUNITY BUILDING GYM WALL PATCH FOR KIOSK CEILING	$	929.65	MUNI	CSH	
EFT16912	30/06/2026	FITONIA PTY ATF THE SILVERSPRING TRUST T/AS T J DEPIAZZI & SONS	50M SQUARE TREE MULCH - GARDEN BED KWIRRADING KOORT	$	3,108.41	MUNI	CSH	
EFT16913	30/06/2026	LG BEST PRACTICES PTY LTD	ANNUAL FINANCIAL STATEMENTS PREPARATION COURSE - EMCS	$	3,300.00	MUNI	CSH	
EFT16914	30/06/2026	SECUREX PTY LTD - VERIFIED	ADD ALARM CODE FOR NEW CASUAL CLEANER	$	77.00	MUNI	CSH	
EFT16915	30/06/2026	BH GRAPHIC DESIGN	GRAPHIC DESIGN, STRATEGIC COMMUNITY PLAN	$	1,320.00	MUNI	CSH	
EFT16916	30/06/2026	CR.B COWCILL - SITTING FEE'S	COUNCIL MEETING SITTING FEES APRIL - JUNE 2026	$	817.00	MUNI	CSH	
EFT16917	30/06/2026	CR R FALTYN	COUNCIL MEETING SITTING FEES APRIL - JUNE 2026	$	243.00	MUNI	CSH	
EFT16918	30/06/2026	TARNYA FRASER	COUNCIL MEETING SITTING FEES - AUDIT & RISK 12.05.26	$	88.00	MUNI	CSH	
EFT16919	30/06/2026	CIVIL PRODUCTS WA - EFTSURE VERIFIED	MODIFIED INTERSECTION SIGNS - CAROLING STH RD X6 STREET BLADES, GIVE WAY AHEAD MRWA SIGN BLADE ORDER - BAXTER ST	$	2,011.57	MUNI	CSH	
EFT16920	30/06/2026	SHARP AIR CONDITIONING AND ELECTRICAL	REPLACEMENT INSULATION FOR PIPES AT OUTDOOR UNIT AT GOLF CLUB	$	180.35	MUNI	CSH	
EFT16921	30/06/2026	D & A PLUMBING	PUMPING OUT SEPTIC TANK AT 64 CORALING STREET	$	950.00	MUNI	CSH	
EFT16922	30/06/2026	ARROWES ROADING SAFETY PTY LTD	SUPPLY A SET OF ESTOP PORTABLE TRAFFIC LIGHTS + FREIGHT TO WA - TAMMIN ROAD PROJECT	$	13,271.50	MUNI	CSH	PARTIALLY
EFT16923	30/06/2026	KAZZA'S DETALING AND MAINTENANCE	DETAIL CLEAN OF 190 - OPS MANAGER VEHICLE	$	250.00	MUNI	CSH	
EFT16924	30/06/2026	TABITHA BATEMAN	SKELETON WEED REIMBURSEMENTS MARCH - JUNE 2026	$	2,101.93	MUNI	CSH	FULLY
EFT16925	30/06/2026	PAYWISE	PAYROLL DEDUCTION / CONTRIBUTIONS	$	840.51	MUNI	CSH	
DD18994.1	10/06/2026	BEAM Clearing House	PAYMENT OF SUPERANNUATION FOR PPE 31/05/2026 TO BEAM CLEARING HOUSE	$	13,919.26	MUNI	CSH	
DD19020.1	14/06/2026	SINCH MESSAGE MEDIA - DIRECT DEBIT	BULK SMS SERVICE - JUNE 2026	$	284.13	MUNI	CSH	
DD19027.1	18/06/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	ANN-MARIE BRASSINGTON BOND - 8 DALL STREET	$	520.00	MUNI	CSH	FULLY
DD19030.1	17/06/2026	BEAM Clearing House	PAYMENT OF SUPERANNUATION FOR PPE 14.06.2026 TO BEAM CLEARING HOUSE	$	14,121.22	MUNI	CSH	
DD19043.1	15/06/2026	SHERIFFS OFFICE - DIRECT DEBIT	D13594 - LODGEMENT FEE FOR REGISTERING 1 UNPAID INFRINGEMENT	$	88.50	MUNI	CSH	
DD19045.1	15/06/2026	SHERIFFS OFFICE - DIRECT DEBIT	D138916 - LODGEMENT FEE FOR REGISTERING 1 UNPAID INFRINGEMENT	$	88.50	MUNI	CSH	
DD19065.1	29/06/2026	PWD (CODE RESEARCH) - EFTSURE VERIFIED - DIRECT DEBIT	PRIORITY SUPPORT, MAINTENANCE & ENTERPRISE HOSTING - JUNE 2026	$	660.00	MUNI	CSH	
				$	**1,881,462.57**			

TRANSPORT TAKINGS FOR THE MONTH ENDING		
30 JUNE 2025		
ACTUAL TOTAL TAKINGS		
DATE OF TAKINGS	*DESCRIPTION*	*AMOUNT $*
29/05/2026	TRANSPORT TAKINGS	$634.30
02/06/2026	TRANSPORT TAKINGS	$1,982.10
03/06/2026	TRANSPORT TAKINGS	$5,406.90
04/06/2026	TRANSPORT TAKINGS	$3,223.40
05/06/2026	TRANSPORT TAKINGS	$1,549.60
08/06/2026	TRANSPORT TAKINGS	$1,339.70
09/06/2026	TRANSPORT TAKINGS	$2,084.50
10/06/2026	TRANSPORT TAKINGS	$302.70
11/06/2026	TRANSPORT TAKINGS	$354.70
12/06/2026	TRANSPORT TAKINGS	$1,646.00
15/06/2026	TRANSPORT TAKINGS	$891.05
16/06/2026	TRANSPORT TAKINGS	$1,671.40
17/06/2026	TRANSPORT TAKINGS	$774.05
18/06/2026	TRANSPORT TAKINGS	$3,561.50
19/06/2026	TRANSPORT TAKINGS	$532.35
22/06/2026	TRANSPORT TAKINGS	$3,346.45
23/06/2026	TRANSPORT TAKINGS	$2,998.05
24/06/2026	TRANSPORT TAKINGS	$1,625.80
25/06/2026	TRANSPORT TAKINGS	$416.10
26/06/2026	TRANSPORT TAKINGS	$1,687.40
TAKINGS RECEIVED IN THE BANK - JUNE 2025		**$34,340.65**
AMOUNTS YET TO BE DRAWN		
DATE OF TAKINGS	*DESCRIPTION*	*AMOUNT $*
29/06/2026	TRANSPORT TAKINGS	$364.55
30/06/2026	TRANSPORT TAKINGS	$2,780.65
JUNE TAKINGS RECEIVED IN THE BANK - JULY 2025		**$3,145.20**

Electronic Statement

Westpac

BusinessChoice Everyday Mastercard® Statement

Billing Account Number
5163 2800 9109 9937
Payment Due Date
23 JULY 2026
Closing Balance
$4,710.30
Minimum Payment Due
$142.00
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 sevice available 24 hours a day, 7 days a week.

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

Company Name	Number of Cards		Facility Number	Annual Cash % Rate	Annual Purchase % Rate
Shire Of Quairading	5		02752751	19.96%	14.25%

Contact Name	Billing Account Number		Opening Balance	Credit Limit
Nicholas Warren	5163280091099937		7,787.51	20,000

Statement From	Statement To	Payment Due Date	Opening Balance	Minimum Payment Due	Closing Balance	Available Credit
28 MAY 2026	28 JUN 2026	23 JUL 2026	7,787.51	142.00	4,710.30	15,289.70

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			
7,787.51	7,787.51 -	0.00	0.00	0.00	4,710.30	4,710.30	0.00	142.00

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Westpac Banking Corporation ABN 33 007 457 141

Electronic Statement

Westpac

Summary of Billing Account Transactions		
Date of Transaction	**Description**	**Debits/Credits**
	Payments	
11 JUN	AUTOMATIC PAYMENT	7,787.51 -
	Sub Total:	**7,787.51 -**
	Miscellaneous Transactions	
28 JUN	TRICIA BROWN [redacted] 6777	
	Monthly Balance	160.95
28 JUN	NICHOLAS WARREN [redacted] 2479	
	Monthly Balance	758.91
28 JUN	SARAH CAPORN [redacted] 8917	
	Monthly Balance	2,002.25
28 JUN	JENNIFER GREEN [redacted] 5969	
	Monthly Balance	1,788.19
	Sub Total:	**4,710.30**
	Grand Total:	**3,077.21 -**

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

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

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

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

Electronic Statement

Westpac

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.

By Telephone Banking
Call 132 032 if you have another Westpac account.

Via Westpac Internet Banking
At 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 1

Statement From	28.05.26	Statement Total	
Statement To	28.06.26	$ 4,710.30	

Credit Card Summary

Card Name	Title	Card Ending	Amount Spent
Nic Warren	CEO	6463	$ 758.91
Tricia Brown	EMCS	6777	$ 160.95
Sarah Caporn	EMWS	8917	$ 2,002.25
Jen Green	EMED	5969	$ 1,788.19

Credit Card Transaction - GL Entry

GL Code	Amount (incl GST)	GST ($)	Narration/Summary
121402040.2003	$ 15.14	$ 1.38	PARKING FOR MEETING - EMCS
P0Q1.2610.4001	$ 70.81	$ 6.44	FUEL - EMCS
120501120.2101	$ 960.00	$ 87.27	BUSHFIRE BROCHURES
W13216.2980.2101	$ 10.58	$ 0.96	COMMUNITY GRANTS PROGRAM
PQ5480.2410.2704	$ 20.20	$ 1.84	CAR WASH FOR EMED
EV08701.2980.2101	$ 143.00	$ 13.00	YOUTH CENTRE CRAFT SUPPLIES
EV11706.2980.2101	$ 579.41	$ 52.67	NAIDOC WEEK CELEBRATIONS - PRINTING, CANVASSES, MAIL DROP
PQ0.2610.4001	$ 490.06	$ 44.55	FUEL - CEO
120402110.2101	$ 54.80	$ 4.98	COUNCIL REFRESHMENTS
120402110.2101	$ 139.05	$ -	COUNCIL REFRESHMENTS - GST FREE
BO11101.2980.2101	$ 499.00	$ 45.36	SHEARS FOR PRUNING ROSES AROUND HALL
P1299.2970.2100	$ 15.00	$ 1.36	P1299 INTERNET STANDBY FOR FIRE TENDER
P02.2970.2100	$ 15.00	$ 1.36	P02 INTERNET STANDBY FOR FIRE TENDER
P388.2610.4001	$ 50.00	$ 4.55	DIESEL FOR EMWS
120402110.2101	$ 71.33	$ 6.48	EMPLOYEE LEAVING DRINKS
BO10701.2980.2101	$ 22.80	$ 2.07	PLANTING TABLETS FOR CEMTERY
BO13811.2980.2101	$ 286.80	$ 26.07	BIRD SPIKES FOR QCRC
BM9210.2980.2101	$ 209.32	$ 19.03	SLIDING DOOR LOCK FOR LAUNDRY 74 MCLENNAN
BM13248.2980.2101	$ 28.19	$ 2.56	C/PARK CABIN 8 STEP LIGHTS
BM13249.2980.2101	$ 28.20	$ 2.56	C/PARK CABIN 9 STEP LIGHTS
BO12201.2980.2101	$ 225.50	$ 20.50	INFORMATION TAGS
P458.2660.2100	$ 286.40	$ 26.04	BUS INSPECTION
P4450.2440.2101	$ 264.71	$ 24.06	ROAD BRUSH AND SHAFT
120302110.2700	$ 225.00	$ -	EMCS, CEO, EMED
Totals	$ 4,710.30	$ 395.09	

Shire Confirmation

Nic Warren, Chief Executive Officer

Shire Approval

Tricia Brown, Executive Manager of Corporate Services

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

Credit Card Reconciliation - Page 2						
Statement From	28.05.26					
Statement To	28.06.26					
Credit Card Transactions - Nic Warren, CEO						
Transaction Date	**Statement Description**	**Amount (incl GST)**	**GST ($)**	**GST (Y/N)**	**GL/Job**	**Narration**
26.05.26	BP QUAIRADING	$ 94.12	$ 8.56	Y	PQ0.2610.4001	FUEL - CEO
04.06.26	BP QUAIRADING	$ 54.66	$ 4.97	Y	PQ0.2610.4001	FUEL - CEO
05.06.26	BP QUAIRADING	$ 67.87	$ 6.17	Y	PQ0.2610.4001	FUEL - CEO
11.06.26	PUMA YORK	$ 77.80	$ 7.07	Y	PQ0.2610.4001	FUEL - CEO
09.06.26	COLES	$ 54.80	$ 4.98	Y	120402110.2101	COUNCIL REFRESHMENTS
09.06.26	COLES	$ 139.05	$ -	N	120402110.2101	COUNCIL REFRESHMENTS - GST FREE
12.06.26	BP QUAIRADING	$ 37.47	$ 3.41	Y	PQ0.2610.2101	FUEL - CEO
19.06.26	BP QUAIRADING	$ 92.87	$ 8.44	Y	PQ0.2610.2101	FUEL - CEO
21.06.26	BP THE LAKES	$ 65.27	$ 5.93	Y	PQ0.2610.2101	FUEL - CEO
28.06.26	CARD FEE	$ 75.00	$ -	N	120302110.2700	CARD FEE
Total		**$ 758.91**	**$ 49.53**			

Electronic Statement

Westpac

BusinessChoice Everyday Mastercard® Statement

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards sevice 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
Mr N Warren	[redacted] 2479	5,000	5,000.00

Statement From	Statement To	Facility Number
28 MAY 2026	28 JUN 2026	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	683.91	0.00	75.00	758.91 -	0.00	0.00	0.00

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Westpac Banking Corporation ABN 33 007 457 141

Electronic Statement

Westpac

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
26 MAY	BP QUAIRADING 6561 QUAIRADING AUS SERVICE STATIONS	94.12	
04 JUN	BP QUAIRADING 6561 QUAIRADING AUS SERVICE STATIONS	54.66	
05 JUN	BP QUAIRADING 6561 QUAIRADING AUS SERVICE STATIONS	67.87	
11 JUN	PUMA YORK ROADHOUSE YORK AUS SERVICE STATIONS	77.80	
09 JUN	Coles Online Hawthorn East AUS GROCERY STORES, SUPERMARKETS	193.85	
12 JUN	BP QUAIRADING 6561 QUAIRADING AUS SERVICE STATIONS	37.47	
19 JUN	BP QUAIRADING 6561 QUAIRADING AUS SERVICE STATIONS	92.87	
21 JUN	BP THE LAKES 1903 CHIDLOW AUS SERVICE STATIONS	65.27	
	Sub Total:	**683.91**	
	Interest, Fees & Government Charges		
28 JUN	CARD FEE	75.00	
	Sub Total:	**75.00**	
	Miscellaneous Transactions		
28 JUN	TRANSFER CLOSING BALANCE TO BILLING ACCT	758.91 -	
	Sub Total:	**758.91 -**	
	Grand Total:	**0.00**	

CSF VPC

Westpac Banking Corporation ABN 33 007 457 141

Electronic Statement

Westpac

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

Cardholder Signature _____ **Date** 20/7/26.

Transactions examined and approved.

Manager/Supervisor Signature _____ **Date** 21/7/26

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

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

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

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

Shire of Quairading
Credit Card Reconciliation - Page 3

Statement From	28.05.26
Statement To	28.06.26

Credit Card Transactions - Tricia Brown, EMCS

Transaction Date	Statement Description	Amount (incl GST)	GST ($)	GST (Y/N)	GL/Job	Narration
16.06.26	CITY OF PERTH PARKING	$ 15.14	$ 1.38	Y	121402040.2003	PARKING FOR MEETING
22.06.26	AMPOL DAWSVILL	$ 70.81	$ 6.44	Y	P0Q1.2610.4001	FUEL - EMCS
28.06.26	CARD FEE	$ 75.00	$ -	N	120302110.2700	CARD FEE EMCS
Total		**$ 160.95**	**$ 7.82**			

Electronic Statement

Westpac

BusinessChoice Everyday Mastercard® Statement

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Tricia Brown	[redacted] 6777	2,000	2,000.00

Statement From	Statement To	Facility Number
28 MAY 2026	28 JUN 2026	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	85.95	0.00	75.00	160.95 -	0.00	0.00	0.00

CSF VPC

Westpac Banking Corporation ABN 33 007 457 141

Electronic Statement

Westpac

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)
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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	Cardholder Comments
	Purchases		
16 JUN	CITY OF PERTH PERTH AUS AUTOMOBILE PARKING LOTS AND	15.14	
22 JUN	AMPOL DAWESVILL 55215F DAWESVILLE AUS SERVICE STATIONS	70.81	
	Sub Total:	**85.95**	
	Interest, Fees & Government Charges		
28 JUN	CARD FEE	75.00	
	Sub Total:	**75.00**	
	Miscellaneous Transactions		
28 JUN	TRANSFER CLOSING BALANCE TO BILLING ACCT	160.95 -	
	Sub Total:	**160.95 -**	
	Grand Total:	**0.00**	

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

Cardholder Signature _____ **Date** 17/7/26

Transactions examined and approved.

Manager/Supervisor Signature _____ **Date** 20/7/26

CSF VPC

Page 2 of 3

Westpac Banking Corporation ABN 33 007 457 141

Electronic Statement

Westpac

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

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

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

Credit Card Reconciliation - Page 4

Statement From 28.05.26
Statement To 28.06.26

Credit Card Transactions - Sarah Caporn, EMWS

Date	Statement Description	Amount (incl GST)	GST ($)	GST (Y/N)	GL/Job	Narration
29.05.2026	SWAT TRADING	$ 499.00	$ 45.36	Y	BO11101.2980.2101	SHEARS FOR PRUNING ROSES AROUND HALL
01.06.2026	STARLINK	$ 15.00	$ 1.36	Y	P1299.2970.2100	P1299 INTERNET STANDBY FOR FIRE TENDER
01.06.2026	STARLINK	$ 15.00	$ 1.36	Y	P02.2970.2100	P02 INTERNET STANDBY FOR FIRE TENDER
01.06.2026	U GO	$ 50.00	$ 4.55	Y	P388.2610.4001	DIESEL FOR EMWS
04.06.2026	QUAIRADING CLUB	$ 71.33	$ 6.48	Y	120402110.2101	EMPLOYEE LEAVING DRINKS
08.06.2026	PESTROL	$ 22.80	$ 2.07	Y	BO10701.2980.2101	PLANTING TABLETS FOR CEMTERY
08.06.2026	PESTROL	$ 286.80	$ 26.07	Y	BO13811.2980.2101	BIRD SPIKES FOR QCRC
09.06.2026	MR WINDOWS	$ 209.32	$ 19.03	Y	BM9210.2980.2101	SLIDING DOOR LOCK FOR LAUNDRY 74 MCLENNAN
09.06.2026	EBAY	$ 28.19	$ 2.56	Y	BM13248.2980.2101	C/PARK CABIN 8 STEP LIGHTS
09.06.2026	EBAY	$ 28.20	$ 2.56	Y	BM13249.2980.2101	C/PARK CABIN 9 STEP LIGHTS
11.06.2026	NEXT DAY SAFETY	$ 225.50	$ 20.50	Y	BO12201.2980.2101	INFORMATION TAGS
16.06.2026	AUTOMOTIVE SERVICE SHOP	$ 286.40	$ 26.04	Y	P458.2660.2100	BUS INSPECTION
24.06.2026	HOWARD PORTER	$ 264.71	$ 24.06	Y	P4450.2440.2101	ROAD BRUSH AND SHAFT
Total		**$ 2,002.25**	**$ 182.00**			

Electronic Statement

Westpac

BusinessChoice Everyday Mastercard® Statement

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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Mrs Sarah Elizabeth Caporn	[redacted] 8917	5,000	5,000.00

Statement From	Statement To	Facility Number
28 MAY 2026	28 JUN 2026	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	2,002.25	0.00	0.00	2,002.25 -	0.00	0.00	0.00

CSF VPC

Westpac Banking Corporation ABN 33 007 457 141

Electronic Statement

Westpac

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
29 MAY	SWAT TRADING MIDVALE AUS COMMERCIAL EQUIPMENT, NOT EL	499.00	
01 JUN	STARLINK INTERNET Sydney AUS TELECOMMUNICATIONS EQUIPMENT	30.00	
01 JUN	U GO MUNDARING MUNDARING AUS FUEL DISPENSER,AUTOMATED	50.00	
04 JUN	SQ *QUAIRADING CLUB IN Quairading AUS DRINKING PLACES (ALCOHOLIC B	71.33	
08 JUN	PESTROL.COM.AU ALEXANDRIA AUS MISCELLANEOUS GENERAL MERCHA	309.60	
09 JUN	MR WINDOWS AUSTRALIA ORMEAU AUS SPECIAL TRADE CONTRACTORS	209.32	
09 JUN	eBay O*04-14758-22544 Sydney AUS DEPARTMENT STORES	56.39	
11 JUN	NEXT DAY SAFETY PAKENHAM AUS AUTOMOTIVE PARTS, ACCESSORIE	225.50	
16 JUN	SMP*MAL Automotives York AUS AUTOMOTIVE SERVICE SHOPS	286.40	
24 JUN	HOWARD PORTER BIBRA LAKE AUS RECREATIONAL & UTILITY TRAIL	264.71	
	Sub Total:	**2,002.25**	
	Miscellaneous Transactions		
28 JUN	TRANSFER CLOSING BALANCE TO BILLING ACCT	2,002.25 -	
	Sub Total:	**2,002.25 -**	
	Grand Total:	**0.00**	

CSF VPC

Westpac Banking Corporation ABN 33 007 457 141

Electronic Statement

Westpac

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

Cardholder Signature _____ **Date** 13.07.26.

Transactions examined and approved.

Manager/Supervisor Signature _____ **Date** 20/7/26

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.

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

Shire of Quairading

Credit Card Reconciliation - Page 5

Statement From	28.05.26
Statement To	28.06.26

Credit Card Transactions - Jen Green, EMED

Transaction Date	Statement Description	Amount (incl GST)	GST ($)	GST (Y/N)	GL/Job	Narration
28.05.26	CANVA	$ 960.00	$ 87.27	Y	120501120.2101	BUSHFIRE BROCHURES
28.05.26	FACEBOOK	$ 10.58	$ 0.96	Y	W13216.2980.2101	COMMUNITY GRANTS PROGRAM
04.06.26	NORTHAM CAR WASH	$ 20.20	$ 1.84	Y	PQ5480.2410.2704	CAR WASH FOR EMED
09.06.26	DISCOUNT STORE	$ 143.00	$ 13.00	Y	EV08701.2980.2101	YOUTH CENTRE CRAFT SUPPLIES
10.06.26	INDIGENOUS	$ 412.40	$ 37.49	Y	EV11706.2980.2101	NAIDOC COMMUNITY CELEBRATION
17.06.26	VISTAPRINT	$ 89.06	$ 8.10	Y	EV11706.2980.2101	NAIDOC WEEK - MAIL DROP
25.06.26	OFFICEWORKS	$ 77.95	$ 7.09	Y	EV11706.2980.2101	NAIDOC - CANVASSES FOR PRINTING
28.06.26	CARD FEE	$ 75.00	$ -	N	120302110.2700	CARD FEE
Total		**$ 1,788.19**	**$ 155.75**			

Electronic Statement

Westpac

BusinessChoice Everyday Mastercard® Statement

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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	[redacted] 5969	2,000	2,000.00

Statement From	Statement To	Facility Number
28 MAY 2026	28 JUN 2026	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	1,713.19	0.00	75.00	1,788.19 -	0.00	0.00	0.00

CSF VPC

Westpac Banking Corporation ABN 33 007 457 141

Electronic Statement

Westpac

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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	Cardholder Comments
	Purchases		
28 MAY	CANVA* I04895-10211185 SURRY HILLS AUS COMPUTER SOFTWARE	960.00	
28 MAY	FACEBK *B2UCNRRVJ2 DUBLIN IRL INC FX FEE AUD $0.31 ADVERTISING SERVICES	10.58	
04 JUN	NORTHAM CAR NORTHAM AUS CAR WASHES	20.20	
09 JUN	KMART Mulgrave AUS DISCOUNT STORES	143.00	
10 JUN	INDIGENOUS* INDIGENOUS TUNCURRY AUS MISCELLANEOUS GENERAL MERCHA	412.40	
17 JUN	Vistaprint Australia P Derrimut AUS BUSINESS SERVICES NOT ELSEWH	89.06	
25 JUN	OFFICEWORKS Bentleigh Eas AUS STATIONERY, OFFICE & SCHOOL	77.95	
	Sub Total:	**1,713.19**	
	Interest, Fees & Government Charges		
28 JUN	CARD FEE	75.00	
	Sub Total:	**75.00**	
	Miscellaneous Transactions		
28 JUN	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,788.19 -	
	Sub Total:	**1,788.19 -**	
	Grand Total:	**0.00**	

CSF VPC

Westpac Banking Corporation ABN 33 007 457 141

Electronic Statement

Westpac

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

Cardholder Signature _____ **Date** 30 June 2026

Transactions examined and approved.

Manager/Supervisor Signature _____ **Date** 20/7/26.

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

11.4 Pensioner Rebate Write-Off (00:09:26)

Responsible Officer	Tricia Brown, Executive Manager, Corporate Services
Reporting Officer	Danica Mullins, Senior Finance Officer
Attachments	Nil
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 006-26/27

Moved: Cr JC Hayes
Seconded: Cr LJ Stacey Cowcill

That Council authorises the write-off of unrecoverable pensioner rebate balance of $2,002.07.

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

IN BRIEF

Following the reconciliation and recovery of historical pensioner rebate claims, an outstanding balance of $2,002.07 remains. The balance relates to claims from 2010 to 2021 where supporting documentation is unavailable, therefore making this amount unrecoverable.

MATTER FOR CONSIDERATION

Council is requested to approve the write-off of the remaining pensioner rebate imbalance of $2,002.07, which has been determined to be unrecoverable following the completion of the pensioner rebate reconciliation and recovery process.

BACKGROUND

As at 28 March 2022, the Shire of Quairading has an outstanding pensioner rebate imbalance of $8,132.96, this was accumulated over several years. An investigation was undertaken to identify the cause of the imbalance and determine whether outstanding pensioner rebates claims could be recovered.

Where sufficient supporting documentation was available, manual pensioner rebate claims were prepared and submitted to RevenueWA. This resulted in the recovery of a signification portion of the outstanding amount.

Following the reconciliation of rebate claims to the general ledger, a remaining imbalance of $2,002.07 remains. This balance relates to historical claims from 2010 to 2021 period.

Due to RevenueWA' s strict evidentiary requirements for historical claims, the lack of supporting documentation and the practical difficulty of obtaining records where pensioners may have since passed away, no further recoveries are considered feasible. The time and cost associated with pursuing these historical claims would outweigh any potential benefit. The remaining balance of $2,002.07 is considered unrecoverable.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Rates and Charges (Rebates and Deferments) Act 1992

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The write-off of unrecoverable pensioner rebates would incur a loss of revenue of $2,002.07.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

3.3 Governance, Financial and Compliance Risks: Organisational Misconduct

RISK ASSESSMENT

	Option 1
Financial	Low *The write off relates to an identified historical balance that has been reconciled and confirmed as unrecoverable. Further recovery action is not considered a cost-effective option.*
Health	Low
Reputation	Low *The write off demonstrates sound financial governance by recognising an unrecoverable historical amount following appropriate investigation. Failure to resolve the matter could result in ongoing audit queries.*

Operations	Low *The write off resolves a historical accounting matter that supports the maintenance of accurate financial records with minimal operational impact.*
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 Quartely senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

Nil

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION (00:11:19)

12.1 Local Law Review Confirmation

Responsible Officer	Nic Warren, Chief Executive Officer
Reporting Officer	Nic Warren, Chief Executive Officer
Attachments	Nil
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 007-26/27

Moved: Cr LJ Stacey Cowcill
Seconded: Cr SL Hadlow

That Council:

1. Note the review of the Shire of Quairading local laws tabled at the July 2025 Ordinary Council Meeting; and
2. By absolute majority endorse the Shire of Quairading local laws remaining unchanged, in compliance with Section 3.16(4) of the *Local Government Act 1995* and the *Local Government Amendment Act 2024*.

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

IN BRIEF

Local governments are required to review their local laws in accordance with the *Local Government Act 1995* (the Act). The Act also specifically details the requirements for a Council decision post a review, being that the local laws must be either repealed, amended or remain unchanged.

The Shire of Quairading undertook a review of Local Laws in 2025, however the Council decision whilst noting the review, did not specifically state that the local laws were going to be repealed, amended or remain unchanged as required by the Act.

This item seeks to acknowledge the existing review and specifically state the outcome, in order to comply with the Act.

MATTER FOR CONSIDERATION

For Council to note the review of local laws in 2025 and to endorse the local laws remaining unchanged.

BACKGROUND

The Department of Local Government, Industry Regulation and Safety have recently advised all local governments that under the *Local Government Act 1995* (the Act) local governments are required to undertake a review of local laws subject to the transitional arrangements of the *Local Government Amendment Act 2024*.

Transitional provisions in clause 65 of Schedule 9.3 of the Amendment Act require local governments to review local laws that have not been reviewed within the 8 years prior to legislative amendments being made. This requirement does not apply to local laws already reviewed during that period.

The Shire of Quairading undertook a review of its local laws in 2025, with an item tabled at the July 2025 Ordinary Council Meeting.

Whilst the body of the July 2025 agenda item indicates the local laws were to remain unchanged, the resolution of Council read as follows:

RESOLUTION: OCM 016-25/26

Moved: Cr RC Faltyn Seconded: Cr JR Hippisley

That Council notes that there were no submissions received about the Shire's review of its local laws under s3.16 of the Local Government Act 1995.

FOR: Crs TJ Stacey, JR Hippisley, BR Cowcill and RC Faltyn

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 4/0

Section 3.16(4) of the Act states in relation to a report on local law reviews:

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*

The original decision of Council does not meet the requirements of Section 3.16(4) of the Act, and as such, a subsequent decision is tabled to ensure compliance.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

3.3 Governance, Financial and Compliance Risks: Organisational Misconduct

RISK ASSESSMENT

	Option 1
Financial	Nil
Health	Nil
Reputation	Medium *Risk to Shire's reputation due to non-compliance with Act. Decision ensures Council are compliant*
Operations	Medium *Failure to comply with Act could see Local Laws lapse.*
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 Quartely 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 following Local Laws were reviewed in 2025, and it was indicated they were to remain unchanged:

- 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

12.2 Voluntary Regional Organisation of Councils - Decision to Join (00:12:24)

Responsible Officer	Nic Warren, Chief Executive Officer
Reporting Officer	Nic Warren, Chief Executive Officer
Attachments	Nil
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 008-26/27

Moved: Cr LJ Stacey Cowcill
Seconded: Cr BR Cowcill

That Council:

1. Determines that membership of a Voluntary Regional Organisation of Councils is in the strategic interests of the Shire of Quairading.
2. Resolves to make application for membership of Wheatbelt East Regional Organisation of Councils.
3. Authorises the Chief Executive Officer to undertake all actions necessary to progress the membership application.
4. Endorses the inclusion of the joining fee and annual fee in the 2026/2027 annual budget.

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

IN BRIEF

To consider membership of a Voluntary Regional Organisation of Councils (VROC) and determine whether the Shire of Quairading should seek membership of either the Wheatbelt East Regional Organisation of Councils (WEROC) Inc. or the Roe Regional Organisation of Councils (RoeROC).

MATTER FOR CONSIDERATION

For Council to determine if they wish to join a Voluntary Regional Organisation of Council and if so, determine their preference between WEROC or Roe ROC.

BACKGROUND

Voluntary Regional Organisations of Councils provide a forum for neighbouring local governments to collaborate on matters of regional significance, including advocacy, economic development, emergency management, infrastructure planning, workforce attraction, tourism, grant funding and service delivery.

Unlike a Regional Local Government established under the *Local Government Act 1995*, a Regional Organisation of Councils is a voluntary association established through a Memorandum of Understanding or Constitution between participating local governments.

The Shire of Quairading is currently not a member of a Voluntary Regional Organisation of Councils.

During 2026, discussions have been undertaken with both WEROC and Roe ROC regarding the potential benefits of membership. The Shire has had representatives attend meetings, received information regarding governance arrangements and considered how each organisation aligns with the Shire's strategic direction.

Membership of a regional organisation would provide the Shire with opportunities to:

- strengthen regional advocacy to the State and Commonwealth Governments;
- collaborate on strategic projects and regional planning;
- improve access to grant funding opportunities;
- share knowledge, resources and expertise with neighbouring local governments;
- participate in joint procurement and service delivery initiatives where appropriate;
- contribute to coordinated regional economic development and tourism initiatives; and
- strengthen relationships with neighbouring councils.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

WEROC

Joining Fee -	$30,000 with option to pay over 2 years
Annual Fee -	$12,500 (subject to change annually) with a % of annual costs utilised for consultancy and/or services as agreed by WEROC
Termination Clause:	Nil, covered by joining fee.

Roe ROC

Joining Fee -	$8,869
Annual Fee -	$6,500 (subject to change annually) with any consultancy and/or services engaged paid additionally by each Council at cost.
Termination Clause:	Must give notice between 1 July and 31 December of intent to withdraw, with withdrawal taking effect from next financial year.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.2 Governance & Leadership: Forward planning and implementation of plans to determine Strategic Plan and service levels

CONSULTATION

Shire of Quairading representatives attended both a WEROC and RoeROC meeting, with the CEO providing a comparison report at the June Concept forum.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Nil
Health	Nil
Reputation	Medium *Reputational risk of not considering an opportunity to improve regional advocacy, funding viability and regional participation for the Shire.*
Operations	Nil
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 Quartely 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

WEROC

WEROC is a voluntary incorporated regional organisation representing local governments across the Eastern Wheatbelt. Its purpose is to strengthen regional advocacy, foster economic development, deliver collaborative projects and services, and promote the region as an attractive place to live, work and invest. WEROC's strategic priorities include sustainability, tourism product development, local business development, digital connectivity and inter-council cooperation.

WEROC member Council's include the Shire's of Bruce Rock, Cunderdin, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn.

RoeROC

RoeROC is a voluntary regional alliance established to encourage cooperation between member councils through shared services, regional advocacy and collaborative project delivery. Its current focus is on practical regional initiatives including key worker housing, emergency resilience, joint planning, governance and resource sharing, with an emphasis on delivering projects that provide direct benefits to member councils.

RoeROC member Council's include the Shire's of Corrigin, Kondinin, Kulin, Narembeen and Wickepin.

Concept Forum

Councillors were provided with a comparison of WEROC and RoeROC at the June Concept Forum.

The recommendation is formed from discussions held during the Concept Forum.

12.3 Shire of Quairading Disability Access and Inclusion Plan Report FY2025/26 (00:13:31)

Responsible Officer	Nic Warren, Chief Executive Officer
Reporting Officer	Jen Green, Executive Manager, Community and Development
Attachments	1. DAIP Progress Report 25-26 ⇩
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 009-26/27

Moved: Cr BR Cowcill
Seconded: Cr LJ Stacey Cowcill

That Council receives the FY2025/26 Shire of Quairading Disability Access and Inclusion Plan Progress Report.

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED 6/0

IN BRIEF

The Shire of Quairading FY2025/26 Disability Access and Inclusion Plan Progress Report details progress made by the Shire regarding initiatives outlined in the Shire of Quairading's Disability Access and Inclusion Plan 2022-2026.

The Shire of Quairading is required to report activity against the Disability Access and Inclusion plan (DAIP) to the Department of Communities (DoC), Disability Services annually. This report outlines progress achieved in FY25/26 against the Shire's DAIP.

MATTER FOR CONSIDERATION

That Council receives the Shire of Quairading's FY25/26 Disability Access and Inclusion Plan Progress Report.

BACKGROUND

All public authorities in Western Australia are required under the *Disability Services Act* (1993) to develop, implement, review and report on a Disability Access and Inclusion Plan.

The requirements of a Disability Access and Inclusion Plan are to ensure that people with a disability can access services, facilities, buildings, employment, complaints processes, services and information provided by public authorities in Western Australia in a way that facilities increased independence, opportunities and inclusion within the community.

The Shire recognises that accessibility and inclusion are important for all members of the community, as well as visitors to the district. As such, accessibility considerations are incorporated across all areas of the Shire's services, facilities, events and activities to help ensure everyone can participate and access opportunities on an equitable basis. Some of the Shire's key achievements during 2025/26 include:

Event Delivery

Delivery of a range of inclusive community events, including NAIDOC Week celebrations, the Town Christmas Party, Australia Day, Children's Week activities and Youth Centre events. These events were designed to encourage participation from the whole community by providing welcoming, accessible and inclusive experiences for people of all ages, abilities and backgrounds.

Sensory Tent

Partnership with the Quairading Early Years Network to introduce a portable sensory tent for use at community events and activities. The sensory tent provides a calm, quiet and supportive space for children and individuals who may experience sensory sensitivities, anxiety or require a break from busy environments. The initiative enhances accessibility and inclusion by reducing barriers to participation and enabling more people to comfortably engage in community events and programs.

Improve accessibility at the Town Hall

Architectural drawings were completed for upgrades to the Town Hall ablutions, including the conversion of the existing cleaner's cupboard into a new accessible toilet. This will replace the current accessible facility, which does not meet accessibility requirements, and improve access for all community members. Project is pending funding.

Improve accessibility at the Doctor's Surgery

Architectural drawings were completed for proposed upgrades to the Doctor's Surgery, including an additional consulting room, improved disability access throughout the facility, and enhanced access for emergency services. These works will support a more accessible and functional health service for the community. Project is pending funding.

STATUTORY ENVIRONMENT

Disability Discrimination Act 1992

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

1.3 **Community**: Advocate for the provision of quality health services, health facilities and programs in the Shire

3.1 **Built Environment**: Safe, efficient and well maintained road and footpath infrastructure

3.2 **Built Environment**: Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles

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

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

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

CONSULTATION

The community consultation and engagement stage of the Disability Access and Inclusion Plan utilised a wide range of integrated activities (formal and informal) in which community members and stakeholders exchanged ideas, opinions, information and knowledge through meaningful interactive conversations.

Internal

- Executive Management Team
- All business units at the Shire of Quairading

External Agencies

- Department of Communities Disability Services
- Allied Health Services servicing Quairading

Community

- Community Meetings
- RAP Committee
- Quairading Community Resource Centre
- Quairading Medical Practice
- Quairading Health Service

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil

RISK ASSESSMENT

	Option 1
Financial	Low *Activities undertaken as part of the DAIP are resourced within the 25/26 budget. Actions can be scaled to fit within existing budgets and often attract external funding or support.*
Health	Low *A Disability Access and Inclusion Plan, as it promotes safer, more inclusive environments without introducing hazardous activities or compromising public health.*

Reputation	Low *The plan demonstrates a commitment to equity and community wellbeing, aligning with public expectations and achievable within the existing budget.*
Operations	Low The plan involves practical, incremental improvements that can be integrated into existing workflows and resourced within the current budget.
Natural Environment	Low *Initiatives primarily focus on accessibility and inclusion without impacting natural landscapes or requiring environmentally disruptive works.*

	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
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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

Overall, the Shire of Quairading plays an important role in relation to access and inclusion as it undertakes an array of responsibilities which impact on the quality of life of people with disability, their families and carers.

These include infrastructure provision, facilities management and the delivery of a wide range of services and programs. People with disability have the same rights as other community members to access the Shire's services and participate fully in community life and the Shire is committed to enabling this.

Government of **Western Australia**
Department of **Communities**

Disability Access and Inclusion Plan (DAIP) Progress Report 2025-2026

Reporting period: 1 July 2025 – 30 June 2026

The *Disability Services Act 1993* requires public authorities to:

- develop and implement a Disability Access and Inclusion Plan (DAIP).
- report annually on the progress made in achieving the seven DAIP outcomes.

Please submit your completed DAIP Progress Report 2025-2026 (in Word format only) to StateDisabilityStrategy@communities.wa.gov.au by **4.30pm, Wednesday 15 July 2026.**

PUBLIC AUTHORITY DETAILS

Public Authority Name	Shire of Quairading
Contact Person	Jen Green
Position Title	Executive Manager, Community Development
Email	Jen.green@quairading.wa.gov.au
Phone	9645 2400
Date DAIP lodged with Department of Communities	1 March 2022
Date DAIP published on public authority's website	1 March 2022
Website link for published DAIP	https://www.quairading.wa.gov.au/living-in-quairading/community-services/access-inclusion/
Has your public authority taken all practical measures to ensure its DAIP is implemented by relevant agents and contractors?	Yes

Completing Sections 1-7

Sections 1-7 require public authorities to list the **actions** implemented against each of the seven DAIP outcomes. DAIPs can list strategies only, or both strategies and actions. Where your DAIP includes Strategies only, the DAIP actions will be in an implementation plan, action plan or other internal working document.

What is a Strategy and what is an Action?

A **strategy** is a broad direction or approach to be taken to achieve a desired outcome.

An **action** is the activity, project or program delivered to achieve a strategy. An action is not the individual tasks, checklists or steps to complete the action.

DAIP examples:

1. Strategies only: City of Mandurah and Department of Treasury
   OR
2. Strategies and actions: City of Perth and Child and Adolescent Health Service.

To complete the tables in Sections 1-7:

- Column 1 – Strategy Number
  - Enter the number of your DAIP Strategy (text is not required).
- Column 2 – DAIP Action
  - Copy and paste the action wording from your DAIP, internal working document, operational or implementation plan.
- Column 3 - SDS outcome:
  - select one State Disability Strategy outcome from 1 – 15. Refer to State Disability Strategy Outcomes Guide (provided with this template) to identify the most appropriate outcome.
- Progress status select from:
  - **To be commenced**: the action is not scheduled to start yet.
  - **In progress**: the action is underway or is incorporated into business as usual.
  - **Completed**: the action has been implemented and completed.
  - **Not progressed**: the action has been delayed or is discontinued.

SECTION 1: DAIP OUTCOME 1 – SERVICES AND EVENTS

People with disability have the same opportunities as other people to access the services and events of a public authority.

QUESTION	ANSWER
Did your authority organise events in 2025-2026 that positively impacted community attitudes towards people with disability? If yes, indicate the event: ☐ International Day of People with Disability ☒ Other: (list events here) Events that contribute to positive community attitude change are those that: • Raise the profile of people with disability. • Facilitate community interaction between the general public and people with disability. • Incorporate explicit disability awareness activities. For example: an Auslan choir, wheelchair basketball, sensory room.	Yes

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Over the past year the Shire of Quairading held numerous local town events, NAIDOC Week, Australia Day, Children Week and Youth Week Events. The purpose of these initiatives is to engage the Shire's diverse community and promote access and inclusion through activities that all ages and abilities can enjoy. The events were held in locations where disabled access was possible to enable people with a disability to have the opportunity to access the same events as other people. Invitations were sent out in a variety of different formats including online and print, to suit all sectors of the community. Overall providing services and hosting these events for people with disabilities are essential for fostering inclusivity and accessibility, especially within a small community. When everyone is included, communities become stronger and more resilient, fostering a sense of belonging and unity.	7. Welcomed and Accepted	Completed

SECTION 2: DAIP OUTCOME 2 – BUILDINGS AND FACILITIES

People with disability have the same opportunities as other people to access the buildings and facilities of a public authority.

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	The Shire has completed the Schematic Design for the Quairading Sports, Recreation and Cultural Precinct, providing a clear vision for the future redevelopment of the site. The proposed precinct includes a new sports facility, community gym, multi-purpose function space, and other accessible community infrastructure. During 2025/26, construction of the new netball and basketball courts was completed. The courts have been designed to provide accessible, inclusive recreation opportunities for people of all abilities, supporting participation in sport, physical activity and community connection.	5. Community infrastructure	Completed
1	Architectural drawings were completed for upgrades to the Town Hall ablutions, including the conversion of the existing cleaner's cupboard into a new accessible toilet. This will replace the current accessible facility, which does not meet accessibility requirements, and improve access for all community members.	5. Community infrastructure	Completed
1	Architectural drawings were completed for proposed upgrades to the Doctor's Surgery, including an additional consulting room, improved disability access throughout the facility, and enhanced access for emergency services. These works will support a more accessible and functional health service for the community.	5. Community infrastructure	Completed

SECTION 3: DAIP OUTCOME 3 – INFORMATION

People with disability receive information from a public authority in a format that enables them to access the information as readily as other people.

QUESTION	ANSWER
Does your authority have accessible formats of your Disability Access and Inclusion Plan? Accessible formats include: accessible word and pdf versions, audio, Easy Read.	YES

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	All Shire of Quairading surveys and advertising material is supplied in print and online, plus alternative format is available for all promotional material if requested. The Shire is committed to ensuring that the community has access to Shire forms, surveys and newsletters for people of all ages and abilities, including people with disabilities, their facilities and/or the carers. All Shire advertising is included in several media forms – including word, pdf and hardcopies at the Shire offices.	15. Information	Completed

SECTION 4: DAIP OUTCOME 4 – SERVICE QUALITY

People with disability receive the same level and quality of service from the staff of a public authority as other people receive.

QUESTION	ANSWER
Did your authority deliver training in 2025-2026 that improved staff capacity to respond positively to people with disability? If yes, what type of training was provided: ☐ Disability awareness ☐ Disability awareness refresher ☒ Other: (list training here) For Other: Examples include: disability confident recruiter, Auslan, Easy Read.	No

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	There is no difference in the level and quality of service provided between people with a disability and people without a disability and the Shire is continually adapting to ensure that this remains the case. The Shire has a link on its website which outlines the Disability Access and Inclusion Plan 2022-2026, and this links back to the Shire of Quairading Council Plan 2026-36.	15. Information	Completed

SECTION 5: DAIP OUTCOME 5 – COMPLAINTS

People with disability have the same opportunities as other people to make complaints to a public authority.

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Ensuring grievance mechanisms are accessible for people with disabilities is crucial for fostering an inclusive environment and upholding the rights. There is no difference in the level and quality of service provided between people with a disability and people without a disability and the Shire is continually adapting to ensure that this remains the case.	7. Welcomed and Accepted	Completed

SECTION 6: DAIP OUTCOME 6 – CONSULTATION

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

QUESTION	ANSWER
Does your authority have a DAIP advisory, reference or working group with members who have lived experience of disability? A DAIP advisory, reference or working group is one whose purpose is to: • Shape your public authority's access and inclusion initiatives. • Raise the profile of access and inclusion within your public authority. • Influence change in policy and practices relating to access and inclusion.	Yes

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	The Shire of Quairading's engagement strategies consider the ways in which all people are encouraged and supported to engage or participate in the information and decision-making process of the Shire. During 2025/26, the Shire undertook extensive community engagement through the Imagine Quairading – Conversations About Our Future project, facilitated by Bank of IDEAS. This engagement informed the development of the Shire's 2026–2036 Council Plan, providing residents with a range of opportunities to share	12. Legislation and Policy	Completed

	their ideas, priorities and aspirations for the future of Quairading. The Shire also continued to seek community feedback through its annual Community Perception Survey, gathering input on infrastructure, community facilities, public open spaces, service delivery and maintenance priorities. By actively engaging with all members of the community, including people with disability, and incorporating this feedback into planning and decision-making, the Shire is committed to creating a more inclusive, accessible and supportive community for everyone.		

SECTION 7: DAIP OUTCOME 7 – EMPLOYMENT

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

QUESTION	ANSWER
Local Government: How many elected members disclose they have disability?	**0**
State Government: Does your authority have a government board/s? If yes, how many board members disclose they have disability?	**NO** Choose an item.

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Dignified and equal access to employment includes physical access plus it is reflected in the attitudes of colleagues, staff, and managers. The Shire has policies and protocols to develop, support and maintain a workplace culture that is accessible and inclusive. The Shire actively welcomes and values the unique contributions of all people in its workplace. The Shire offers an inclusive workplace and welcomes employment applications for all age groups, people with impairment and those from diverse ethnic and cultural backgrounds.	2. Employment and Economic Independence	Completed

SECTION 8: ACHIEVEMENTS

- Select three achievements – the third must be an achievement from either DAIP Outcome 3, 4, 5, or 6.
- Limit the achievement description to 150 words maximum.
- Achievements must demonstrate at least one of the following:
  - Resulted in positive change: what happened and what changed.
  - Innovation: implemented or created something new to address a need, gap or solve a problem.
  - Improvement in disability access and inclusion practice. For example: building project progressing from minimum standards to application of universal design principles.
  - Outcomes: where change has been measured. For example: increased awareness, satisfaction, knowledge, confidence.

Photos

- Insert a maximum of two photos per achievement.
- Only submit photos where permission to publish the image has been obtained.
- Photos should be in jpeg format and be a minimum of 300 dpi.

ACHIEVEMENT 1 (maximum word count: 150)	Photos (max. 2)
Achievement is from DAIP Outcome: 1. Events and Services	 
Photos: ☒ Permission to publish confirmed ☒ Minimum 300 dpi	
Achievement: During 2025/26, the Shire partnered with the Quairading Early Years Network to introduce a portable sensory tent for use at community events and activities. The sensory tent provides a calm, quiet and supportive space for children and individuals who may experience sensory sensitivities, anxiety or require a break from busy environments. The initiative enhances accessibility and inclusion by reducing barriers to participation and enabling more people to comfortably engage in community events and programs.	
ACHIEVEMENT 2 (maximum word count: 150)	**Photos (max. 2)**
Achievement is from DAIP Outcome: Choose an item.	
Photos: ☐ Permission to publish confirmed ☐ Minimum 300 dpi	

Achievement:	
ACHIEVEMENT 3 (maximum word count: 150)	Photos (insert max. 2)
Achievement is from DAIP Outcome: Choose an item.	
Photos: ☐ Permission to publish confirmed ☐ Minimum 300 dpi	
Achievement:	

SECTION 9: DAIP ACTIONS IN DIGITAL FORM

If your public authority produced video or social media clips to promote and demonstrate the impact of any of your DAIP actions or activities – please include hyperlinks below.

DAIP stories in digital form

Did your authority produce video or social media clips on any DAIP actions/activities in 2025-2026?	NO
If yes, please provide hyperlinks to digital content if publicly available online.	
Hyperlink 1:	
Hyperlink 2:	
Hyperlink 3:	

Please submit your completed Disability Access and Inclusion Plan (DAIP) Progress Report 2025-2026 to: StateDisabilityStrategy@communities.wa.gov.au **by 4.30pm, Wednesday 15 July 2026.**

12.4 Recordkeeping Plan 2026 (00:14:21)

Responsible Officer	Nic Warren, Chief Executive Officer
Reporting Officer	Marion Haeusler, Manager of Governance
Attachments	1. Recordkeeping Plan (Draft) ⇩ 2. SOQ Recordkeeping Plan Review - July 2025 ⇩ 3. SRO Response to Review - August 2025 ⇩
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

RESOLUTION: OCM 010-26/27

Moved: Cr JC Hayes
Seconded: Cr KS Squiers

That Council

1. That Council adopt the Amended Shire of Quairading Recordkeeping Plan as attached in Attachment 1;
2. Authorise the Chief Executive Officer to submit the adopted Recordkeeping Plan and supplementary documentation to the State Records Office of Western Australia for consideration by the State Records Commission.

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED 6/0

IN BRIEF

The Shire of Quairading Recordkeeping Plan (RKP) was last approved by the State Records Commission (SRC) on 7 August 2020. A review of the RKP (Attachment 2) was submitted by Officers to the State Records Office (SRO) on 14 July 2025 and the SRO reported in its letter from 19 August 2025 (Attachment 3) that the SRC noted at its meeting on 7 August 2025 the Shire's intent to submit an amended plan by 31 July 2026.

Council is asked to adopt an amended RKP for submission to the SRO.

MATTER FOR CONSIDERATION

The review of the RKP is legislated to be carried out at least once every five years. The last review of the Shire's RKP indicated that an amendment to the plan was required.

BACKGROUND

Under the *State Records Act 2000*, government organisations, including local governments, must maintain and review periodically their Recordkeeping Plans. A review is required at least every five years.

The Shire of Quairading Recordkeeping Plan was most recently approved by the State Record Commission on 7 August 2020.

Although Council subsequently approved an amended RKP at its ordinary meeting in May 2022, there is no record of this amended plan having been submitted for approval to the State Records Commission.

Officers therefore reviewed the Shire's RKP as endorsed for submission in 2020 and approved on 7 August 2020, and submitted the review to the SRO in July 2025, within the required five-year timeframe. In response, the SRO noted the Shire's intent to submit a new RKP by 31 July 2026.

Officers utilised the version approved by Council in 2022 as the basis for developing an amended RKP. The RKP template and self-evaluation guidelines and self-evaluation checklist as provided by the SRO were used to inform the development of the amended RKP as presented to Council.

Officers took into account the ongoing digitalisation of records, the Shire's current relevant policies and procedures as well as practices, and the planned procurement of a new ERP system in the development of the plan.

Supporting documentation submitted to the SRO in conjunction with the amended RKP will detail the operational practices planned to support the implementation of the amended RKP.

Once the amended plan is submitted, Officers will liaise with the SRO regarding any clarifications or suggested amendments prior the submission being presented to the State Records Commission for approval.

STATUTORY ENVIRONMENT

Local Government Act 1995

State Records Act 2000

POLICY IMPLICATIONS

Records Management Policy

FINANCIAL IMPLICATIONS

The implementation of the amended RKP may incur costs in the future. Officers will ensure that these costs are accounted for in future budget considerations.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

3.3 Governance, Financial and Compliance Risks: Organisational Misconduct

RISK ASSESSMENT

	Option 1
Financial	Low *Some costs may be expected with the implementation of the RKP*
Health	Nil
Reputation	Low *Non-compliance with legislative requirements regarding the management of Shire records may result in penalties and loss of trust.*
Operations	Low *Implementation of the RKP will form part of everyday business for most administrative staff.*
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 Quartely senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

Nil

SHIRE OF Quairading
Take a closer look

RECORD KEEPING PLAN



@ShireofQuairading

@shireofquairading

CONTENTS

A. INTRODUCTION 4
B. SCOPE 5
C. LEGISLATIVE AND STRATEGIC CONTEXT 5
D. ASSOCIATED DOCUMENTS 6
E. ACRONYMS & DEFINITIONS 6
1. Acronyms 6
2. Definitions 7
F. PRINCIPAL ONE: PROPER & ADEQUATE RECORDS 9
1. Historical Background 9
2. Strategic Focus & Main Business Activity 9
3. Outsourced Functions 10
4. Major Stakeholders 10
5. Enabling Legislation 10
6. Governing Legislation 10
7. Shire of Quairading Local Laws 12
8. Government Policy & Industry Standards 13
9. Areas of improvement 13
G. PRINCIPAL TWO: POLICIES & PROCEDURES 14
1. Records Management & Business Information Systems 14
2. Records Management Policy & Procedures 15
3. Certification of Policies & Procedures 17
4. Evaluation of Policies & Procedures 17
H. PRINCIPAL THREE: LANGUAGE CONTROL 17
1. Keyword for Council Thesaurus Implemented 17
2. Assessment of its Effectiveness 17
3. Identified Areas of Improvement 17
I. PRINCIPAL FOUR: PRESERVATION 18
1. Assessment of Risks 18

2. Assessment of Impacts of Disasters 19
3. Strategies in Place for Preservation and Response 19
4. Security 20
5. Storage Reviews 20
6. Recovery of Lost Information 20
J. PRINCIPAL FIVE: RETENTION AND DISPOSAL 21
1. General Disposal Authority for Local Government Records 21
2. Existing Ad Hoc Disposal Authorities 21
3. Existing Disposal Lists 21
4. Restricted Access Archives 21
5. Transfer of Archives 21
6. Non-Transfer of Archives 21
7. Disposal Program Implemented 21
8. Authorisation for Disposal of Records 22
9. Identified Areas for Improvement 22
K. PRINCIPAL SIX: COMPLIANCE 22
1. Staff Training, Information Sessions 22
2. Induction Programs 22
3. Performance Indicators 22
4. Agency's Evaluation 23
5. Annual Report 23
6. Identified Areas for Improvement 23
L. 7 – SRC STANDARD 6 - OUTSOURCED FUNCTIONS 24
1. Outsourced Functions identified 24
2. Recordkeeping Issues Included in Contracts 24
3. Identified Areas for Improvement 25

A. INTRODUCTION

1. This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act).
2. Section 28 of the Act requires that no more than five years must elapse between the approval of a government agency's Recordkeeping Plan and a review of that Recordkeeping Plan.
3. State Records Commission (SRC) Standard 1 – Government Recordkeeping requires that government agencies ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by SRC.
4. SRC Standard 2 – Recordkeeping Plans is comprised of six recordkeeping principles, each of which contains minimum compliance requirements.
5. The purpose of this Recordkeeping Plan is to govern how records are created by the Shire of Quairading, and how those records are kept. The Recordkeeping Plan provides an accurate reflection of the recordkeeping program within the organisation, including information regarding the Shire's recordkeeping systems, disposal arrangements, policies and procedures.
6. The Recordkeeping Plan is the primary means of providing evidence of compliance with the requirements of the Act, and the implementation of best practice recordkeeping within the organisation.
7. The objective of the Shire of Quairading Recordkeeping Plan 2026 is to ensure:
    - Compliance with Section 28 of the State Records Act 2000;
    - That recordkeeping within the organisation is moving towards compliance with State Records Commission Standards;
    - That there are processes in place to facilitate the complete and accurate recording of business transactions and decisions;
    - That recorded information can be retrieved quickly, accurately and cost effectively when required; and
    - The protection and preservation of the organisation's records.

B. SCOPE

1. This Recordkeeping Plan applies to all Shire:
    - Employees;
    - Contractors;
    - Elected Members; and
    - Organisations performing outsourced services on behalf of the Shire.
1. This Recordkeeping Plan supersedes all previous versions and applies to all records created or received by any of the above parties, regardless of:
    - Physical format;
    - Storage location; or
    - Date created.
2. For the purposes of this Recordkeeping Plan, a record is defined as meaning 'any record of information however recorded,' and includes:
    - Anything on which there is writing or Braille;
    - A map, plan, diagram or graph;
    - A drawing, pictorial or graphic work or photograph;
    - Anything on which there are figures, marks, perforations or symbols having meaning for persons qualified to interpret them;
    - Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
    - Anything on which information has been stored or recorded, either mechanically, magnetically or electronically.

(*State Records Act 2000*)

C. LEGISLATIVE AND STRATEGIC CONTEXT

1. This Recordkeeping Plan complies with the *State Records Act 2000* and the State Records Commission Standards.

D. ASSOCIATED DOCUMENTS

1. The following Shire of Quairading documents (some currently under development) relate to this Recordkeeping Plan:

- Council Plan
- Records Management Policy
- Privacy Policy
- Employee Code of Conduct
- Records Management Procedure Manual
- Business Continuity Framework
- ICT Disaster Recovery Plan
- Employee Induction Checklist
- Copy of Certificate of Destruction & Authorisation Forms
- File naming convention

E. ACRONYMS & DEFINITIONS

1. Acronyms

- *State Records Act 2000 (the Act);*
- State Records Commission (SRC)
- Electronic Document Records Management System (EDRMS)
- Enterprise Resource Planning system (ERP system)
- Record Keeping Plan (RKP)
- Shire of Quairading (the Shire)

2. Definitions

1.1 Corporate Record

means any hard-copy, digital or online record that meets one or more of the following criteria:

- It conveys information essential or relevant in decision-making processes.
- It conveys information upon which others will, or may, use to make decisions affecting the Shire's operations, rights and obligations under legislation.
- It commits the Shire to certain courses of action, the commitment of resources or provision of services.
- It conveys information about matters of public safety or public interest, or involves information upon which contractual undertakings are entered into.
- The information is likely to be needed for future use or is of historical value.

1.2 Ephemeral Records

means any record that has no continuing value to the Shire, including duplicated records and/or those that have only short-term value with little or no on-going administrative, fiscal, legal, evidential or historical value. The Shire uses the guidelines contained within the General Disposal Authority for Local Government Records to determine which records are considered ephemeral.

1.3 General Disposal Authority

means the General Disposal Authority for Local Government records (the schedule). It is designed to provide consistency throughout Local Governments in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.

1.4 Government Record

means a record created or received by a government organisation or a government organisation employee, elected member, volunteer or contractor in the course of their work for the organisation.

1.5 Record

means any record of information however recorded, and includes:

- Anything on which there is writing or Braille;
- A map, plan, diagram or graph;
- A drawing, pictorial or graphic work or photograph;
- Anything on which there are figures, marks, perforations or symbols having meaning for persons qualified to interpret them;

- Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- Anything on which information has been stored or recorded, either mechanically, magnetically or electronically.

1.6 Record Keeping Plan

means a plan that ensures records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the State Records Commission. It is the primary means of providing evidence of compliance with the Act, and that best practices have been implemented in the organisation.

1.7 Records Disposal

means depositing records in the State Archives, managing the records as designated by State Archives or by destruction in accordance with policy.

1.8 Significant Records

means records containing information, which is of administrative, legal, fiscal, evidential or historical value, and are not recorded elsewhere on the public record. They describe a topic, record who was involved, why a decision was made, and may include actual guidelines.

1.9 State Record

means a parliamentary or government record.

1.10 Vital Records

means records essential to the continued business of the Shire. Vital Records include those that protect the rights of the individual and the organisation, and are absolutely essential for reconstruction in the event of a disaster.

F. PRINCIPAL ONE: PROPER & ADEQUATE RECORDS

Government organisations are to ensure that records are created and kept which properly and adequately record the performance of the organisations functions and which are consistent with any written law to which the organisation is subject when performing its functions.

1. Historical Background

Quairading is located in the central Wheatbelt of Western Australia, on Noongar Ballardong country just 167km east of Perth on the York-Quairading Road.

Quairading is a farming community with a population of approximately 1000, producing cereal and grain crops, forestry, wool, sheep and cattle supported by rural service industries. The district includes the localities of Quairading, Pantapin, Yoting, Badjaling, Dangin, South Caroling, Balkuling, Doodenanning and Wamenusking.

The town of Quairading was officially gazetted on 7th August 1907 and a railway extension from Greenhills to Quairading was built in 1908 with Quairading at the terminus. By 1909 there was a hotel, general store, blacksmith, baker, carpenter and two banks. The Quairading district quickly went ahead and by 1950 there was very little farming land which had not been cleared and brought into production. The small community at Dangin was eventually disbanded in favour of one central settlement at Quairading. Dangin's status as a 'dry' town also led to its demise as people were drawn to the licensed hotel at Quairading.

Improvements in technology and farming methods have resulted in a steady increase in production and a decrease in population as manual labour lessens in demand.

2. Strategic Focus & Main Business Activity

The Shire's Council Plan sets out our vision, aspirations, objectives and community priorities into the future and is our principal strategy and planning document. Under its Corporate Business Plan sections, it summarises the current and future activities planned to deliver services, projects and programs over the next four years to implement the community's strategic aspirations. The Council Plan is supported by informing strategies and plans like our long-term financial plan, our strategic asset management plans and our workforce plan.

Our Vision

"*A welcoming and united community where all residents contribute and work together to create thriving businesses, new job opportunities, a bright future for our young people and strong community and sporting organisations within a beautiful and productive rural setting*."

3. Outsourced Functions

The Shire of Quairading regularly outsources the following functions:

- Waste collection services;
- Document destruction;
- Information technology services;
- Legal Services
- Rates administration;
- Risk management
- Pest control;
- Fire extinguisher maintenance;
- Pool management; and
- Library service.

Other functions may be outsourced on an ad hoc basis in line with Council's endorsed annual budget:

- Road construction and maintenance
- Consultancy services

4. Major Stakeholders

The Shire recognises residents, ratepayers, regulatory bodies, funding bodies, visitors, the general public, elected members and employees as its major stakeholders.

5. Enabling Legislation

The Shire of Quairading was established under, and operates in accordance with, the *Local Government Act 1995*.

6. Governing Legislation

Governing legislation that is most likely to affect the functions and operations of the Shire of Quairading:

- *Aboriginal Heritage Act 1972 (WA)*
- *Age Discrimination Act 2004 (Cth)*
- *Auditor General Act 2006 (WA)*
- *Biodiversity Conservation Act 2016 (WA)*
- *Biosecurity and Agriculture Management Act 2007 (WA)*
- *Building Act 2011 (WA)*

- *Building Services (Complaint Resolution and Administration) Act 2011 (WA)*
- *Building Services (Registration) Act 2011 (WA)*
- *Building Services Levy Act 2011 (WA)*
- *Bush Fires Act 1954 (WA)*
- *Competition and Consumer Act 2010 (Cth)*
- *Contaminated Sites Act 2003 (WA)*
- *Corruption, Crime and Misconduct Act 2003 (WA)*
- *Dangerous Goods Safety Act 2004 (WA)*
- *Disability Discrimination Act 1992 (Cth)*
- *Emergency Management Act 2005 (WA)*
- *Emergency Services Levy Act 2002 (WA)*
- *Environmental Protection Act 1986 (WA)*
- *Equal Opportunity Act 1984 (WA)*
- *Fair Work Act 2009 (Cth)*
- *Fire and Emergency Services Act 1998 (WA)*
- *Food Act 2008 (WA)*
- *Freedom of Information Act 1992 (WA)*
- *Health (Miscellaneous Provisions) Act 1911 (WA)*
- *Heritage Act 2018 (WA)*
- *Industrial Relations Act 1979 (WA)*
- *Land Administration Act 1997 (WA)*
- *Land Tax Assessment Act 2002 (WA)*
- *Libraries Act 1984 (WA)*
- *Litter Act 1979 (WA)*
- *Local Government (Miscellaneous Provisions) Act 1960 (WA)*
- *Local Government Act 1995 (WA)*

- *Main Roads Act 1930 (WA)*
- *Native Title Act 1993 (Cth)*
- *Planning and Development Act 2005 (WA)*
- *Privacy Act 1988 (Cth)*
- *Privacy and Responsible Information Sharing Act 2024 (WA)*
- *Public Health Act 2016 (WA)*
- *Public Interest Disclosure Act 2003 (WA)*
- *Public Works Act 1902 (WA)*
- *Racial Discrimination Act 1975 (Cth)*
- *Rights in Water and Irrigation Act 1914 (WA)*
- *Road Traffic (Administration) Act 2008 (WA)*
- *Road Traffic Act 1974 (WA)*
- *Sex Discrimination Act 1984 (Cth)*
- *Soil and Land Conservation Act 1945 (WA)*
- *State Records Act 2000 (WA)*
- *Strata Titles Act 1985 (WA)*
- *Tobacco Products Control Act 2006 (WA)*
- *Transfer of Land Act 1893 (WA)*
- *Valuation of Land Act 1978 (WA)*
- *Waste Avoidance and Resource Recovery Act 2007 (WA)*
- *Work Health and Safety Act 2020 (WA)*
- *Workers Compensation and Injury Management Act 2023 (WA)*
- *Workplace Gender Equality Act 2012 (Cth)*

7. Shire of Quairading Local Laws

The following Local Laws have been imposed upon or adopted by the Shire of Quairading:

- *Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016*

- *Animals, Environment and Nuisance Amendment Local Law 2019*
- *Animals, Environment and Nuisance Local Law 2019*
- *Cemetery Local Law 2016*
- *Dogs Local Law 2017*
- *Extractive Industries Local law 2011*
- *Health Local Law 2016*
- *Local Government Property Local Law 2016*
- *Pest Plants Amendment Local Law 2018*
- *Pest Plants Local Law 2016*
- *Repeal Local Law 2016*

8. Government Policy & Industry Standards

The following government and industry standards and codes of practice have been imposed upon or adopted by the Shire of Quairading:

- Australian Records Management Standard ISO/AS 15489;
- Australian Accounting standards;
- National Competition Policy;
- State Records Commission Principles and Standards;
- WA Government Policy, Premier's Instructions and Public Sector Commissioner's Circulars;
- Current General Retention and Disposal Authority for Local Government Information; and
- Australian Building Codes – standard

9. Areas of improvement

Areas for improvement have been identified:

- The need to complete the transition from an insecure, inadequate and onerous manual system to digital format;
- Training for staff.
- Improved short title contents and metadata (search terms); and

- Correct file selection.

G. PRINCIPAL TWO: POLICIES & PROCEDURES

Government organisations must ensure that recordkeeping programs are supported by policy and procedures.

1. Records Management & Business Information Systems

The Shire of Quairading stores and manages its records largely in digital form using a shared drive (T:Drive), however, financial records relating to creditors are largely kept in hard copy. The Shire uses SynergySoft and partially implemented the Ready Community suite of software solutions in 2022/23.

The Shire is currently in the open market for procurement of a new cloud-based ERP system, including an EDRMS module. This process is expected to be finalised in the 28/29 financial year (earlier, if budget considerations allow).

1.1 Records Management System

The Shire's records management system has been recognised as not currently fit for purpose. The system consists of both hard copies and electronic records. Hard copy records kept mainly consist of those documents received and produced in the course of processing creditor transactions. Other hard copy correspondence (incoming or outgoing) is scanned and saved on the Shire's T:Drive. The file storage structure of this shared drive is based on the Keywords for Council Thesaurus. There is currently no secure mechanism to stop files from being deleted (accidentally or deliberately). Hard copy records are stored in the Shire's records room.

The Ready Community software modules compatible and integrated with SynergySoft include the Enterprise Content Manager AltusECM. It was intended for hard copy and digital business records to be transferred into this EDMRS however, the module has not been fully implemented. The Shire is actively undertaking procurement for a new cloud-based ERP system including EDRMS module.

Retention and disposal of physical files is managed in accordance with the General Retention and Disposal Authority for Local Government Information.

1.2 Business Information Systems

The Shire is currently operating ERP SynergySoft, partially supported by Ready Community suite of cloud-based software modules. As the rollout of the complete site could not be completed by the provider, the Shire is now in the process of procuring a new ERP system.

2. Records Management Policy & Procedures

The registration, creation and management of the Shire's records are underpinned by Recordkeeping Policies and Procedures. Please refer to the lists of documents in Section E 1 and below.

Recordkeeping Activities covered in the Shire of Quairading's Policies and Procedures	YES	NO
Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions. Include specific provisions for capture and control of Elected Members' correspondence.	✓	
Digitization – including categories of records digitized; disposal of source records; digitization specifications. NB: This procedure is only required where the organization intends to destroy source records prior to the expiration of the approved minimum retention period after digitizing, in accordance with the General Disposal Authority for Source Records.	✓	
Mail distribution - including frequency, tracking mechanisms and security measures.	✓	
File creation and closure – including assigned responsibility and procedures for both physical and automated file creation.	✓	
Access to corporate records – procedures for access to and security of corporate records.		✓
Authorised disposal of temporary records and transfer of State archives (whether hard copy or electronic) to the State Records Office (SRO) – any assigned responsibilities.	✓	
Electronic records management – including the organization's approach and methodology for the capture and management of its electronic records (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).	✓	

Recordkeeping Activities covered in the Shire of Quairading's Policies and Procedures	YES	NO
Email management – including the capture, retention and authorised disposal of email messages to ensure accountability Should indicate whether the organization is utilising a document management system or hard copy records system (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).	✓	
Website management – including the purpose of the site (e.g. whether informational/transactional), capture of all information published to the website within the corporate system and mechanisms for recording website amendments.		✓
Metadata management – including requirements for capture of metadata in information systems, whether automatic or manual.		✓
System/s management – including any delegations of authority for the control and security of systems utilised by the organization (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).		✓
Migration strategy – strategies planned or in place for migrating electronic information and records over time (e.g. through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and access. See SRC Standard 8: Managing Digital Information.		✓

3. Certification of Policies & Procedures

Each of the Shire's Policies and Procedures contains a Document Approval and Document Revision History which details the method of approval (i.e. either approved by the Executive Management Team or adopted by Council).

4. Evaluation of Policies & Procedures

The Shire will promote continuous improvement in all policies and procedures to ensure that they are contemporary, relevant and effective, and that the Shire keeps pace with the changing corporate environment. The recordkeeping Policies and Procedures for the Shire of Quairading will cover all categories identified in Principle 2 of SCR Standard 2 and will be deemed appropriate and effective.

H. PRINCIPAL THREE: LANGUAGE CONTROL

Government organisations ensure that appropriate controls are in place to identify and name government records.

1. Keyword for Council Thesaurus Implemented

The Shire of Quairading has adopted and implemented the Keyword for Council (KFC) Thesaurus which guides and informs the classification, titling and indexing of the Shire's records.

2. Assessment of its Effectiveness

The Thesaurus enables effective recordkeeping by ensuring consistency in the classification, titling and indexing for both administrative and functional activities of the Shire of Quairading, not only for registration/capture of records, but for also retrieval of records.

3. Identified Areas of Improvement

- A functional EDRMS will prevent the possibility of unauthorised staff implementing folders in the storage structure that do not conform with the KFC Thesaurus.

I. PRINCIPAL FOUR: PRESERVATION

Government organisations ensure that records are protected and preserved.

1. Assessment of Risks

1.1 On Site Storage

The Shire has its current, non-current, permanent and archival hard copy records located in the archive storeroom in the Shire Administration Building. This storage facility includes:

- Metal shelving with core flute board placed on the shelves;
- Secure premises with limited access;
- Fire detection system, smoke alarms and a hand held fire extinguisher;
- Disaster Recovery Kit;
- Compactum housing vital records;
- Large metal lockable container containing title deeds; and
- Secure Server Room (secured with access restricted to authorised staff).

Records are at risk of damage or destruction from fire, flood and rain. The Shire has undertaken the measures detailed above to mitigate risk.

1.2 Offsite Storage

The Shire does not have offsite storage for hard copy records.

1.3 Data Centre and Cloud Storage

The Shire stores its digital records in a server onsite. Daily backups are held offsite. The Shire is procuring a new ERP system which will be cloud-based. Digital records will then be held in cloud storage.

1.4 Storage of Archives

The Shire of Quairading holds State Archive Records in its archive storeroom, which has secure, restricted access.

Electronic records in the Shire's share drive are backed up on a daily basis.

1.5 Storage of Backups

Electronic backups of the Shire's electronic information are held offsite.

1.6 Quantity of Records

The Shire holds approximately 5000 hard copy records in its archive room, including active, inactive and records awaiting destruction.

1.7 Security and Access

The Shire has one main Server Room with access restricted to approved staff only.

A risk assessment has been undertaken as part of the Shire's Business Continuity Plan and Disaster Recovery Plan to ensure that the Shire can continue to operate in a crisis situation.

2. Assessment of Impacts of Disasters

A risk assessment has been undertaken regarding the risk of a disaster occurring which may affect the records of the Shire. This likelihood of a disaster has been rated as *Possible.*

The impact of a disaster affecting the Shire's records has been assessed as *Medium.* The Shire considers that there are sufficient strategies in place to ensure that the business activities of the organisation will be managed appropriately in the event of a business interruption due to a disaster.

3. Strategies in Place for Preservation and Response

The following strategies have been developed by the Shire in order to mitigate the impacts of a disaster, including a response strategy.

3.1 Vital Records

Vital records are identified as being:

- Contracts
- Lease Agreements
- Certificates of Tile
- Legal agreements
- Licenses an Approval
- Employee records

Records existing in hard copy form are stored in a in the archive storeroom or the Shire's strong room, both of which have access restricted to authorised staff. To mitigate the risk of loss, these records have been scanned and captured in the Shire's share drive. The digital copies are used for all normal business activities.

3.2 Back Up Procedures for Electronic Records

Electronic records are backed up daily**.** The backups are stored offsite.

3.3 Preservation of Electronic Records

The Shire has implemented the following processes to ensure that electronic records are accessible and readable into the future:

- Electronic records are stored in a format that is appropriate to ensure readability and accessibility for the relevant period of retention.
- All digital records are stored in the central shared drive of which backups are created daily.

4. Security

The following security measures are in place to prevent unauthorised access to records:

- Hard copy records are stored in a secure room accessible only to approved staff.
- Digital records have access levels determined in accordance with file structure and staff key responsibilities.
- Access to the Server Room is restricted to authorised staff only.
- All access to secure areas such as the Records Room, Archive Room and Server Room is restricted and recorded.

5. Storage Reviews

The records storage facilities utilised by the Shire will be reviewed annually to ensure that conditions are appropriate for the organisation's records. There are no plans to expand onsite storage as the onsite storage currently utilised by the Shire is considered appropriate for the organisation's needs. This will be assessed on a yearly basis.

6. Recovery of Lost Information

The Shire will develop a set of quick response strategies to recover lost information in all formats should a disaster occur:

- Core Servers will be replicated offsite so that in the event of a disaster, the replicated servers can be activated through a script. This process is described in the Shire's ICT Disaster Recovery Plan and will ensure that there is a maximum loss of 15 minutes of data entry.
- A Disaster Recovery Kit is located on site in the Archive Room to assist in the recovery of hard copy records.

7. Identified Areas for Improvement

The Shire will ensure that relevant staff will receive adequate training in the retention and disposal of digital records. The proposed cloud-based EDRMS module of a new ERP system will allow for automation of retention and disposal processes as much as possible.

J. PRINCIPAL FIVE: RETENTION AND DISPOSAL

Government organisations ensure that records are retained and disposed of in accordance with an approved disposal authority.

1. General Disposal Authority for Local Government Records

The Shire uses the Retention and Disposal Schedule DA2023-001 relating to all functional records held by the Shire, which was released by State Records in June 2016. This Schedule replaces the previous General Disposal Authority DA2015-001.

2. Existing Ad Hoc Disposal Authorities

The Shire of Quairading does not use any Ad Hoc disposal authorities.

3. Existing Disposal Lists

The Shire of Quairading does not have any Disposal Lists.

4. Restricted Access Archives

The Shire does not hold any archival records which would require restricted access when transferred to the SRO.

5. Transfer of Archives

An Archives Transfer Request form has *not* been submitted to the SRO. The Shire will transfer State Archives to the State Archives Collection for permanent preservation when requested by the SRO.

6. Non-Transfer of Archives

SRC Standard 7: *State Archives retained by Government Organisations* provides for organisations to retain State archives older than 25 years. The Shire has not identified any State Archives that will not be transferred to the SRO for permanent preservation.

7. Disposal Program Implemented

The Shire will conduct a regular twice yearly (June and December) disposal program. The Shire of Quairading's Retention and Disposal Schedule DA2023-001 and the General Disposal Authority for State Government Information have not yet been fully implemented within the organisation.

8. Authorisation for Disposal of Records

Before any records are destroyed or transferred to the SRO, a list of the records due for destruction or transfer is provided to the Responsible Officer for the Shire. This process allows for the review of documents due for destruction. Officers may request any records which are not held in digital format to be scanned prior to destruction or re-sentenced for a longer period. The Destruction Schedule can then be authorised by the Records Officer, Executive Director Corporate Services and the Chief Executive Officer.

9. Identified Areas for Improvement

Additional training will be provided to essential staff for the sentencing and disposal of digital records.

K. PRINCIPAL SIX: COMPLIANCE

Government organisations ensure their employees comply with the record keeping plan.

1. Staff Training, Information Sessions

The Shire will implement the following activities to ensure that all staff are aware of their recordkeeping responsibilities and receive appropriate training to enable compliance with the Recordkeeping Plan:

- Induction for new employees.
- In-house ongoing Records Awareness training as required for all staff members and business units.
- Ongoing Records Management training for key employees tasked with records management.
- The staff newsletter to provide regular updates and reminders regarding record keeping and managing responsibilities.

2. Induction Programs

New employees will be required to participate in an initial induction which introduces them to the Shire's record keeping system. As part of this induction, employees will be provided with the End User Procedures for Recordkeeping (in development).

Ongoing support and one to one training will always available upon request.

3. Performance Indicators

A set of Key Performance Indicators will be developed to monitor the Shire's recordkeeping performance. These are expected to be in operation by July 2027.

4. Agency's Evaluation

The risk management matrix will enable the Shire to evaluate on a quarterly basis the performance and compliance functions of recordkeeping. The Shire will aim for continuous improvement in all functions across the organisation.

5. Annual Report

The Shire's Annual Report for the Financial Year 2024/25 included the following statements:

"Record Keeping

The Shire manages its corporate records in accordance with the State Records Act 2000 (WA). The Shire's Record Keeping Plan was approved by the State Records Commission on the 7th August 2020. A review of the Record Keeping Plan must be submitted to the Commissioner by 7th August 2025, with proposed amendments to The Plan able to be submitted up to one year after the review is due.

Records are a core resource for the Shire and good record keeping practices are critical to the Shire's efficiency and accountability to the community and its stakeholders.

The Shire of Quairading continues to strive to improve its record keeping practices and the implementation of a new Electronic Document Management System is ongoing as part of the Shire's commitment to sustainability.

The Shire of Quairading is committed to preserving local history, supports the principles of the State Records Act and recognises the importance of establishing and maintaining a reliable and credible Record Keeping System."

6. Identified Areas for Improvement

The Shire is committed to continuous improvement in both our recordkeeping systems and procedures, and records awareness training across the organisation.

The Shire will continue to evaluate and assess our current recordkeeping system to ensure that recordkeeping systems within the organisation are compliant and effective.

Training and induction across the organisation will be conducted in accordance with the most current information available to us.

Ongoing training will be provided across the organisation to improve records awareness.

L. 7 – SRC STANDARD 6 - OUTSOURCED FUNCTIONS

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organisations with persons to perform any aspect of record keeping for the organisation.

State organisations may enter into contracts or other arrangements whereby an individual or an organisation is to perform a function or service for the State organisation, or act as the State organisation's agent to deliver services to clients, or for the State organisation's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organisation's legislative, business and accountability requirements.

1. Outsourced Functions identified

The Shire of Quairading regularly outsources the following functions:

- Waste collection services;
- Document destruction;
- Information technology services;
- Legal Services
- Rates administration;
- Risk management
- Pest control;
- Fire extinguisher maintenance;
- Pool management; and
- Library service.

Other functions may be outsourced on an ad hoc basis in line with Council's endorsed annual budget:

- Road construction and maintenance

2. Recordkeeping Issues Included in Contracts

The Shire of Quairading will include the creation and management of proper and adequate records of the performance of outsourced functions in the planning process for the outsourced functions. The Shire will ensure that each contract for outsourced functions contains a clause addressing the criteria in sections 2.1 to 2.7.

2.1 Planning

The Shire will include the creation and management of proper and adequate records of the performance of the outsourced functions, in the planning process for the outsourced functions. This includes Tender Documents and Contracts.

2.2 Ownership

The Shire includes in all contracts a clarification that ensures the ownership of State records is addressed and resolved during outsourcing exercises. This clause is included in the signed contract/agreement.

2.3 Control

Any contractor undertaking outsourced functions on behalf of the Shire must ensure that records created and controlled by them in either hard copy or digital format are stored in accordance with the recordkeeping standards, policies, procedures and guidelines stipulated by the Shire.

2.4 Disposal

The disposal of all State Records which are the product of or are part of any contract/agreement between the Shire and a contractor/agent will be disposed of in accordance with the General Disposal Authority for State Government Information published by the State Records Office.

2.5 Access

Conditions for the provision of access to any State records produced in the course of a contract/agreement for outsourced functions are detailed in the signed contract/agreement.

2.6 Custody

Custody of documents which are the product of or are part of any contract/agreement between the Shire and a contractor/agent for State records are specified in the signed contract/agreement.

2.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon completion of the contract/agreement are specified in the signed contract/agreement.

3. Identified Areas for Improvement

The Shire has identified outsourced functions and recordkeeping requirements which have been addressed in contracts for outsourced functions in accordance with requirements of the Act. The Shire will continue to update the requirements to be addressed in contracts for outsourced functions in accordance with the most recent requirements under the Act.

Shire of Quairading

Record Keeping Plan Review Report – RKP *2020003*

OFFICIAL

1. Business Functions Under RKP

Compare the information documented in your organisation's approved RKP with the current operating environment.

No	Section	Compliance Requirement	Yes	No
1.1	Business Activities	Have any business activities, including outsourced activities, or functions changed?	☑	☐
1.2	Major Stakeholders	Are there any changes to major stakeholders?	☐	☑
1.3	Enabling Legislation	Has the organisation's enabling legislation changed?	☑	☐
1.4	Other Legislation	Are there any changes to (major) legislation administered by or affecting the functions and operations of the organisation?	☑	☐

If you have answered 'YES' to any of the above, please briefly explain in the table below:

<Add more table rows as necessary or Delete table if no changes are required>

Section	Explanatory Notes	Planned Actions
1.1	The Shire no longer runs the Quairading Medical Practice	Remove all mention of the Quairading Medical Practice from the new RKP
1.3	Local Government Reform has caused significant changes to the Local Government Act 1995	Consider additional record keeping requirements in the new RKP. Implement procedures to comply with amended legislation.
1.4	Local Government employment now under the State system: adherence to the *Industrial Relations Act 1979.* *Work Health and Safety (WHS) Act 2020.* Planning and Development (Local Planning Scheme) Regulations 2015 – Amendments. *Environmental Protections Act 1986* - Amendments	Consider potential impact on record keeping. Implement changes to procedures where necessary.

If your organisation's business functions, outsourced activities or legislative requirements have changed in the past five years, you will need to submit an amended RKP and include a submission date on the last page of this report.

2. Changes to Policies and Procedures

Compare the policy and procedure documentation in your organisation's approved RKP with current practices.

No	Section	Compliance Requirement	Yes	No
2.1	Record keeping Systems	Are all record keeping systems that create and keep records described in the RKP?	☐	☑
2.2		Are all business systems that create and keep records described in the RKP?	☐	☑
2.3	Policies and Procedures	Do the policy/ies and procedures for record keeping included in the RKP reflect current practice?	☑	☐
2.4		Are your policies and procedures approved by your organisation's CEO?	☑	☐
2.5		Are record keeping policies and procedures disseminated to all staff?	☑	☐

If you have answered 'NO' to any of the above, please briefly explain in the table below:

<Add more table rows as necessary or Delete table if no changes are required>

Section/Activity	Explanatory Notes	Planned Actions
2.1	Since the last RKP was approved, the Shire has largely adopted digital methods of record keeping	Reflect digital record keeping requirements in the new RKP
2.2	The Shire has implemented a new Payroll software. This has caused changes in what records are created and how they are stored.	Ensure new payroll record keeping practices are compliant and reflected in the RKP

If your organisation's record keeping practices have changed in the past five years, you will need to submit an amended RKP and include a submission date for the amended RKP on the last page of this report.

Please indicate if:

Areas for Improvement	Yes	No
your approved RKP identified areas for improvement for policies and procedures	☑	☐
improvements were implemented	☑	☐

3. Storage of digital and hard copy records

Identify whether an assessment of the risks to records has been conducted for any new storage arrangements.

No	Section	Compliance Requirement	Yes	No
3.1	Assessment of Risks to records	Have you conducted a risk assessment for your storage of hard copy AND digital information?	☑	☐
3.2	Records Disaster Recovery Plan (RDRP)	Has the RDRP, or similar, been revised to reflect any changes to storage conditions, approved and implemented throughout the organisation for hard copy AND digital information?	☐	☑

Please explain the outcome of the risk assessment for your storage of hard copy and digital information. Alternatively, please provide a timeframe for completing an assessment.

<Add more table rows as necessary or Delete table if no changes are required>

Section/Activity	Explanatory Notes	Planned Actions/Outcome
3.2	The Shire does not currently have Disaster Recovery Plan that cover hard copy records	Develop a Records Disaster Recovery Plan for hard copy records

If your organisation's records storage conditions, or your RDRP have changed in the past five years, you will need to provide an amended RKP and include a submission date on the last page of this report.

Please indicate if:

Areas for Improvement	Yes	No
your approved RKP identified areas for improvement for risk assessment and storage conditions	☑	☐
improvements were implemented	☑	☐

4. Retention and Disposal

Identify whether retention and disposal authorities have been implemented within your organisation.

No	Section	Compliance Requirement	Yes	No
4.1	Retention and Disposal Authorities (RDA)	Do you have a State Records Commission approved retention and disposal authority in place? These include:		
		General Retention and Disposal Authorities	☑	☐
		Sector Disposal Authorities	☐	☑
		Organisation Retention and Disposal Authorities	☐	☑
4.2	Disposal Program	Are you implementing a retention and disposal program using an approved retention and disposal authority?	☑	☐
4.3	RDA Review	Have any of the RDAs in use been reviewed and amended to account for new functions, classes of records and/or updated disposal decisions?	☑	☐

Please briefly explain in the table below if actions are required:

<Add more table rows as necessary or Delete table if no changes are required>

Section/Activity	Explanatory Notes	Planned Actions
4.3	DA 2023-005 implemented	No further action required

Please indicate if:

Areas for Improvement	Yes	No
your approved RKP identified areas for improvement for retention and disposal	☐	☑
improvements were implemented	☐	☑

If retention and disposal requirements have changed in the past five years, you will need to provide an amended RKP and include a submission date on the last page of this report.

CEO CERTIFICATION

Tick as appropriate

An amendment to the RKP is NOT required as the RKP accurately reflects current functions, legislative requirements and record keeping practices within the organisation. ☐

Note: In anticipation of a new Standard and revised record keeping plan requirements, a further review may be requested in two (2) years, under S.28 of the *State Records Act 2000*.

I acknowledge and understand that the State Records Office may require a further review as noted above. ☐

OR

An amendment to the RKP is required because: ☑

Shire of Quairading's business or functions or legislative requirements have changed in the past five years; or

The RKP does **not** accurately reflect current record keeping practices within ***Shire of Quairading***; or ☑

The RKP does not reflect the current record storage arrangements; or ☐

Shire of Quairading is not implementing an approved and up-to-date retention and disposal authority/ies, in accordance with its RKP ☐

If you have indicated that an amendment to the RKP is required, please provide the date that the amended RKP will be submitted to the State Records Office. Amended RKPs may be submitted up to one year after your review report is due.

Amended RKP Submission Date	31 July 2026

I confirm, to the best of my knowledge and belief, the information provided about the review is complete and accurate.

Natalie Ness.

Signature Chief Executive Officer or Principal Officer, or delegate

Natalie Ness	Chief Executive Officer
Name	Position
Shire of Quairading	30.06.2025
Name of Organisation	Date

GOVERNMENT OF WESTERN AUSTRALIA

Department of **Creative Industries, Tourism and Sport**
State Records Office of Western Australia

Alexander Library Building
Perth Cultural Centre
25 Francis Street Perth WA 6000
Telephone 61 8 9427 3600
Email sro@sro.wa.gov.au
www.sro.wa.gov.au

OFFICIAL

Our reference: RKP/L/2003/013

19 August 2025

Ms Jen Green
A/Chief Executive Officer
Shire of Quairading

Emailed to: shire@quairading.wa.gov.au

Dear Ms Green

Recordkeeping Plan Review Report RKP 2020003/1

Thank you for the report dated 30 June 2025, outlining the review of the Shire of Quairading's (the Shire's) Recordkeeping Plan (the Plan). The report, noted by the State Records Commission (the Commission) at its 7 August 2025 meeting, provides evidence of the Shire's progress towards better practice record keeping with a commitment to submit an amended Plan.

The Commission noted the Shire's intent to submit its amended Plan by **31 July 2026**.

Should you or your organisation require any further assistance or clarification, please contact the State Records Office via the details above.

Yours sincerely

Damian Shepherd
State Archivist and Executive Director
State Records Office

This letter is sent electronically and is valid without a physical signature in accordance with the *Electronic Transactions Act 2011*.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH & BUILDING (00:18:35)

No matters for consideration

ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES (00:18:43)

14.1 Weed Control Policy

Responsible Officer Nic Warren, Chief Executive Officer

Reporting Officer Sarah Caporn, Executive Manager, Works & Services

Attachments 1. Weed Control Policy ⇩

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

RESOLUTION: OCM 011-26/27

Moved: Cr BR Cowcill
Seconded: Cr SL Hadlow

That Council rescind the Weed Control Policy.

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED 6/0

IN BRIEF

This policy was last reviewed in December 2022 and overdue for biennial review.

As a result of the review, officers reflected on weed control practices and suggest that it is more of an operational matter.

Operational items do not require a Council policy and are under the control of the CEO.

It is still important for the community to be aware of the Shire's service standards around weed control so the contents of the policy will be converted into a Business Operating Procedure.

MATTER FOR CONSIDERATION

Bi-annual review of the Weed Control Policy for the Shire of Quairading (Attachment 1).

BACKGROUND

A weed control policy was last considered by Council at its December 2022 OCM.

At that time, Council questioned the arrangements or infringements needed if a landowner was to undertake weed control or clearing on the road reserve. More rigour was added around clearing regulations and application of weed controls in areas other than a road reserve.

Use of chemicals, including herbicides, is highly regulated and Shire staff are regularly trained in their use and safe application within a Local Government setting.

STATUTORY ENVIRONMENT

Local Government Act 1995

Environmental Protection Act 1986

Biosecurity and Agriculture Management Act 2007

POLICY IMPLICATIONS

Road Reserve Weed Control Policy

FINANCIAL IMPLICATIONS

Weed control costs are captured as part of the Annual Budget allocations.

Officers aim to undertake better weed control on our rural roads using approved herbicides with a residual which will decrease germination and growth of weeds over time.

ALIGNMENT WITH STRATEGIC PRIORITIES

3.1 **Built Environment**: Safe, efficient and well maintained road and footpath infrastructure

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

3.2 **Built Environment**: Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles

4.3 **Natural Environment**: Demonstrate sustainable practices of water, energy and waste management

CONSULTATION

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

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

1.3 Infrastructure and Operational Risks: Road Infrastructure and Maintenance

RISK ASSESSMENT

Financial	Low *Better weed management means that operational costs are lowered across the assets.*
Health	Medium *Application of herbicides is not without risk to both operators and general public. All precautions will be taken to minimise this risk including correct equipment, procedures and practices, PPE and signage.*

Reputation	Medium *Weed control is something often raised by public and residents to the Shire Front Counter. The Shire is conscious of maintaining a clear and tidy townsite free from weeds prior to fire season. We also need to ensure road verges are well maintained for the travelling public.*
Operations	Medium *Good weed management practices help operational staff achieve Council's goal for Service Levels in our public assets.*
Natural Environment	Medium *Best practices will be maintained to ensure that only target species are impacted for weed management. Council needs to meet a range of legislative requirements in the management of areas with native vegetation.*

	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 Quartely senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

Nil

WEED CONTROL POLICY

PURPOSE

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

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

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

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

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

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

OBJECTIVE

The objectives of this Policy are to:

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

- Comply with relevant legislation including the *Biosecurity and Agriculture Management Act 2007* and *Environmental Protection Act 1986*.

DEFINITIONS

Weed

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

Road Reserve

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

Landholders

The holder or proprietor of land.

Environmentally Sensitive Area (ESA)

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

Clearing Regulations

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

POLICY

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

GUIDELINES

Herbicides used within the Shire, including Glyphosate, are applied in accordance with the label instructions.

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

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

The large majority of works that is conducted by the Shire occurs in open rural and park areas, drainage swales, road edge lines and footpaths. Visible signage is to be erected when

conducting spraying works to notify the public of spraying occurring so they can choose to navigate around or temporarily avoid these areas if they wish.

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

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

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

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

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

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

Annexure A – Procedures

STATUTORY ENVIRONMENT

Local Government Act 1995

Environmental Protection Act 1986

Biosecurity and Agriculture Management Act 2007

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Sarah Caporn	14/12/2023	135-23/24	New Policy – Replaces Road Reserves Weed Control Policy	Dec 2025	

Annexure A

1. General weed management for Council Employees

1.1 Herbicide spraying

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

Risk can be minimised by:

(a) Restricting spraying to the road shoulder and around road furniture,

(b) Not spraying on wet or windy days,

(c) Not using residual herbicides along watercourses, and

(d) Not using non-selective herbicides near susceptible plants.

1.2 Alternative Weed Control Strategies

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

The three main approaches to weed management are:

(a) Prevention of establishment,

(b) Early detection and eradication, and

(c) Management of existing populations.

Prevention

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

Prevention mechanisms include:

(a) Cleaning machinery between jobs,

(b) Only using clean, weed-free fill materials, including stockpiles,

(c) Marking turn-around points for maintenance works to prevent longitudinal spread

(d) Through mowing or grading,

(e) Revegetation of disturbed areas, and

(f) Minimising or avoiding disturbance in areas of native vegetation.

Early Detection and Eradication

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

Management of Existing Populations

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

Grazing and Stock Movement

In WA, vegetation clearing (including grazing-related) is dealt with under the *Environmental Protection Act 1986* and the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*. Movement of stock along road reserves can aid the spread of weeds, compact the soil, exacerbate soil erosion problems and hinder native plant regeneration. Whilst it is necessary to allow the moving of stock along road reserves to move them between paddocks, stock movement should be avoided where there is declared rare flora or native vegetation that is classified in an environmentally sensitive area (ESA). Landholders must find alternative routes for the movement of stock through negotiation with adjacent landholders.

Fencing

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

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

Removal of Plant Material

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

from. Ultimately, this can lead to lower densities of some species and alteration of the vegetation structure.

Summer Weed Control

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

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

(a) Growth stages of the plant

(b) Seed development stages and timeframes

(c) Herbicide tolerance and susceptibility

(d) Areas of high population densities of the specific weed and potential distribution zones.

Declared Plants

Plants may be 'declared' pests under the *Biosecurity and Agriculture Management Act 2007* (BAM Act). If a plant is declared, Council Employees are obliged to control that plant on roadside reserves where they are present. Declaration specifies a category, or categories, for each plant according to the control strategies or objectives which are considered to be appropriate in a particular place.

Among the factors considered in categorising declared plants are:

(a) The impact of the plant on individuals, agricultural production and the community in general,

(b) Whether it is already established in the area, and

(c) Feasibility and cost of possible control measures.

Collecting plant samples for identification

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

2. General weed management for Adjacent Landholders

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

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

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

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

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

2.1 Herbicide spraying

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

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

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

2.2 Cultivation

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

2.3 Burning

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

Summer Weed control

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

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

(a) Growth stages of the plant

(b) Seed development stages and timeframes

(c) Herbicide tolerance and susceptibility

(d) Areas of high population densities of the specific weed and potential distribution zones.

Declared plants

Plants may be 'declared' pests under the *Biosecurity and Agriculture Management Act 2007* (BAM Act) If a plant is declared, landholders are obliged to control that plant on their own property where present. Declaration specifies a category, or categories, for each plant according to the control strategies or objectives which are considered to be appropriate in a particular place.

Among the factors considered in categorising declared plants are:

(a) The impact of the plant on individuals, agricultural production and the community in general,

(b) Whether it is already established in the area, and

(c) Feasibility and cost of possible control measures.

Collecting plant samples for identification

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

3. Role of Council in Assisting Landholders with Roadside Weed Control Strategies

3.1 Herbicide spraying

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

3.2 Cultivation

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

3.3 Burning

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

Any burning for weed control must be undertaken in accordance with the *Bush Fires Act 1954* and any local restrictions that are in force at the time. Further information on the

WEED CONTROL POLICY

Restricted and Prohibited Burning Periods are available at the Shire's website - https://www.quairading.wa.gov.au/fire-control-prevention.aspx

ITEM 15 MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY (00:20:46)

No matters for consideration

ITEM 16 URGENT COUNCILLOR'S BUSINESS (00:20:53)

Nil

ITEM 17 CONFIDENTIAL ITEMS (00:21:02)

The Meeting will be closed by Council Resolution to the public under Part 5 Division 2 Section 5.23(4) of the Local Government Act 1995 as the Items relates to : -

(b) information relating to the personal affairs of an individual;

RESOLUTION: OCM 012-26/27

Moved: Cr BR Cowcill
Seconded: Cr KS Squiers

That Council close the meeting to the public at 3.37 pm to consider the confidential reports listed below in accordance with Section 5.23(4) of the Local Government Act 1995:

17.1 Sale of Land due to Non Payment of Rates

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED 6/0

17.1 Sale of Land due to Non Payment of Rates

RESOLUTION: OCM 013-26/27

Moved: Cr JC Hayes
Seconded: Cr KS Squiers

That Council, being of the view that the cost of proceedings under section 6.56 of the Local Government Act 1995 to recover the money due by its owner will equal or exceed the value of the land, take possession of the land situated at 2 Dangin Terrace, Dangin and to exercise the power to sell the land pursuant to section 6.64 of the Local Government Act 1995.

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED 6/0

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

RESOLUTION: OCM 014-26/27

Moved: Cr BR Cowcill
Seconded: Cr SL Hadlow

That the meeting be open to members of the public at 3.40 pm.

FOR: Crs TJ Stacey, JC Hayes, BR Cowcill, SL Hadlow, KS Squiers and LJ Stacey Cowcill

AGAINST: Nil

CARRIED 6/0

Public Reading of Resolution

The Shire President read aloud the decisions made by Council while the Meeting was closed to the public.

ITEM 18 NEXT MEETING DATE (00:22:25)

The next Ordinary Council Meeting is scheduled to take place on Thursday 27 August 2026 commencing at 3:15 PM in the Council Chambers, 10 Jennaberring Road, Quairading, WA.

ITEM 19 CLOSURE (00:22:40)

There being no further business, the Chairperson closed the Meeting at 3.41pm.

I certify the minutes of the Ordinary meeting of Council held on 30 July 2026 were confirmed 27 August 2026 as recorded on Resolution No. 015 - 26/27.

Confirmed..... 03.09.2026