



AGENDA

ORDINARY COUNCIL MEETING

An Ordinary Meeting of the Shire of Halls Creek will be held at **4.30pm on Thursday 21st October 2021** in the Council Chambers, 7 Thomas Street Halls Creek.

Noel Mason
Chief Executive Officer
15th October 2021

7 Thomas Street, Halls Creek PO Box 21, Halls Creek WA 6770

P (08) 9168 6007 F (08) 9168 6235

E hcshire@hcshire.wa.gov.au

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Notes for Members of the Public

PUBLIC QUESTION TIME

The Shire welcomes your questions and will continue to set aside a period of 'Public Question Time' to enable a member of the public to put questions to the Council. Questions should only relate to the business of the Shire and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Presiding Member may either answer the question or direct it to an officer to answer, or it will be taken on notice.

Any comments made by a member of the public become a matter of public record as they are minuted by Council. Members of the public are advised that they are deemed to be held personally responsible and legally liable for any comments made by them that might be construed as defamatory or otherwise considered offensive by any other party.

PRESENTING TO COUNCIL

Organisation and members of the public have the opportunity to present to Council at the Ordinary Council Meeting, however an application form must be completed and the presentation must comply within the Shire Presentation guidelines. Application form and guidelines are available on the Shire website.

POST COVID-19 ATTENDANCE

The regulations relating to gatherings post COVID has ended in WA and at present and the Shire can now accommodate visitors, observers and deputations at the Council Chambers. If you have an interest in attending a Council meeting please arrange with the Shire Officers in advance to ensure any recent COVID restrictions are met.

2021 COUNCIL MEETING DATES

The following Council Meeting dates and times have been resolved by Council.

18 November 2021	Council Chamber, Halls Creek	4.30pm
16 December 2021	Council Chamber, Halls Creek	4.30pm

Notes for Elected Members

DECLARATIONS OF INTEREST

Section 5.65 and 5.70 of the Local Government Act 1995 requires an Elected Member or officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Elected Member or officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

An Elected Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision-making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow an Elected Member to speak, the extent of the interest must also be stated.

APPLICATION FOR LEAVE OF ABSENCE

In accordance with Section 2.25 of the *Local Government Act 1995*, an application for leave requires a Council resolution granting leave requested. Council may grant approval for Leave of Absence for an Elected Member for ordinary Council meetings for up to but not more than six consecutive meetings. The approval of the Minister is required for leave of absence greater than six ordinary Council meetings.

This approval must be by Council resolution and differs from the situation where an Elected Member records their apologies for the meeting. A failure to observe the requirements of the Act that relates to absence from meetings can lead to an Elected Member being disqualified should they be absent without leave for three consecutive meetings.

DISCLAIMER

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Halls Creek expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

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THURSDAY 21 OCTOBER 2021**

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ORDINARY MEETING OF COUNCIL

AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The meeting was opened at by.....

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Halls Creek for any act, omission or statement or intimation occurring during this meeting.

It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decision, which will be provided within the minutes of this meeting.

1.1 Declaration by Elected Members of Council

ITEM NUMBER:	1.1
REPORTING OFFICER:	Noel Mason, Chief Executive Officer
SENIOR OFFICER:	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

Declaration by Elected Members of Council

Newly elected Members of Council make their declaration before the Chief Executive Officer of the Shire of Halls Creek, Mr Noel Mason.

Elected members to make the following declaration by order of highest vote, determining their length of term:

Local Government Act 1995

2.29. Declaration

- (1) *A person elected as an elector mayor or president or as a councillor has to make a declaration in the prescribed form before acting in the office.*
- (2) *A person elected by the council as mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.*
- (3) *A declaration required by this section is to be taken or made before a prescribed person.*
- (4) *A person who acts in an office contrary to this section commits an offence.*

Penalty: \$5 000 or imprisonment for one year.

Shire of Halls Creek

Form 7 - Declaration by elected member of council [r. 13(1)(c)]

Local Government Act 1995

Local Government (Constitution) Regulations 1998

DECLARATION BY ELECTED MEMBER

I,

of ¹

having been elected to the office of president/deputy president/councillor of the

³

declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgment and ability, and will observe the *Local Government (Rules of Conduct) Regulations 2007*.

Declared at on

by

Before me:

- 1 Insert your residential address.

- 2 Delete those that do not apply.

- 3 Insert the name of the local government.

2. RECORD OF ATTENDANCE/ LEAVE OF ABSENCE (PREVIOUSLY APPROVED)/ APOLOGIES/ LATE ARRIVALS

2.1 Attendance

Shire President

Cr Malcolm Edwards
Cr Patricia McKay
Full Councillor list to be advised

Chief Executive Officer
Director Corporate Services
Director Health & Regulatory Services
Director Youth & Community Development
Director Assets
Minutes

Noel Mason
Lloyd Barton
Musa Mono
Margaret Glass
Jackie Parker
Dianne Rowbottom (online)

2.2 Leave of Absence (previously approved)

Nil at the time of preparing the agenda.

2.3 Apologies

2.4 Late Arrivals

2.5 Declaration of Interests

Councillor/Staff Member	Item No.	Interest	Comments
Nil			

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

There were no notifications of any Public Questions at the time of preparing this agenda.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil at the time of preparing the agenda.

6. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil at the time of preparing the agenda.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Ordinary Council Meeting held 16 September 2021.

Officer's Recommendation

That Council confirms the minutes of the Ordinary Council Meeting held 16 September 2021 as a true and accurate record.

Moved: Cr

Seconded: Cr

Note: The minutes of the Council meeting listed above is provided under separate cover via www.halls Creek.wa.gov.au

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

There were no items for this section at the time of preparing the agenda.

9. OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 Election of Shire President

ITEM NUMBER:	9.1.1
REPORTING OFFICER:	Noel Mason, Chief Executive Officer
SENIOR OFFICER:	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

The Chief Executive Officer will call for nominations for Shire President and declare the close of nominations.

All nominations must be in writing and can be given to the Chief Executive Officer either before the meeting or at this point in the meeting. Any Councillor can nominate another Councillor for a position. In this case, the Chief Executive Officer conducting the election must also receive confirmation, either written or verbal, from the nominated Councillor that they are willing to be nominated.

Each Councillor, who has accepted their nomination, will be allowed three minutes, if they so choose, to present to the Council their claim for suitability for the role.

Election will take place by secret ballot.

The Chief Executive Officer is to declare the result of the election, the declaration is to include the names of the candidates and the name and term of office of the candidate declared elected.

The newly elected Shire President will make their declaration before the Shire of Halls Creek Chief Executive Officer, Mr Noel Mason.

The Shire President will assume responsibility for presiding over the remainder of the meeting.

The Shire President will have 3 minutes to address council, in their acceptance of the role.

Local Government Act 1995 – Schedule 2.3

2. When council elects mayor or president

- (1) *The office is to be filled as the first matter dealt with –*
 - (a) *at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and*
 - (b) *at the first meeting of the council after an extraordinary vacancy occurs in the office.*
- (2) *If the first ordinary meeting of the council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.*

3. CEO to preside

The CEO is to preside at the meeting until the office is filled.

4. How mayor or president is elected

- (1) *The council is to elect a councillor to fill the office.*
- (2) *The election is to be conducted by the CEO in accordance with the procedure prescribed.*
- (3) *Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.*
- (3a) *Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.*
- (4) *If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.*
- (5) *The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.*
- (6) *Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election.*

- (7) *as soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.*
[Clause 4 amended by No. 49 of 2004 s. 69(2)-(5); No. 66 of 2006 s. 14.]

5. Votes may be cast a second time

- (1) *If when the votes cast under clause 4(5) are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days.*
- (2) *Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes.*
- (3) *When the meeting resumes the councillors are to vote again on the matter by secret ballot as if they were electors voting at an election.*
- (4) *The votes cast under subclause (3) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.*

Election Results

That:
Cr_____ be declared elected as Shire president.

Further, that Cr_____ assume the chair.

VOTING REQUIREMENT: The councillors are to vote on the matter by secret ballot

9.1.2 Election of the Deputy Shire President

ITEM NUMBER:	9.1.2
REPORTING OFFICER:	Noel Mason, Chief Executive Officer
SENIOR OFFICER:	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

The Shire President will call for nominations for Deputy Shire President and declare the close of nominations.

All nominations must be in writing and can be given to the Chief Executive Officer either before the meeting or at this point in the meeting. Any Councillor can nominate another Councillor for a position. In this case, the person conducting the election must also receive confirmation, either written or verbal, from the nominated Councillor that they are willing to be nominated.

Election will take place by secret ballot.

The Shire President is to declare the result of the election.

The newly elected Deputy Shire President will make their declaration before the Shire President and the Chief Executive Officer, Mr Noel Mason.

Local Government Act 1995 – Schedule 2.3

7. *When the council elects the deputy mayor or deputy president*
 - (1) *If the local government has an elector mayor or president the office of deputy mayor or deputy president is to be filled as the first matter dealt with –*
 - (a) *at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and*
 - (b) *at the first meeting of the council after an extraordinary vacancy occurs in the office.*
 - (2) *If the local government has a councillor mayor or president the office of deputy mayor or deputy president is to be filled –*
 - (a) *as the next matter dealt with after the mayor or president is elected at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and*
 - (b) *subject to subclause (3), as the first matter dealt with at the first meeting of the council after an extraordinary vacancy occurs in the office.*
 - (3) *If at a meeting referred to in clause 2(1)(b) the deputy mayor or deputy president is elected to be the mayor or president, the resulting extraordinary vacancy in the office is to be filled as the next matter dealt with at the same meeting.*
8. *How deputy mayor or deputy president is elected*
 - (1) *The council is to elect a councillor (other than the mayor or president) to fill the office.*

- (2) *The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.*
- (3) *Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.*
- (3a) *Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.*
- (4) *If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.*
- (5) *The council members are to vote on the matter by secret ballot as if they were electors voting at an election.*
- (6) *Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.*
- (7) *As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.*
[Clause 8 amended by No. 64 of 1998 s. 54(2)-(4); No. 49 of 2004 s. 69(6)-(9).]

9. Votes may be cast a second time

- (1) *If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.*
- (2) *Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.*
- (3) *When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.*
- (4) *The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.*

Election Results

That:
Cr _____ be declared elected as Deputy Shire President.

VOTING REQUIREMENT: The councillors are to vote on the matter by secret ballot

9.1.3 Appointment of Committees

ITEM NUMBER:	9.1.3
REPORTING OFFICER:	Noel Mason, Chief Executive Officer
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

2.1 To appoint the Committees of Council and Advisory Groups.

2.0 Background

COUNCIL COMMITTEES

- 2.1 Section 5.8 of the Local Government Act 1995 provides that a local government may establish (by absolute majority) committees of three or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.
- 2.2 Committees can comprise Councillors only, Councillors and employees, Councillors and employees and others, employees and others, employees only, or others only.
- 2.3 At any given time each councillor is entitled to be a member of at least one committee comprising Councillors only or Councillors and employees, and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member to at least one of those committees as the local government decides.
- 2.4 If Council is to make an appointment to a committee that has or could have a council member as a member and the Shire President informs the Council of his or her wish to be a member of the committee, the Council must appoint the Shire President to be a member of the committee.
- 2.5 Similarly, if the Council is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the Council of his or her wish –
- (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,
- the Council must appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.
- 2.6 Committees can have powers and authorities of the Council delegated to them (by absolute majority), or they may be advisory only – in which case they will make recommendations to the Council.
- 2.7 Committees can be established and disestablished for specific purposes as the need arises, or they may be permanent committees established for the term of the Council with a specific portfolio of matters to deal with.

This latter type of committee generally comprises Councillors only and is typically known as a 'Standing Committee'.

- 2.8 With the exception of an Audit Committee and the Local Emergency Management Committee, the Council is not required to establish any standing committees.
- 2.9 Under section 5.23 of the Local Government Act 1995 all meetings of any committee to which a local government power or duty has been delegated are open to the public. The Shire currently has no committees to which power or duty has been delegated.
- 2.10 The Chairperson of each committee or working group is to be elected at the first meeting.

WORKING COMMITTEE GROUPS (ADVISORY ONLY)

- 2.11 Council may establish advisory only working groups or Committees where members can include elected members, employees and members of the public. The notes of these groups are not required to be presented to Council but dealt with administratively; although Council can elect to have the notes/minutes presented to Council following each meeting. Any matters that are of significance requiring a Council decision as recommended by the working group will require a report and recommendation from the associated Officer to be presented to Council for consideration. This allows for the officer to consider all policy and legislative requirements within their report before submitting the information to Council to make an informed decision.
- 2.12 Currently these Advisory committee groups include Cemetery Advisory Committee, Health Committee, Energy Development Limited (EDL) Committee, and Shire of Halls Creek Roadwise Safety Group.

3.0 Comments

3.1 Audit Committee

Division 1A of the Local Government Act requires every local government to appoint an Audit Committee. Special conditions apply to Audit Committees as set out below under Comments.

The Council is not required to delegate any powers or authorities to the Audit committee, and in the past the Audit Committee of the Shire of Halls Creek has been advisory only.

Establishment

Section 7.1A of the Local Government Act sets out the following:

Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the

members, and the majority of the members, are to be council members.

* Absolute majority required.

- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.
[Section 7.1A inserted by No. 49 of 2004 s. 5.]

Membership

The Audit Committee was previously comprised of:

1. Cr Malcolm Edwards (Shire President) (Chairperson)
2. Cr Chris Loessl (Deputy Shire President)
3. Cr Rosemary Stretch
4. Cr Virginia O'Neil

It is a requirement that the majority of members be Councillors and that at least three members are Councillors.

If the President so requests, he or she is entitled to be on the Committee.

Whilst the CEO and other staff are not allowed to be members, it has been an accepted practice that the CEO and the Finance Manager attend Audit Committee meetings to provide support and information to the committee.

Frequency of Meetings

The committee meets at least quarterly.

3.2 **Works Committee**

Establishment

The Works Committee was originally established in June 2019 to provide the commencing governance to the MRWA Duncan Road project and Shire Works programs.

Objectives

To make recommendations to Council for the:

Planning

- development of Strategic plans for the Shire of Halls Creek road network;
- preparation of long-term financial plans to fund works on the Shire of Halls Creek road network;
- creation of capital items and plant replacement plans;
- adoption of 4-5-year work grant programs as required by Roads to Recovery, Blackspot program, and Regional Road grants (MRWA).

Governance

- Oversight of all major Operational and Construction programs including Private works;
- Scope of works, selection criteria etc. for Requests for Tender or Quote – as applies under Shire procurement policy where applicable.

Works Performance

- Assessment of the performance of the Shire works program quarterly;
- Assessment the contracts and contractors who supply Shire procurement;
- performance of tenders and tenderers as they pertain to the operational and capital programs of the Shire;

Financial

- budget performance of the Works program and any required budget adjustments;
- planned, programmed and unforeseen budget requirements of the operational and capital Works Program from year to year.

Other

- other matters of works that impact on the Shire.

Membership

The Works Committee was previously comprised of:

1. Shire President, Cr Malcolm Edwards
2. Councillor, Virginia O'Neil
3. Councillor Patricia McKay
4. Councillor, Rosemary Stretch

Frequency of Meetings

The Works committee meetings will be held once every 2 months.

3.3 **Local Emergency Management Committee**

The Council is required by Section 38 of the Emergency Management Act 2005 to appoint a Local Emergency Management Committee. The roles of this committee are:

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.

The Halls Creek LEMC has been established since 2008. Many local governments appoint the Shire President to be the chairperson of the LEMC; however, others appoint the Local Emergency Controller (i.e. the OIC of Police) to be the chairperson as the legislation provides for. Last term the Chairperson was Cr Chris Loessl.

Membership

The Local Emergency Management Committee was previously comprised of:

1. Cr Chris Loessl (Chairperson)
2. Cr Patricia McKay
3. Chief Executive Officer or proxy
4. Director Assets & Infrastructure or proxy
5. Director Health & Regulatory Services or Proxy
6. Halls Creek Police Officer in Charge or Proxy
7. Fire and Emergency Services Representative
8. Volunteer Emergency Services Representative
9. Department of Housing Representative
10. Halls Creek Hospital Representative
11. Child Protection and Family Services Representative;

The committee is usually a mix of Councillors, Council staff and representatives of other organisations and agencies that have an emergency management role (i.e. police, health, volunteer emergency services unit, Department of Child Protection, Centrelink, etc.).

Section 38 of the Emergency Management Act 2005 states as follows:

- (1) A local government is to establish one or more local emergency management committees for the local government's district.
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) A local emergency management committee consists of —
 - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
 - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the State Emergency Management Committee.

The State Emergency Management Committee State Emergency Management Policy no 2.5 – *Emergency Management in Local Government Districts* that regulates the operation of Local Emergency Management Committees and requires the LEMCs to meet at least three monthly and to file an annual report to the District Emergency Management Committee (DEMC).

It is also very important to note that Councillors who put themselves forward for membership of committees (particularly the LEMC) be aware that significant training may be required.

Frequency of Meetings

The committee meets at least quarterly.

ADVISORY GROUPS

3.4 Health Committee

The overarching goal of the Health Committee is to provide a forum for coordination and liaison between different health and social service providers in the Shire of Halls Creek, to obtain better health outcomes for the Halls Creek community.

The Shire of Halls Creek Health Committee is meant to be a formal sub-committee of the Shire of Halls Creek Council. The purpose of this committee is to encourage liaison and partnerships between the different service providers to ensure better health outcomes for the community. The committee will also encourage the community to play an active role in addressing health issues, most of which can be resolved by changes in the behaviour, practices and attitude of the community towards their health.

The functions of the committee will be:

1. Create a forum for dialogue, coordination and liaison between the different governmental and non-governmental organisations whose aim is to improve the health and wellbeing of the Halls Creek Community.
2. Championing the health and well-being needs of the people of the Shire of Halls Creek, and encourage the participation of the community in health programs.
3. Encourage a broad base of partners outside of formal health, public health and social care settings to tackle the wider determinants of health and wellbeing, such as housing, education, sports and recreation, waste management and water supply.
4. Influence and support health and wellbeing service providers to act in line with evidence-based findings of the Department of Health.
5. Promote the sharing of good practice and learning across health and wellbeing services.
6. Developing strategies to reduce the risk of illness and injury to health in the community
7. Developing and implementing health promotion and health education programs
8. Drive the development of the Shire of Halls Creek Public Health Plan.

Council resolved at the February 2019 Ordinary Council meeting that a Health Committee be established with the following Council delegates:

Co-Chairs 1. Cr Rosemary Stretch (Chairperson)
 2. The Resident Doctor in charge of Halls Creek Hospital

Members: 3. Cr Chris Loessl
 4. Director of Nursing – Halls Creek Hospital
 5. Community Health – Halls Creek Hospital
 6. Yura Yungi Aboriginal Medical Service
 7. Director Health and Regulatory Services or Proxy
 8. Nirrumbuk Aboriginal Environmental Health
 9. Kimberley Community Alcohol and Drug Service
 10. Kimberley Mental Health and Drug Service

11. Other interested organisations or organisation identified by members of the committee
12. Community Representative x (1)

The previous community representative has decided not to continue on the committee. In the past the process has been that the Councillors approach potential candidates for the community representative position. It is suggested that Councillors decide on a suitable nominee(s) and are given one month to find a replacement.

It should be noted that:

- The Committee does not have decision-making powers as an entity which cut across the authority of individual health service or non-health service governance and management bodies;
- The Committee does not have any mandate to grant ethics approvals or support research for research being proposed in the region (the former is the role of AHCWA and the latter the role of the KAHPF Research Subcommittee).

Frequency of meetings

The Committee will meet a minimum of 4 times a year in the Council Chambers.

Representatives' employer agencies are responsible for the cost of their own staff to attend meetings or videoconferencing, unless a specific offer is made by an agency/department to cover an agency or service's costs.

3.5 **Cemetery Advisory Committee**

Council resolved initially in March 2010 that a Cemetery Advisory Committee be formed to amongst other things oversee cemetery policy developments and efforts such as the rehabilitation of the old cemeteries as well as the renumbering of the graves in the current cemetery in consultation with the community.

Comments

The Cemetery Committee was previously comprised of:

1. Cr Bonnie Edwards (Chairperson)
2. Cr Rosemary Stretch
3. Director Health & Regulatory Services or proxy
4. Ms Lynette Craig
5. Jeannette Swan
6. Sandra Butters

It should be noted that the previous community representatives, Ms Lyn Craig, Ms Jeanette Swan and Ms Sandra Butters have expressed an interest in re-nominating and continuing on the committee.

The Cemetery Advisory Committee presents an opportunity to address community concerns regarding policy and operational issues at the cemetery. It is recommended here for the continuance of the Cemetery

Advisory Committee pursuant to the Cemeteries Management Act 1986 & Cemeteries Local Law 2015.

3.6 **Energy Development Limited (EDL) Fund Committee**

In 2012, one million dollars was donated to the four Shires of the Kimberley by Energy Development Limited (EDL). The purpose of this funding is to fund community-driven initiatives such as community events, activities and programs within each of the Shires.

Of the one million, \$200,000.00 was donated to the Shire of Halls Creek.

As only approx. \$5k remains of the funding, it is recommended that any distributions of this funding can be presented to the full council as a monthly report for a decision - therefore no Committee or appointments needed.

3.7 **Shire of Halls Creek RoadWise Safety Committee**

The RoadWise Program was formed in 1994. Halls Creek has operated a Roadwise group in the past. The Program is aimed at securing greater community and regional stakeholder involvement in delivering road safety initiatives.

From a local community level perspective, RoadWise Committees exist throughout the State, are operational in every region and aim to enhance the capacity for external groups and individuals to participate in local road safety issues.

The type of committee structure set up to address road safety issues can include Road Safety Working Groups or informal committees which usually comprise a council employee (and in some cases a Councillor) working with agencies and community members on road safety initiatives. As these committees are not formal committees of Council, there is no requirement for the minutes of these meetings to be confirmed by Council.

Committee Representation could comprise a selection of the following members:

- Local Government - Elected Member(s)
- Local Government - technical staff
- WALGA Road Wise Program
- WA Police
- Health Department of Western Australia
- Department of Education / Parents & Citizens or Parents & Friends
- Service Clubs (e.g. Rotary)
- Community representative(s) i.e. youth (YAC) or seniors representative
- Other representatives i.e. RAC, Driver Training representatives

The Shire of Halls Creek RoadWise Safety Committee was previously comprised of:

1. Cr Chris Loessl
2. Cr Patricia McKay
3. Director Assets & Infrastructure or proxy;

Frequency of meetings

Meetings are generally held 4 times a year.

4.0 Statutory Environment

4.1 Local Government Act 1995

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

5.0 Strategic Implications

5.1 Objective:

4. Civic: Working together to strengthen leadership and effective governance.

5.2 Outcome:

Civic - 4.7 A strong and professionally developed Council providing effective advocacy for the Shire's interests

5.3 Strategy:

Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire

6.0 Policy Implications

6.1 Nil

7.0 Financial Implications

7.1 Nil

8.0 Sustainability Implications

8.1 Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

8.2 Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

8.3 Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

8.4 Risk

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

9.0 Officers Recommendations

That:

- 1. An Audit Committee be established comprising the following members:**
Shire President
Deputy Shire President;
Cr _____
Cr _____

- 2. Council and agency representatives of the Local Emergency Management Committee be appointed as follows:**
Cr _____
Cr _____
Chief Executive Officer or Director Corporate Services
Director Assets & Infrastructure or proxy
Director Health and Regulatory Services or proxy
Halls Creek Police Officer in Charge or Proxy
Fire and Emergency Services Representative
Volunteer Emergency Services Representative
Department of Housing Representative
Halls Creek Hospital Representative
Child Protection and Family Services Representative;

- 3. Council appoint the following nominated Councillors to the Works Committee:**
Cr _____
Cr _____
Cr _____
Cr _____
Chief Executive Officer or proxy
Director Assets & Infrastructure or proxy

- 4. Council and community representatives of the Health Advisory Committee be appointed as follows:**
Co-Chairs:
Cr _____
The Resident Doctor Halls Creek Hospital
Members
Cr _____
Director of Nursing – Halls Creek Hospital
Community Health – Halls Creek Hospital
Yura Yungi Aboriginal Medical Service
Director Health & Regulatory Services or Proxy
Nirrumbuk Aboriginal Environmental Health
Kimberley Mental Health & Drug Service
Community Representative
Other interested organisations or organisations
identified by members of the committee

5. Council and community representatives of the Cemetery Advisory Committee be appointed as follows:

Cr _____

Cr _____

Director Health & Regulatory Services or proxy

Community Representative - Ms Lyn Craig

Community Representative - Ms Jeanette Swan

Community Representative – Ms Sandra Butters

6. Council representatives of the Energy Development Limited (EDL) Community Grants Advisory Committee be appointed as follows:

Cr _____

Cr _____

Director Youth & Community Development or proxy;

7. Council representatives of the Shire of Halls Creek Roadwise Safety Committee be appointed as follows:

Cr _____

Cr _____

Director Assets & Infrastructure or proxy;

Further that, the various Councillors, community organisations and representative appointment to the committee's and Advisory Groups be notified in writing.

VOTING REQUIREMENT: Absolute Majority

9.1.4 Appointment of External Representatives

ITEM NUMBER:	9.1.4
REPORTING OFFICER:	Noel Mason, Chief Executive Officer
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 To appoint Council delegates and representatives to various external committees and organisations.

2.0 Background

2.1 Council has in the past provided members to various external organisations.

3.0 Comments

3.1 Kimberley Regional Group

The Kimberley Regional Group is a group of local governments comprising the Shire of Wyndham/East Kimberley, the Shire of Halls Creek, the Shire of Derby/West Kimberley, the Shire of Broome, the Shires of Christmas Island and Cocos Islands are also invited to attend, though this happens rarely.

Its official purposes are:

- To elect a representative on the WALGA executive.
- To provide input on matters on the WALGA agendas.

Each local government is expected to appoint a delegate and an alternative (sometimes called proxy) delegate to represent the Shire at Zone meetings, which are held approximately 4 times per year.

Each member Shire gets only one vote at Zone meetings, but it is usual for both the delegate and the alternative delegate to attend the meetings. In the event that neither the delegate and or the alternative delegate are present at a Zone meeting (or if they declare an interest and cannot vote), the Shire's vote may be exercised by the CEO.

The Shire of Halls Creek resolved as follows at its July 2009 meeting:

"That Kimberley Country Zone delegates be authorised to vote on behalf of the Shire of Halls Creek without reference back to the Council (except, of course, where that would commit the Shire financially without a budget provision having been made)."

Traditionally, the Shire's Zone delegates have been the Shire President and the Deputy President. However, Council is free to appoint whichever Councillors it chooses.

Once a year, the Kimberley Zone holds a combined meeting with the Pilbara Zone, and usually (pre-COVID) undertakes an annual visit to Canberra to place its regional case/proposals to politicians.

3.2 **Kimberley Regional Roads Group**

The Kimberley Regional Roads Group decides the allocation of "state funds for local roads" between competing projects nominated by the four member local governments. It also has a role in the allocation of state "black spot" roads funding.

The role of a Regional Road Group is to:

- Recommend Local Government road funding priorities to the State Road Funds to Local Government Advisory Committee.
- Monitor the implementation of the Local Government Road Program in their region.

Scope

Within policies and guidelines established by the State Funds to Local Government Advisory Committee, the Regional Road Group shall be responsible for the assessment of road funding needs, the annual distribution of State funds to Local Government roads, monitoring and reporting on the effectiveness of the application of the State funds for Local Government roads in its region.

In so far as Local Government roads are concerned, the Regional Road Group shall ensure that funds made available by the State are applied to the road network to:

- maximise capacity and resources through joint purchasing and resource sharing;
- maximise benefits to the community;
- preserve, improve and extend the road system; and
- comply with the obligations of the Managing Director of Main Roads under legislation.

The voting members of the Kimberley Regional Roads Group comprise of one representative of each of the local governments of the Kimberley Region and is supported by Main Roads WA. The Kimberley Regional Roads Group usually meets about two times a year.

The current delegate for this group is Cr Malcolm Edwards with Cr Chris Loessl as the proxy.

3.3 **Purnululu National Park**

The Department of Parks and Wildlife (DPaW) has established an advisory committee for the Purnululu National Park World Heritage Area which includes a position for a Shire of Halls Creek representative. The first meeting of the committee was held in August 2015 in Kununurra. In February 2017 the Shire resolved to nominate Economic Development Manager Matt Hobson for the position which was accepted by the Minister for Environment.

The Advisory Committee is constituted as a Federal Government committee and as such all appointments to the committee must be approved by Cabinet.

The Purnululu World Heritage Area Advisory Committee is constituted to provide advice to the Commonwealth and State Environment Ministers on matters relating to:

- the protection, conservation, presentation and management of the property from the point of view of the community;
- research priorities that will contribute to the protection and conservation of the property and understanding of its natural and cultural heritage;
- new information or initiatives relevant to the protection, conservation and/or promotion of the property;
- the scientific basis for management principles and practices;
- the maintenance of the outstanding universal value and integrity of the property; and
- the development of an inclusive, shared management framework with local Aboriginal people that provides advice on how to incorporate Aboriginal knowledge into management practices.

It is intended that the committee meet at least twice a year with DPaW covering the travel and accommodation costs for the committee members.

The full committee comprises of:

- Chair
- Gidja local Aboriginal people (three members);
- Djaru local Aboriginal people (three members);
- Tourism interests (one member);
- Shire of Halls Creek (one member); and
- Scientific/research interests (one member).

With the departure of the Economic Development Manager, Mr Matt Hobson the CEO's position was nominated to DPaW. They have since advised that a named person is required.

With the recent Native Title claim being upheld, Cr Bonnie Edwards already participates on this Committee as a Traditional Owner. It is now appropriate that a Councillor, not a staff member be the Shire of Halls Creek representative. For Council consideration.

4.0 Statutory Environment

4.1 Local Government Act 1995

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

5.0 Strategic Implications

Objective:

4. Civic: Working together to strengthen leadership and effective governance.

Outcome:

Civic - 4.5 Improved regional partnerships and effective collaboration to enhance service delivery

Strategy:

Civic - 4.5.1 Participate in and initiate where appropriate opportunities for regional discussion, cooperation and collaboration regarding state and federal policies and funding

6.0 Policy Implications

6.1 Nil

7.0 Financial Implications

7.1 Nil

8.0 Sustainability Implications

8.1 Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

8.2 Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

8.3 Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

8.4 Risk

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

This section left blank intentionally

9.0 Officers Recommendations

That:

1. Cr _____ be appointed as the Shire of Halls Creek's delegate to the Kimberley Regional Zone, and that Cr _____ be appointed as the alternative delegate; and
2. Cr _____ be appointed as the Shire of Halls Creek's member of the Kimberley Regional Roads Group, and that Cr _____ be appointed as the alternative delegate;
3. Cr _____ be appointed as the Shire of Halls Creek's member of the Purnululu World Heritage Park Committee

VOTING REQUIREMENT: Simple Majority

This section left blank intentionally

9.1.5 Council Meeting Dates, Times and Places for 2022

ITEM NUMBER:	9.1.5
REPORTING OFFICER:	Noel Mason, Acting Chief Executive Officer
SENIOR OFFICER	Noel Mason, Acting Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 To set the dates, commencement times and places for the Ordinary Council Meetings (OCMs) for 2022 through to February 2023.

2.0 Background

- 2.1 It is established practice that the Ordinary Council Meeting dates for the next calendar year to be set at the October or November Ordinary Council meeting to enable sufficient time to meet the necessary advertising requirements.
- 2.2 Proposed dates, commencement times and locations are hereby submitted for Council's consideration.

3.0 Comments

- 3.1 Council meetings have traditionally been held on the 3rd Thursday of the month except for January. This report proposes that this meeting cycle continue on the 3rd Thursday with the exceptions of the December meeting where we time the meeting around Christmas. The July Ordinary Council meeting is held on the 4th Thursday to allow time for accurate forecasting around the adoption of the Annual Budget.

Changes to the meeting dates is a simple process requiring advertising - so if these dates have to change, notification and advertising can be done quite quickly.

Council Meeting Start Time

- 3.3 Currently, Ordinary Council meetings commence at 4.30pm which allows for a Council Concept (with Councillors and Officers) commencing at 3.00pm.

Concept Forum

- 3.4 As there is no requirement for formal reporting requirements, information in the concept forum is aimed at presenting items as briefly as possible, identifying the issue, considering cause, effect and cost benefits and looking at solutions and options. It is a conversation to understand Councillor views on issues.

Only Notes are produced as the record. These Notes are published for staff and items that require formal action in the normal course of business will make it to the Status Report.

Dates – Ordinary Council Meetings

Date	Venue	Starting Time
<i>No meeting held in January 2022</i>		
17 February 2022	Council Chamber, Halls Creek	4.30pm
17 March 2022	Council Chamber, Halls Creek	4.30pm
21 April 2022	Council Chamber, Halls Creek	4.30pm
19 May 2022	Frog Hollow Community*	11.00am
16 June 2022	Council Chamber, Halls Creek	4.30pm
28 July 2022	Council Chamber, Halls Creek	4.30pm
18 August 2022	Council Chamber, Halls Creek	4.30pm
15 September 2022	Yiyili Community*	11.00am
20 October 2022	Council Chamber, Halls Creek	4.30pm
17 November 2022	Council Chamber, Halls Creek	4.30pm
15 December 2022	Council Chamber, Halls Creek	4.30pm
<i>No meeting held in January 2023</i>		
16 February 2023	Council Chamber, Halls Creek	4.30pm

** Subject to confirmation/permission being granted by the Community Council/Chief Executive Officer;*

Consideration of Meeting Places

- 3.5 It has been past practice to hold most Council Meetings in the Council Chambers in Halls Creek and to hold at least two meetings per year in the remote communities. Since 2008, the meetings have been held in the following remote communities:

May 2008	Balgo
September 2008	Warmun
May 2009	Yiyili
September 2009	Billiluna
September 2010	Ringer Soak
May 2011	Mulan
September 2011	Frog Hollow
July 2012	Balgo
September 2012	Warmun
May 2013	Yiyili
May 2014	Billiluna
September 2014	Mulan
May 2015	Ringer Soak
September 2015	Frog Hollow
May 2016	Balgo
September 2016	Warmun
May 2017	Yiyili
September 2017	Billiluna
May 2018	Ringer Soak
September 2018	Mulan
May 2019	Warmun (Was Frog Hollow)
September 2019	Balgo

May 2020	Frog Hollow
September 2020	Yiyili

- 3.6 The schedule of Ordinary Council meetings in remote communities has been suspended since 2020. Frog Hollow community is the next scheduled visit and is proposed for 2023.

4.0 Statutory Environment

4.1 Local Government Act 1995

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

- 4.2 Sub-regulation 12 (1) of the Local Government (Administration) Regulations 1996 requires that, at least once each year, a local government is to give local public notice of the dates on which and the time and place at which it will hold its council meetings.

- 4.3 Sub-regulation 12 (2) of the Local Government (Administration) Regulations 1996 requires that local public notice be given of any change to the date, time or place of a meeting referred to in sub-regulation 12 (1).

5.0 Strategic Implications

5.1 Objective:

4. Civic: Working together to strengthen leadership and effective governance.

5.2 Outcome:

Civic - 4.9 Capacity for effective governance is established, maintained and enhanced

5.3 Strategy:

Civic - 4.1.4 Ensure all communities are visited regularly by Shire President and Chief Executive to meet with residents and corporation representatives

6.0 Policy Implications

6.1 Nil

7.0 Financial Implications

- 8.1 The costs involved in travelling to remote communities will be provided for within the Adopted Budget.

8.0 Sustainability Implications

8.1 Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

8.2 Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

8.3 Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

8.4 Risk

There are no significant identifiable risks arising from adoption of the officer's recommendation.

This section left blank intentionally

9.0 Officers Recommendations

That Council:

- Determines the following schedule of Ordinary Council Meeting dates, places and commencement times for the period from February 2022 through to February 2023, be adopted:**

Date	Venue	Starting Time
<i>No meeting held in January 2022</i>		
17 February 2022	Council Chamber, Halls Creek	4.30pm
17 March 2022	Council Chamber, Halls Creek	4.30pm
21 April 2022	Council Chamber, Halls Creek	4.30pm
19 May 2022	Frog Hollow Community*	11.00am
16 June 2022	Council Chamber, Halls Creek	4.30pm
28 July 2022	Council Chamber, Halls Creek	4.30pm
18 August 2022	Council Chamber, Halls Creek	4.30pm
15 September 2022	Yiyili Community*	11.00am
20 October 2022	Council Chamber, Halls Creek	4.30pm
17 November 2022	Council Chamber, Halls Creek	4.30pm
15 December 2022	Council Chamber, Halls Creek	4.30pm
<i>No meeting held in January 2023</i>		
16 February 2023	Council Chamber, Halls Creek	4.30pm

** Subject to confirmation/permission being granted by the Community Council/Chief Executive Officer;*

- Notes the CEO will give local public notice of the scheduled meetings in accordance with the requirements of Regulation 12 of the Local Government (Administration) Regulations 1996;**
- Determines that the commencement times for the Ordinary Meetings of Council will be 4.30pm.**

VOTING REQUIREMENT: Simple Majority

This section left blank intentionally

9.2. HEALTH AND REGULATORY SERVICES

9.2.1 Proposed Lease of a parcel of land on Lot 417 DP188146 for the Development of a Community Store and Distribution Centre

ITEM NUMBER:	9.2.1
REPORTING OFFICER:	Musa Mono, Director Health & Regulatory Services
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

This Report can be considered by Council during an open meeting. However, if Appendix 9.2.1C is to be considered/discussed, then it is the officer's recommendation that the meeting move behind closed doors, in accordance with section 5.23(2) of the Local Government Act 1995, as specified:

1.0 Confidential Reasons

1.1 If and when Appendix 9.2.1C is discussed, the meeting will be closed to the public in accordance with section 5.23 (2)(e)(ii) of the Local Government Act 1995 being, information that has a commercial value to a person.

2.0 Matter for Consideration

2.1 Under section 3.58(3)(b) of the *Local Government Act 1995* Council to:

- make a decision whether to proceed with the disposal of part Lot 417, DP188146 for the development of a community store and distribution centre, by way of a lease to Mai Wiru Regional Stores Council Aboriginal Corporation (Mai Wiru) and to record the reasons for its decision.
- and in doing so consider submissions received on the proposed disposal of a portion of Lot 417, DP188146 (Site).

3.0 Background

3.1 At the Ordinary Council Meeting held on 17 June 2021, Council carried Resolution 2021/080 to initiate the process of disposal of a parcel of land on Lot 417 by way of a lease to Mai Wiru. The resolution reads;

1. Council resolves to initiate the process to lease the portion of Land (6,037.9m²) on Lot 417 DP 188146 as shown in Appendix 1 to Mai Wiru Aboriginal Corporation, in accordance with Section 3.58 (Disposing of Property) of the Local Government Act 1995.
2. The lease to include:
 - (a) An initial twenty-one (21) year lease period, plus an option of a 21-year extension at the Council's discretion;
 - (b) Lessee to be responsible for the cost of lease preparation, utilities and all maintenance.
3. Council approves a local public notice being published in accordance with Section 3.58 of the Local Government Act 1995 inviting submissions to be received for a period of at least 14 days on the proposal to lease the property to Mai Wiru.

4. *At the close of the advertising period a further report will be submitted to Council to review the submissions and determine a position on the proposal to lease.*

3.2 In fulfilment of paragraph 3 of Resolution 2021/080, a public notice was posted in the Kimberley Echo, Shire notice boards, Shire website and social media for a period in excess of 14 days, from 8 July to 6 August 2021 (Appendix 9.2.1B).

3.3 At the end of the submission period, one submission had been received (Appendix 9.2.1A).

4.0 Comments

4.1 The submission received is from Moharich & More - Planning + Environment Law, on behalf of the following businesses in Halls Creek:

- IGA Halls Creek – Kimberley Trading Pty Ltd as trustee for the Peter Tierney Family Trust
- Halls Creek Meet Supply – Empire Pty Ltd trustee for the Perkins Trust
- Halls Creek Home – BP Trust
- Spinifex Contacting – Kimberley Trading Pty Ltd ATF Perter Tierney Property Trust
- Halls Creek Store – NMH Pty Ltd
- Commercial Rental – Anthki Holdings Pty Ltd
- Commercial Rental – Empire Pty Ltd as trustee for the Perkins Trust
- Commercial Rental Office Space – Halls Creek Store Pty Ltd

4.2 The matters raised in the submission are summarised and discussed below, and for the full copy of the submission, see Appendix 9.2.1A.

On behalf of their clients, Moharich and More object to the proposed lease of the Site to Mai Wiru. The objection is mainly based on planning matters, which are discussed below.

4.2.1 Consistency with planning framework and general planning principles

Summary of Submission:

- i) The proposal is at odds with clause 6.10.3 of the Local Planning Strategy in that the proposed site is north-west of the Town Centre, and not east.
- ii) The addition of 1,450m² of retail floor space is significant, compared to the retail floor space of existing shops in Halls Creek.
- iii) The proposed location is off the main street and has no proper connectivity with the Commercial zoned land on Great Northern Highway. "Approval of this application" will radically shift the centre of the township, to the detriment of existing businesses.
- iv) Loading docks and storage areas are located close the residential lots to the north (Yardgee). This may cause amenity impacts e.g. noise and light spill, particularly if deliveries are received outside of business hours.

Officers' Comment

- v) At this stage, no development application has been submitted for the Proposed Development. A development application will need to be made and approved in order for the Proposed Development to proceed. Should council decide to proceed with a lease of the Site to Mai Wiru, then the timing for a detailed assessment of the planning issues associated with the Proposed Development, including those raised in the submission, will be at the time this application is received. Depending on the development cost of the Proposed Development, the decision maker for the development application would be either be the Shire or the Development Assessment Panel.

Notwithstanding that the planning issues raised in the submission will be considered in detail at that time, in considering a lease the council must give due consideration to the submission.

The following officer comments are made in relation to the issues raised in the submission.

- vi) Clause 6.10.3 of the Shire of Halls Creek Local Planning Strategy identifies the need for more land for commercial uses. It recognises the 'Mixed Zone' to the east of the 'Commercial zone' as presenting opportunities for additional commercial land uses. As such, the objectives of the 'Mixed Zone' in the SOHC Local Planning Scheme No.2 (LPS2) allow 'a wide variety of active uses on street level which are compatible with residential and other non-active uses on upper levels.' The zone allows the development of a mix of varied but compatible land uses such as housing, offices, showrooms, amusement centres, eating establishments and appropriate industrial activities...'

Whilst the Local Planning Strategy recognises the opportunity for commercial land use in the 'Mixed Zone', it does not rule out the commercial development in other appropriate areas of the town.

- vii) Clause 6.10.3 of the Shire of Halls Creek Local Planning Strategy identifies the need for more land for commercial uses. The proposed use of part Lot 417, DP188146 for the development of a community store and distribution centre, for the first time allows the opportunity to place more commercial premises on the northern side of Great Northern Highway (GNH), thereby bringing a commercial premise balance to both sides of the main street, GNH and enhancing the town centre.

- viii) It is agreed that the proposal adds a significant amount of retail floor space. This is in line with the Shire of Halls Creek Community Vision, which seeks economic diversity, as stated in the Strategic Community Plan Vision Statement. The first two goals in the Strategic Community Plan are:

- a) Local jobs – Outcome 2.1 – increasing the net number, quality and variety of employment and training opportunities for our community members within community services, local government, pastoral, mining and tourism industry sectors. The Community Priority is to increase SOHC indigenous employment targets to 75% by 2025.

- b) Local Economy – Outcome 2.3 – Actively pursue new economical and entrepreneurial opportunities that strengthens and diversifies the local economy and that encourages competition and local Aboriginal enterprise initiatives.

The Shire's proposal to lease land for the Proposed Development will significantly contribute to achieving the outcomes of these two key strategic community goals. The concept plan for Proposed Development includes 3 x 150m² speciality retail shops. This gives an opportunity for local entrepreneurs as well as the introduction of retail activities currently not available (e.g. hairdressers and banks).

The introduction of this amount of retail floor space will be a positive development for the town. It opens increased competition in the provision of essential goods, with a possibility of competitive prices for the benefit of the community.

- ix) Paragraph 6 on the submission letter claims that the site is off the main street and has no connectivity with the Commercial zoned land and that the development of the community store will shift the centre of the township.



The Site is actually located in the centre of the township and simply increases floor space available for commercial activity and maintains connection via the existing car parking space. The Site is located within the Town Centre area.

- x) All development applications are assessed for impact on the amenity of the locality. The amenity impacts of the Proposed Development, including noise and lighting, will be assessed if and when a planning application is submitted, in accordance with clause 67(2)(n) of Schedule 2- Deemed provisions for local planning schemes, of the

Planning and Development (Local Planning Schemes) Regulations 2015. Conditions may be imposed on any development approval which is granted to address any amenity impact issues.

4.2.2 Consistency with the objectives of the reservation under LPS2

- i) The Site is a civic and community reserve under LPS2. The submission argues that the proposed floor space for a supermarket and other retail shops cannot be considered as a 'community facility' and cannot be considered a service provided by an organisation involved in activities for community benefit.
- ii) The submission proposes that the land should be rezoned for the 'intended purpose prior to leases being granted.'

Officers' comment:

- iii) These issues relate to the objectives provided in Table 1 of LPS2 for a civic and community reserve:
 - *To provide for a range of community facilities which are compatible with surrounding development.*
 - *To provide for public facilities such as halls, theatres, art galleries, educational, health and social care facilities, accommodation for the aged, and other services by organisations involved in activities for community benefit.*
- iv) In determining a development application submitted for any Proposed Development, it would be necessary for the decision maker (Shire or DAP) to have due regard to these objectives.

However, in this case for determining a disposition by way of a lease under section 3.58(3)(b) of the *Local Government Act*, it is not necessary for council to determine a conclusive view as to whether the Proposed Development is consistent with all planning objectives or after having regard to all other relevant planning issues, a development approval would be granted in the future.

The council is required to make a decision as to whether it is prepared to issue a lease for the proposal that has the potential to conform to the objectives of the reservation and the reasons for that decision.

4.2.3 Car Parking

- i) Paragraph 13 of the submission points out that the concept plan does not take into consideration the car parking bays required according to the LPS2. It is also claimed that the car park which services the aquatic centre and the civic hall is at capacity at certain times of the week.

Officers' comment:

- ii) The submission is correct in noting that the concept plan has no provision for onsite car parking. Whilst the provision of car parking will be part of the assessment of the planning application when it is submitted to Council, it is noted that in this case, with the land being alongside existing established parking, (also a reserve of the Shire)

leasing additional reserve land for parking significantly adds to the lease land needed for the development.

- iii) The observation of council officers over many months/years is that the Council parking between the civic hall, recreation centre and aquatic centre is substantially underutilised and this development may assist in utilising this parking without having to supply more land to the Proposed Development.

4.2.4 Summary

All points raised in the submission relate to planning matters. The Shire considers the concept plan submitted by Mai Wiru Regional Stores Council Aboriginal Corporation as a working plan to facilitate work on the lease agreement for the requested parcel of land. Once the process of leasing the land has been concluded, Mai Wiru will have to submit detailed drawings to accompany their planning application. The application will be expected to comply with and will be assessed against the Shire of Halls Creek LPS2. Some matters raised in this submission will be addressed at that stage.

4.3 Reservation of Lot 417 under the Land Administration Act 1997

Lot 417 is a Crown reserve under the Land Administration Act 1997. The Shire is the management body for Lot 417 and has care, control and management of it for civic and community purposes.

The question of the Proposed Development being consistent with these purposes was raised by the Department of Planning, Lands and Heritage in December 2020. The CEO's response satisfied the Department that the Proposed Development would be consistent with these purposes.

This matter was comprehensively reported to Council in the Ordinary Council Meeting held on 17 June 2021. In his response, the CEO raised 5 points to the Department:

- 1. The Shire retaining power to lease the Site binds the leasee (sic) for the long term and that they must demonstrate ongoing community benefit to retain the lease. The Shire has a direct say in whether community benefit is being achieved.*
- 2. Being established by a community advisory committee in the development phase and a board of governance in operations signals direct Halls Creek community involvement in the operations, aims and objectives of the Halls Creek Community Store Inc. (if that is what the Proposed Development is eventually named).*
- 3. With Mai Wiru having not for profit status as an aboriginal corporation with 20 years history of delivering community store development/operations/management in the NT and SA, the Shire is confident that no other commercial structure/model (sic) could better demonstrate (sic) this arrangement for the community benefit.*
- 4. Being a not-for-profit operation signals the retention of profit for the operations, repayment of capital and community benefit expenditure.*
- 5. That the Halls Creek Community Store Inc. will have a separate role(sic) to MWAC who will manage the operations. This signals that this is not a Mai Wiru expansion program, nor a commercial enterprise, but Mai Wiru providing a service to the Halls Creek community that*

they are unlikely to get any other commercial business model, at a time when it is strategically needed.

4.4 Mai Wiru Investment feasibility modelling – August 2021.

The goals of Mai Wiru's work, according to the Mai Wiru Investment feasibility modelling - August 2021 document (Confidential Appendix 3), include:

- The promotion of health and wellbeing in indigenous and remote communities
- Work with likeminded stakeholders to promote health and wellbeing outcomes
- Provide employment opportunities for indigenous people
- Provide a competitive not-for-profit business model to provide an income stream for communities and facilitate their re-investment in their communities.
- Provide cultural awareness services to non-indigenous Australians to promote respect for indigenous culture.

When fully operational, the modelling is designed to achieve at least 15 permanent jobs for local indigenous people. The Amata Anangu Food Store, a similar project though smaller in scale, saw 25 people working on site during construction, with a peak of 15.

This project assumes a 14-month construction period with occupation estimated at 18 months, presumably after the signing of the lease.

4.5 Having considered all points raised in the submission and the Mai Wiru investment feasibility modelling and the outcome of discussions with the Department, council officers remain supportive of the proposal to lease approx. 6037m² of Lot 417 to Mai Wiru for the Proposed Development.

4.6 It is necessary that council record its reasons for its decision whether or not to lease the Site to Mai Wiru. Although ultimately a matter for council, the officers have identified the following reasons in support of council deciding to grant the lease:

- a) For the reasons detailed in this report, the lease of the Site to Mai Wiru would be consistent with key goals of the Shire's community plan;
- b) For the reasons identified in this report, the lease will facilitate the development and use of the Site for civic and community purposes which is consistent with designated purposes of the Crown reserve, which contains the Site, under the Land Administration Act;
- c) The lease will facilitate development which promotes the health and well-being of indigenous and remote communities and employment of indigenous members of the community;
- d) The lease will facilitate development which provides affordable goods and services to the Halls Creek indigenous and remote communities; and
- e) A decision to proceed with the lease to Mai Wiru follows acknowledgement of the planning issues raised in the submission by Moharich and More, yet those matters appropriately need full determination when a development application for Proposed Development is submitted for development approval.

5.0 Statutory Environment

5.1 The Council consideration of this report is generally open to the public, and only closed to members of the public if and when Appendix 3 is discussed, according to s.5.3(2)(e) of the *Local Government Act 1995*.

5.2 *Section 5.23. Meetings generally open to public*

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

(e) a matter that if disclosed, would reveal —

(i) a trade secret; or

(ii) information that has a commercial value to a person; or

(iii) information about the business, professional, commercial or financial affairs of a person,

where the trade secret or information is held by, or is about, a person other than the local government; and

(3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

5.3 *Section 3.58(3)(b) – disposing of property*

In deciding whether to proceed with the lease, section 3.58(3)(b) of the *Local Government Act* requires that council:

considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

6.0 Strategic Implications

Objective:

2. Economic: Our town and remote communities are prosperous and viable.

Outcome:

Economic - 2.11 To develop, retain, expand and diversify local enterprise throughout the Shire

Strategy:

Economic - 2.11.6 Encourage the full participation of Aboriginal enterprises in our economy

7.0 Policy Implications

7.1 Future development and ongoing operations on the lot would have to show evidence of community benefit to the satisfaction of the local government.

8.0 Financial Implications

8.1 Shire usually would not charge a commercial lease fee for community benefit developments in the form of a bare ground rental. A competent valuer was able to provide an estimate of the lease value of the development, and this was included in the advertising. The proposed lease fee of \$1,000 a year will

only cover administrative costs. There will be costs incurred in the preparation of the lease and statutory public consultation, estimated at \$7,500.

- 8.2 A lease in these circumstances would require the proponent to pay Shire rates on the development, no estimate of what that would be has been undertaken at this point.
- 8.3 There will be a need for civil works on the bare ground lease and adjacent land which include:
- Development of Smith Street with its drainage to the intersection of Egan Street.
 - The connection of utilities and possible payment of headwork's charges may represent a significant capital cost given the need to extend sewer and water mains from the Civic Hall.

These costs would be negotiated as part of the development by Mai Wiru.

9.0 Sustainability Implications

9.1 Environmental
There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

9.2 Economic
The proposed development creates significantly more retail floor space for Halls Creek and provides opportunities for local entrepreneurs. It is envisaged that there will be increased economic activity in and around the town centre.

The economic outlook for the region in retail is an open question. With retail sales and delivery models shifting rapidly in recent times, the lease of land for a community stores-based operation provides a guarantee into the immediate future that whatever happens in the retail sales and distribution space, Halls Creek will be left with an operating store. This alternative gives some guarantee for sustainability and resilience against retail changes.

9.3 Social
It is estimated that the community store and distribution centre will create at least 15 permanent jobs for the local community. The social impact of local jobs cannot be overlooked. The provision of basic food and other commodities under competition forces will translate to improvements in pricing and ultimately this should also impact diet and subsequent health and wellbeing measures.

9.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact		
	Minor	Medium	High
Low (unlikely)	1	2	3

Moderate (likely)	2	(4)	6
High (very likely)	3	6	9

Risk	4
Low Risk	
a risk / activity with a score of 2 or less	N/A
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	specific control measure(s) and management responsibility assigned to manage the risk within risk criteria
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	<ol style="list-style-type: none"> 1. Work collaboratively with Mai Wiru to ensure conditions of the lease are met/satisfied. 2. Provide Council with full disclosure and measured response in relation to the business case for the lease. 3. Test Shire processes at law before proceeding and take appropriate legal advice; which has been completed.

This section left blank intentionally

9.0 Officers Recommendations

That Council:

1. Approves the lease of 6,037.9m² of land on Lot 417 DP188146 as shown in Appendix 4, to Mai Wiru Regional Stores Council Aboriginal Corporation subject paragraphs 1 and 2 of Council Resolution 2021/080 and to the conditions and requirements outlined in a lease agreement.
2. Supports this decision for the following reasons:
 - (a) The lease of the Site to Mai Wiru would be consistent with key goals of the Shire's community plan;
 - (b) The lease will facilitate the development and use of the Site for civic and community purposes which is consistent with designated purposes of the Crown reserve, which contains the Site, under the *Land Administration Act*;
 - (c) The lease will facilitate development which promotes the health and well-being of indigenous and remote communities and employment of indigenous members of the community;
 - (d) The lease will facilitate development which provides affordable goods and services to the Halls Creek indigenous and remote communities; and
 - (e) A decision to proceed with the lease to Mai Wiru follows acknowledgement of the planning issues raised in the submission by Moharich and More, yet those matters appropriately need full determination when a development application for Proposed Development is submitted for development approval.
3. The Chief Executive Officer be instructed to submit the Mai Wiru Lease to the Minister for Lands once signed.

VOTING REQUIREMENT: Simple Majority

Appendix:

9.2.1A - Submission received – 6 August 2021

9.2.1B - Public notice

9.2.1C - Mai Wiru Investment feasibility modeling – August 2021 (*To be circulated under separate confidential cover*)

9.2.1D - Survey – Proposed lease area – Lot 417 on DP 188146

9.2.1E – MOU – Mai Wiru

9.2.1F – Lease Agreement – Mai Wiru – Draft October 2021

Suite 3, 70 Angelo Street
SOUTH PERTH WA 6151
PO Box 8243, Angelo Street
SOUTH PERTH WA 6151
+61 8 9367 5559
www.moharichandmore.com.au

Our ref: 22-005
Your ref: -

6 August 2021

Mr Noel Mason
Chief Executive Officer
Shire of Halls Creek
7 Thomas Street
HALLS CREEK WA 6770

By email:

ceo@hcshire.wa.gov.au

Dear Sir

Submission:

Intention to Dispose of Local Government Property - Lot 417 on DP 188146

- 1 I act for a number of businesses and landowners located on the main street of Halls Creek. These businesses include IGA Halls Creek, Halls Creek Meat Supply, Spinifex Contracting, and Halls Creek Store (**my clients**). A list of the entities, and the location of their land and/or businesses is included as an Annexure to this letter.
- 2 My clients object to the proposed lease of local government land to Mai Wiru Regional Stores Council Aboriginal Corporation, for the reasons that follow.

Planning issues

Consistency with planning framework and general planning principles

- 3 The Halls Creek Local Planning Strategy recognises the need for additional commercial zoned land in Halls Creek. At clause 6.10.3 it states –

The Shire has limited areas of land where retail and commercial land uses are permitted. In the Halls Creek **townsite there is the opportunity for some additional commercial land uses to locate to the east of the Town Centre** which has been identified to be rezoned to 'Mixed Use'.

(emphasis added).

- 4 What is proposed in respect of this lease is completely at odds with the Local Planning Strategy – the site in question is to the north-west of the Town Centre.
- 5 Further, the injection of 1,450m² retail floorspace into any small town is significant. To put that into context, my clients' eight properties, combined, equates to only 2,190m².
- 6 This is particularly so in the location that has been chosen, which is off the main street, and has no proper connectivity with the Commercial zoned land on Great Northern Highway. The effect of the approval of this application will be to radically shift the centre of the township, to the significant detriment of business owners who are operating lawfully within the Commercial zoned areas of the town site.
- 7 It is also noted that the loading docks and storage areas that are proposed to be constructed have been located very close to the residential lots to the north. This is likely to cause amenity impacts in terms of noise and light spill, particularly if deliveries are received outside of business hours.

Consistency with reservation

- 8 The land is reserved under the *Shire of Halls Creek Local Planning Scheme No.2 (LPS2)* as Civic and Community. The objects of this reserve in clause 14(3) are –
 - To provide for a range of community facilities which are compatible with surrounding development
 - To provide for public facilities such as halls, theatres, art galleries, educational, health and social care facilities, accommodation for the aged, and other services by organisations involved in activities for community benefit.
- 9 There is however, an expectation that land that is reserved under a local scheme will be used for a public purpose, and if not for the public at large, to a section of the public.
- 10 It is our submission that a 1000m² supermarket and an additional 450m² of shop-retail –
 - 10.1 cannot be considered a 'community facility'; and
 - 10.2 cannot be considered a 'service' provided by an organisation involved in activities for community benefit.
- 11 It is questionable at best as to whether such a large, commercial style activity should be located on land that it reserved.
- 12 It is our submission that at the very least, the subject land should be rezoned for its intended purpose prior to leases being granted.

Car parking

- 13 Based upon the dimensions shown in the concept plan, it appears that the 'Shop' land uses, at 1,450m² will require 97 car bays, and the warehouse component, 10 bays, making a total of 107 bays. No accommodation has been made on the site for car parking.
- 14 While reciprocal parking with other land uses is often considered acceptable, it is only justified in circumstances where the other uses are not generating parking need at the same time. My instructions are that the adjacent car park, which services both the Shire's aquatic centre, and civic hall is at capacity at certain times of the week, and certainly could not accommodate parking from this proposed use.

Conclusion

- 15 Until such time as these important planning matters have been addressed, the lease of this land to Mai Wiru should not proceed.
- 16 The approval of such an arrangement in the circumstances exposes the Shire to potential challenge of its decision in the Supreme Court.
- 17 For the foregoing reasons, it is our submission that the lease of the site to Mai Wiru is premature until those planning matters are resolved.

Yours faithfully



Belinda Moharich

Director

Agenda for Ordinary Meeting of the Council to be held on 21 October 2021

Trading Name of Business	Name of entity	Role	Address of business	Approximate NLA of premises
IGA Halls Creek	Kimberley Trading Pty Ltd as trustee for the Peter Tierney Family Trust	Land & Business Owner	Lot 82 Great Northern Hwy, Halls Creek WA 6770	540 sqm
Halls Creek Meat Supply	Empire Pty Ltd as trustee for the Perkins Trust	Land & Business Owner	Lot 77 GNH	220 sqm
Halls Creek Home	BP Trust	Land & Business Owner	Lot 78 Great Northern Highway	300 sqm
Spinifex Contracting	Kimberley Trading Pty Ltd ATF Peter Tierney Property Trust	Land & Business Owner	Lot 84 Great Northern Highway	200 sqm
Halls Creek Store	NMH Pty Ltd	Land & Business Owner	Lot 85 & Lot 186 Great Northern Highway	250 sqm
Commercial Rental	Anthki Holdings Pty Ltd	Land & Building Owner	Lot 2 Great Northern Highway	250 sqm
Commercial Rental	Empire Pty Ltd as trustee for the Perkins Trust	Land & Building Owner	Lot 100 Thomas St	150 sqm
Commercial Rental Office Space	Halls Creek Store Pty Ltd	Land & Business Owner	Lot 101 Thomas St	280 sqm



SHIRE OF HALLS CREEK

PUBLIC NOTICE

INTENTION TO DISPOSE OF LOCAL GOVERNMENT PROPERTY

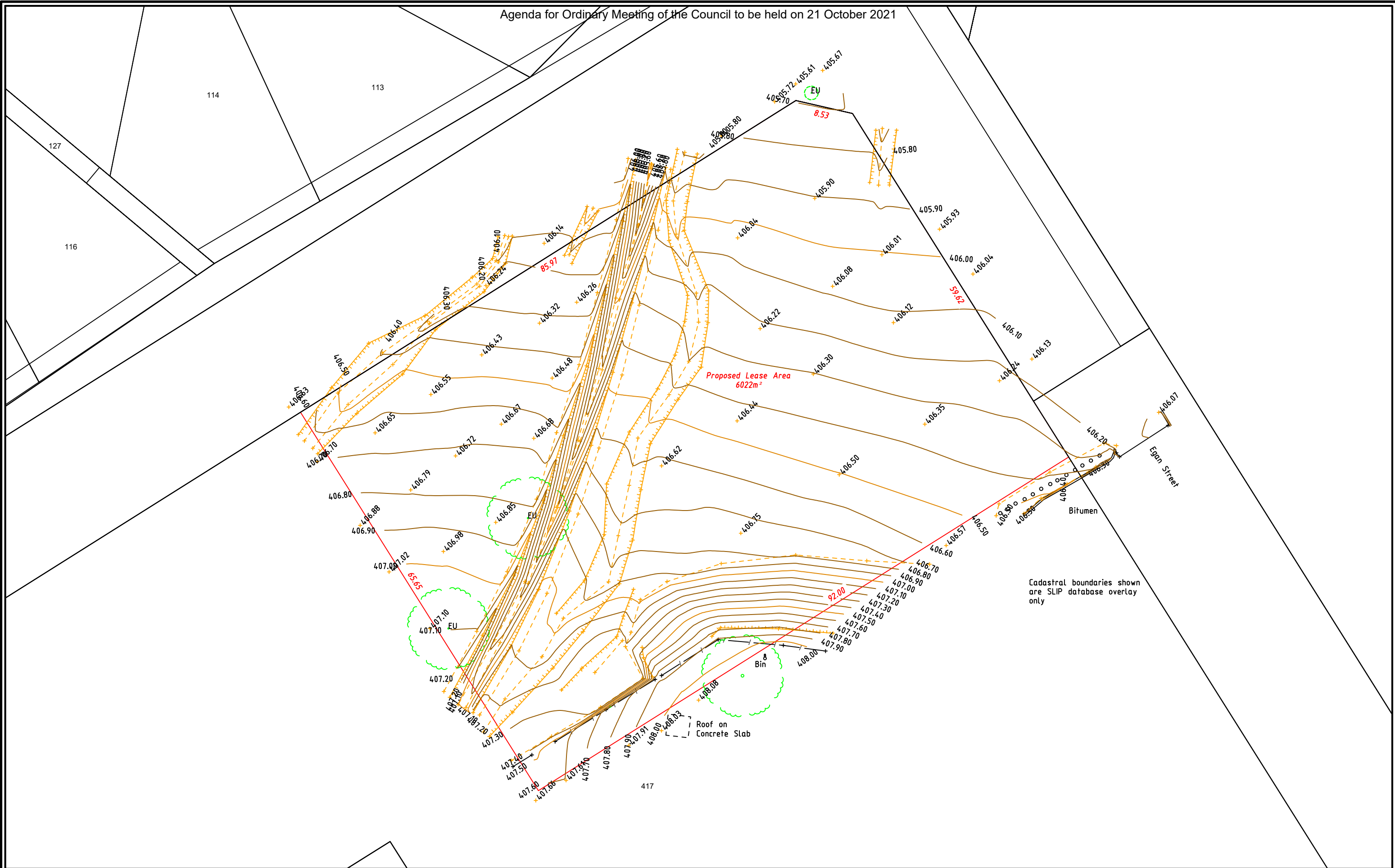
Notice is hereby given in accordance with Section 3.58 of the Local Government Act 1995 of the Shire of Halls Creek's proposal to dispose of the following property by way of lease:

Lessee	Description	Valuation	Proposed Rent	Lease Terms
Mai Wiru Regional Stores Council Aboriginal Corporation	A parcel of land measuring 6022m ² on Lot 417 DP188146	\$0.60 per m ² Total \$3,600 per annum (Valuation by Griffin V.A. dated 29/06/2021)	\$1,000 per annum	21 years with an option to renew - subject to Minister for Lands approval.

Mai Wiru Regional Stores Council Aboriginal Corporation provides community stores in rural and remote communities in the Northern Territory. The Shire is working with the Corporation to provide a community store and distribution point in Halls Creek for the purpose of delivering cost effective and health food alternatives to the local and wider community and support local employment. For more information, please go to the Shire of Halls Creek website <https://www.halls creek.wa.gov.au/> or the Shire office notice board.

The Shire is now inviting submissions on the proposed disposal. Submissions must be in writing and addressed to Noel Mason, Chief Executive Officer, Shire of Halls Creek, 7 Thomas Street, PO Box 21, HALLS CREEK, WA 6770, or emailed to ceo@hchsire.wa.gov.au. Any submissions must be received no later than the close of business on Friday 6 August 2021.

Noel Mason
CHIEF EXECUTIVE OFFICER




Cadastral boundaries shown are SLIP database overlay only

Rev.	Description	Drawn	Date	Checked
A	Initial Release	JS	26/03/2021	JS


SCALE 1:500
ALL DISTANCES ARE IN METRES
For true to scale reproduction of this plan, plot at A3 with the Paging Scaling set to None.

The contents of this plan are current and correct as of the date stated within the revision panel. All consultants and persons wishing to utilise this data should satisfy themselves of this plan currency by contacting MNG

Surveyor: JS
Survey Date: 18/03/2021
File: S:\50896\DE-001A
FILES Software: L477 Data




The boundaries depicted on this plan were not re-established as part of this survey, therefore this plan does not guarantee their accuracy.
Re-establishment of the cadastral boundaries is recommended for any proposed works on or near existing boundaries.



Suite 5, 2 MacPherson Street
PO Box 6405
BROOME WA 6725
Tel: (08) 6316 2130
info@mngsurvey.com.au

PO Box 1390
KUNUNURRA WA 6743
Tel: (08) 9169 3405
info@mngsurvey.com.au

Lot 417 (173) Great Northern Highway, Halls Creek
Proposed Lease Area - Detail Survey

CLIENT: Shire of Halls Creek

Project Mng: JS Datum: H60RD94/AHD

50896 - DE - 001 - A
Job Number Type Plan Number

Memorandum of Understanding

Between

Shire of Halls Creek (**Shire**) ABN 58 251 691 051 of 7 Thomas Street, Halls Creek,
WA 6770 and

Mai Wiru Regional Stores Council Aboriginal Corporation (**Mai Wiru**) ABN 24 533 202 947 of
52A Elder Street, Ciccone, Alice Springs NT 0870

and

Palya Pty Ltd (**Palya**) ACN 628 990 269 c/o 35 Grandview Avenue, Urrbrae
SA 5064

**for the implementation of
food security, supply chain services, and the development of land by Mai Wiru in the Shire
of Halls Creek.**

1. Background

- 1.1. Mai Wiru is a 100% Indigenous, not for profit organisation, which strives to improve the health and wellbeing of the people on the Anangu Pitjantjatjara Yankunytjatjara lands and remote indigenous communities, by ensuring continuous access to nutritious and affordable food and essential items. The Mai Wiru stores policy was developed in 2000 – 2001, which aims to implement and monitor new health initiatives, including offering healthy alternatives, which has proven to be instrumental in addressing the ongoing issue of food security across indigenous community stores.
- 1.2. Palya is 51% indigenous owned wholesale business that supplies products for community stores across South Australia, Northern Territory and Western Australia. It has a long-term partnership contract with Mai Wiru as a preferred supplier to provide products for its stores and to also support further wholesale to indigenous communities.
- 1.3. Palya and Mai Wiru are in discussions about Mai Wiru becoming a minority shareholder in the Palya business to further grow the wholesale opportunities in indigenous communities.
- 1.4. Mai Wiru proposes to develop and operate the Commercial Centre on the Land.
- 1.5. The purpose of the Commercial Centre is to:
 - 1.5.1. provide a retail food/goods shopping space and complimentary retail spaces for use of the inhabitants of Halls Creek and surrounding Kimberley communities;
 - 1.5.2. provide new job opportunities in retail and warehousing;
 - 1.5.3. improve food security through the establishment of a warehouse and via the provision of a freight and logistics supply chain services; and

- 1.5.4. provide competitive alternative low cost food and retail offerings as a point of difference; and
- 1.5.5. pop up business retail space to promote alternate or new business promotions or opportunities.
- 1.6. The Shire is the management body with care, control and management of the Land pursuant to Part 4 of the *Land Administration Act 1997 (WA)*.
- 1.7. Subject to the consent of the Minister for Lands first being obtained, the Shire proposes to lease the Land to Mai Wiru for the purposes of the Project.

2. Definitions

In this MOU, unless the contrary intention appears:

Commercial Centre means the proposed Commercial Centre described in Annexure A of this MOU.

Confidential Information of a party means any information or data, whether or not in a material form, which is confidential to the party, including confidential information created, acquired, collected or developed for the purpose of conducting the Project, but not information in the public domain other than as a result of a breach of this MOU.

Land means the portion of Reserve 37006 which the Shire proposes to lease to Mai Wiru to develop and operate the Commercial Centre.

MOU means this memorandum of understanding.

Parties means the Shire, Mai Wiru and Palya.

Project means the development and operation of the Commercial Centre, as further described in Annexure A.

Project Advisory Committee means the group of experts who will provide ongoing advice and recommendations on the overall implementation of the Project.

Reserve 37006 means Lot 407 on Deposited Plan 188146 being all the land contained in Certificate of Title Volume LR3102 Folio 1000.

Term means the term of this MOU as described in clause 6.2 below.

3. Important aspects of the Project.

In summary, important aspects of the Project are:

- 3.1. A project team comprising staff from Mai Wiru, will conduct the Project in partnership with Palya. The project team will evaluate and implement proposals for making available and promoting foods, products and services in the township of Halls Creek that are affordable, accessible and acceptable. The project team will develop a plan to offer improved food security and availability of consumer products in the new Commercial Centre.
- 3.2. A local advisory committee may be formed to help guide the project team. The project team will also work with advisory committee and service providers to help increase demand for new business services to be available during and after the completion of the Commercial Centre.

- 3.3. The project team will develop employment opportunities for local aboriginal people during construction;
- 3.4. Mai Wiru will develop a sustainable operational plan that targets 70% local aboriginal employment.
- 3.5. Mai Wiru and Palya are committed to and involved in overlapping complementary areas of work in promoting the supply of essential services and product lines, employment opportunities, and implementing a reliable freight and logistics supply chain.

4. The Parties' proposed actions to progress the Project:

For the purpose of progressing the Project, the Parties will undertake the following actions:

4.1. Shire

- 4.1.1. Subject to the performance of its statutory functions, compliance with applicable laws and obtaining the consent of the Minister for Lands, the Shire will use its best endeavours to make Land available to Mai Wiru for the purposes of the Project.

4.2. Mai Wiru

- 4.2.1. Mai Wiru and Palya, will prepare a business plan for the Commercial Centre.
- 4.2.2. Mai Wiru will secure the required funding for the Commercial Centre Project and provide the Shire with a payment schedule (if not contained in the business plan) to demonstrate financial commitments and obligations associated with the Project.
- 4.2.3. Following the establishment of the Commercial Centre, Mai Wiru and the Shire will establish a community committee acting as a board of governance for the Commercial Centre comprising representatives agreed by Mai Wiru and the Shire. The community committee will make recommendations to the Shire and Mai Wiru on the disbursements of surplus profits of the Commercial Centre for the purpose of community grants.

4.3. Palya

- 4.3.1. Palya as a preferred wholesale supplier for Mai Wiru may elect contribute to the Commercial Centre project.
- 4.3.2. It is intended that Palya's relationship with Mai Wiru, as a preferred wholesale supplier, will continue for the duration of this MOU agreement between the Shire and Mai Wiru. The details of this relationship are a matter between Mai Wiru and Palya.

5. Purpose of the MOU

- 5.1. This MOU is a statement of understanding and is not intended to create binding or legal obligations between the Parties.

6. Commencement and term of the MOU

- 6.1. This MOU will commence on the date it is executed by the last party signing and the

MOU will continue from signing.

- 6.2. The Term of this MOU is 10 years and may be extended by mutual agreement in writing between the Parties.

7. Community and Organisational Input to the Project

7.1. The Project will be overseen by;

7.1.1 The local advisory committee which will provide overall ongoing advice and communications on the matters of the development of the Commercial Centre to the Shire. This committee will meet on an 'as needed basis'.

7.1.2 The local advisory committee will be responsible for community and cultural input into the Project. The support for the local advisory committee will be provided by the Shire's Director Assets and Infrastructure or other nominated representative. Members of the local advisory committee will provide local knowledge and insights and guidance into the Project and ensure that all local operational aspects of the Project are managed from a cultural perspective.

7.1.3 Nothing prevents Mai Wiru and the Shire from expanding, narrowing or ending the roles of the local advisory committee as suits, if it assists in completion of the Project.

8. Roles and responsibilities

8.1. All Parties are to use their best endeavours to:

8.1.1. determine outputs derived from the Project and final reporting mechanisms; and

8.1.2. agree on media releases and communications relating to the Project.

9. Confidentiality and Privacy

9.1. All Parties will use their best endeavours to keep any Confidential Information of the other Parties confidential and not communicate, publish or release, or permit the communication, publication or release any Confidential Information except as required by law.

9.2. The Parties will comply with the provisions of the *Privacy Act 1988* (Cth) (including the Australian Privacy Principles) to the extent that the Act and Principals apply to each of the Parties.

10. Variation

The parties may agree to vary any of the requirements of this MOU. Such variations must be in writing and signed by all Parties.

11. Relationship between the Parties and dispute resolution

11.1. The relationship between the Parties will be one of co-operative mutual support. A high level of integrity and mutual regard shall govern the relationship;

11.2. Any disputes arising as a result of the implementation of this MOU shall be settled

amicably by consultation between the Parties.

12. Lack of Formality

This MOU is intended to take effect as an MOU notwithstanding any lack of formality.

13. No Fetter of the Shire's powers and functions

Nothing in this MOU shall operate to fetter the Shire in the exercise of its powers or the performance of its functions under the laws of Western Australia.

14. Contacts

All correspondence or exchanges relating to any matters in this MOU are to be provided to:

Mai Wiru Regional Stores Council Aboriginal Corporation

Dennis Bate
Project
Manager
Add: PO Box 2289, Alice Springs NT
0870 Mb: 0429 379 415
Email: dennis.bate@maiwiru.org.au

Palya Pty Ltd

Shane
Radbone
Chairman
Palya
Add: 35 Grandview Avenue, Urrbrae
5064
Mb: 0429 379 415
Email: shane.radbone@gmail.com

Shire of Halls Creek

Chief Executive Officer
Add: 7 Thomas Street, Halls Creek, WA 6770
Ph: 08 9168 6007
Email: ceo@hcshire.wa.gov.au

Executed as an agreement

Executed for and on behalf of Mai Wiru Regional)
Stores Council Aboriginal Corporation by its duly)
authorised officers in accordance with the)
Corporations (Aboriginal and Torres Strait Islander))
Act by:)

.....
Signature of Director

.....
Signature of Director/Secretary

.....
Name of Director

.....
Name of Director/Secretary

Executed for and on behalf of Palya Pty Ltd by its)
duly authorised officers without affixing the)
Common Seal pursuant to Section 127 of the)
Corporations Act 2001 (Cth))
)

.....
Signature of Director

.....
Signature of Director/Secretary

.....
Name of Director

.....
Name of Director/Secretary

Executed for and on behalf of the Shire of Halls)
Creek)
)
)

.....
Signature of Chief Executive Officer

.....
Signature of Shire President

.....
Name of Chief Executive Officer

.....
Name of Shire President

Annexure A: Description of Commercial Centre and Project

DRAFT

LEASE – Portion of Reserve 37006

This ground lease (**Lease**) is entered into as of the [X] day of [X], 2021, and is between:

Shire of Halls Creek (Lessor)

And

Mai Wiru Regional Stores Council Aboriginal Corporation (Lessee).

RECITALS

- A. The Site is Crown reserve land under the care, control and management of the Lessor for civic and community purposes pursuant to a management order made under the LA Act.
- B. The Lessor wishes to lease the Site to the Lessee and the Lessee wishes to take a lease of the Site on the terms and conditions set out in this Lease.
- C. Before entering into this Lease, the Lessor has complied with its obligations under section 3.58 of the LG Act regarding the disposal of property in order to lease the Site to the Lessee.
- D. This Lease is subject to the prior approval of the Minister for Lands under the LA Act.

OPERATIVE PART

1. Definitions and Interpretation

1.1 Definitions

In this Lease:

Authorities includes any federal, state and local authorities, and a person, authorised to carry out a statutory function.

Building means the building and associated improvements and works to be constructed on the Site by the Lessee generally in accordance with the Concept Plan.

Concept Plan means the plan attached as Annexure B to this Lease.

Event of Default means any of the events specified in clause 27 of this Lease.

GST refers to goods and services tax under the GST Act.

GST Act means *A New tax System (Goods and Services) Act 1999 (Cth)*.

LA Act means *Land Administration Act 1997 (WA)*.

LG Act means the *Local Government Act 1995 (WA)*.

Landgate means the Western Australian Land Information Authority operating under the name Landgate.

Lease means this lease including all its schedules and annexures.

Party means the Lessor or the Lessee as the context requires and **Parties** refers to the Lessor and Lessee collectively.

Permitted Use means community store, distribution centre, specialty retail and ancillary housing.

Site means the premises shown in Annexure A being a portion of Reserve 37006 which reserve is also identified as Lot 417 on Deposited Plan 188146 (Certificate of Title Volume LR3102 Folio 1000).

Start Date means the date on which this Lease is approved by the Minister for Lands under section 18 of the LA Act.

Term means the period of 21 years commencing on the Start Date.

1.2 Other references

In this Lease, unless the context otherwise requires:

(a) references to statutes, regulations, ordinances or by-laws shall be deemed to extend to all statutes, regulations, ordinances or by-laws amending, consolidating or replacing the same;

(b) words importing the singular number shall include the plural and vice versa;

(c) reference to an annexure means an annexure of this Lease;

(d) a provision of this Lease prohibiting the Lessee from doing a thing requires the Lessee to ensure compliance with that provision by the Lessee's employees,

agents, contractors and sub-lessees;

(e) unless stated otherwise, where an obligation is imposed upon any Party, all costs of compliance with or performance of that obligation must be paid by that Party.

1.3 Headings

Headings have been included for ease of reference and, except for the annexures, none of the terms or conditions of this Lease are to be construed or interpreted by reference to the headings.

1.4 Business days

Where the day on or by which any act, matter or thing is to be done is a Saturday, a Sunday or a public holiday in Western Australia, such act, matter or thing may be done on the next succeeding day which is not a Saturday, a Sunday or a public holiday in Western Australia.

2. Agreement to Lease.

Lessor grants to the Lessee and the Lessee takes a lease of the Site for the Term upon the terms and conditions of this Lease.

3. Permitted Use

- (a) The Site may only be used by the Lessee for the Permitted Use. Lessee must not use the Site, or permit the Site to be used, for any other purpose unless Lessor consents.
- (b) Lessor makes no representation or warranty regarding the legality of the Permitted Use and Lessee will bear all risk of any adverse change in applicable laws.
- (c) Lessee acknowledges that it has relied on its own enquiries as to how the Site may be used and not on any representation by Lessor.
- (d) Lessor does not give any warranty that the Site is suitable for the Permitted Use.

4. Extension of the Term.

The Parties may extend the Term upon such terms and conditions as may be agreed upon in writing and signed by the Parties, and subject to the prior written consent of the Minister for Lands in accordance with section 18 of the LA Act at the time of any such extension.

5. Rent.

Lessee will pay Lessor annual rent in advance of \$1000 (plus GST) with:

- (a) the first payment of rent to be made on the Start Date; and
- (b) the payment of rent for each subsequent year of the Term to be made on the 31st day of March in each year.

6. Additional Rent.

There may be instances under this Lease where Lessee may be required to pay additional charges to Lessor. All such charges are considered additional rent under this Lease and will be paid with the next regularly scheduled rent payment. Lessor has the same rights and Lessee has the same obligations with respect to additional rent as they do with rent.

7. Security Deposit.

Lessee is NOT required to pay a security deposit.

8 Taxes.

Lessee shall pay all rates, taxes and charges which are levied or charged on the Site during the Term.

9. Utilities.

- (a) Lessee shall pay the cost of all utility services during the Term, including but not limited to gas, water, and electricity used on the Site.
- (b) Lessee shall pay any costs, including any amounts required by any Authorities, to provide gas, water, electricity or any other utility services to the Site.

10. Delivery of Possession.

Lessor will deliver exclusive and lawful possession of the Site to Lessee on the Start Date . In the event Lessor is unable to give possession of the Site to Lessee on such date, Lessor will not be subject to any liability for such failure, the validity of this Lease will not be affected, and the Term will not be extended. Lessee will not be liable for rent until Lessor gives possession of the Site to Lessor.

11. Holding over

- (a) Unless this Lease has been extended by mutual written agreement of the Parties, and subject to the prior written approval of the Minister for Lands in accordance with section 18 of the LA Act, there will be no holding over past the Term under the terms of this Lease under any circumstances. If Lessee does retain possession past the Term, Lessee shall pay 8.33% of the then applicable rent computed on a monthly basis for each month or portion thereof during such holding over. In

addition, Lessee shall be liable for any damages incurred by Lessor as a result of the holding over.

- (b) Lessor or Lessee may give notice to the other at any time to terminate the monthly tenancy and termination will take effect one month after the date of service of that notice.

12. Condition of the Site.

Lessee has examined the Site and accepts the Site in its current condition as is and with all faults except as expressly provided in this Lease. Lessor makes no representation or warranty, express or implied, or arising by operation of law, including but not limited to, any warranty of fitness for a particular purpose, merchantability, habitability, suitability or condition of the Site. Lessee acknowledges that Lessee has not relied on any representations or warranties by Lessor in entering into this Lease.

13. Use of the Site.

Lessee agrees to use the Site only for the Permitted Use and will not deposit waste upon the Site. Lessee will, at its sole expense, maintain the Site in good repair and make all necessary repairs thereto. Lessee will not use the Site for any unlawful purpose or in any manner that will materially harm Lessor's interest in the Site.

14. Building works

- (a) Lessee shall construct the Building on the Site in compliance with any development approval and building permit issued for the Building and with any other required authorisations issued by any Authorities.
- (b) Subject to the Lessee securing suitable funding to construct the Building and obtaining all necessary approvals, permits, licences and other necessary authorisations required by law, the Lessee shall use reasonable endeavours to commence the Building within 12 months of the Start Date and substantially complete the Building within 2 years of the Start Date or such other periods as the Lessor may agree in writing.
- (c) The Lessee shall:
 - (i) construct the Building at its own expense;
 - (ii) comply with the requirements of relevant Authorities in relation to the construction of the Building;
 - (iii) if requested by the Lessor, provide the Lessor with details of the Lessee's arrangements for the Building within 90 days of the Start Date;
 - (iv) keep the Site adequately fenced during construction of the Building to guard against damage to the construction works and injury to any person; and
 - (v) construct the Building to the Lessor's reasonable satisfaction.
- (d) On or before the expiry of the Term or within a reasonable period (with the Lessor and Lessee both acting reasonably) after the earlier termination

of the Term, the Lessee must remove the Building from the Site and make good at its cost any damage to the Site caused by the removal.

- (e) If any part of the Building remains on the Site following the period referred to in sub-paragraph (d) then the Lessor may at its absolute discretion elect to:
- (i) remove the Building from the Site and make good any damage to the Site caused by the removal and recover the reasonable costs of removal and making good from the Lessee; or
 - (ii) retain the Building and the Lessee will have no further interest in the Building of any kind.

15. Improvements and Alterations.

In addition to the Building, the Lessee may not make any other improvements, alterations, additions, or other changes to the Site without the written approval of the Lessor. Lessee agrees that any such improvements, alterations, additions, or other changes will be performed in a good and workmanlike manner and will comply with all applicable laws.

16. Signs

Lessee shall have the right to erect any sign related to its business, on the condition that such signs comply with the law.

17. Leasehold Mortgage.

Lessee has the right to grant a mortgage, deed of trust, or other security instrument in Lessee's interest to the Site created by this Lease (**Leasehold Mortgage**) to secure repayment of a loan made to Lessee to finance the construction of any improvements on or to the Site during the Term. Where Lessee has the right to grant, it will be subject to the prior written consent of the Lessor and the Minister for Lands.

18. Subordinated Lease

In no event will any interest of Lessor in the Site be pledged as collateral for or be subordinate to any Leasehold Mortgage.

19. No Liens.

Lessee will not permit any liens to arise against Lessor's interest in the Site as a result of any work performed for or obligations incurred by Lessee. Lessee will indemnify Lessor and the Minister for Lands for any liability, cost, or expense, including legal fees and costs, in the event any such lien arising.

20. Permits and Approvals.

Lessee will be responsible for obtaining all licenses, permits, and approvals required by any Authorities in connection with its development (including the Building) or use of the Site. Lessor will cooperate with Lessee and provide the necessary documents to obtain such licenses, permits, and approvals. Such cooperation is subject to the Lessor's powers and functions as a local government under the laws of Western Australia.

21. Compliance with Laws.

Lessee covenants and agrees to comply with all federal, state and local laws, regulations, local laws and ordinances affecting the development (including the Building) and use of the Site.

22. Hazardous Substances.

Lessee will not keep or store on the Site any item of a dangerous, flammable, or explosive character that might unreasonably increase the danger of fire or explosion on the Site or that might be considered hazardous or extra hazardous by any responsible insurance company.

23. Insurance.

(a) At all times during the Term, Lessee will maintain insurance for the Site covering:

- (i) Property Insurance - covering all of Lessee's improvements, fixtures, equipment, and other personal property located on the Site against loss or damage by fire, fusion, explosion, lightning, flood, earthquake, storm, tempest, war, civil commotion, damage from aircraft and other usual risks and necessary risks for their full replacement value.
- (ii) Public Liability Insurance covering bodily injury, death, or property damage in an amount not less than \$ 20m per occurrence.
- (iii) Workers' compensation and employee insurance in an amount required by law.
- (iv) Any other policy of insurance which Lessor acting reasonably from time to time during the Term requires Lessee to take out and maintain with an amount of cover as may be reasonably specified by Lessor.

(b) All insurance policies (other than worker's compensation), shall name Lessor as an additional insured or interested party. Lessee will provide Lessor certificates evidencing the required insurance policies prior to the Start Date.

24. Waiver of Subrogation.

Lessor and Lessee each waive any and all claims or rights to recovery against the other Party for any loss or damage to the extent such loss or damage is covered by insurance or would be covered by insurance as required under this Lease. Lessor and Lessee will

cause each insurance policy carried by Lessor or Lessee relating to the Site to include or allow a full waiver of any subrogation claims.

25. Indemnification.

To the extent permitted by law, Lessee agrees to indemnify, defend, and hold harmless Lessor and the Minister for Lands from any and all claims, actions, liabilities, suits, demands, damages, losses, or expenses, including attorneys' fees, arising out of or relating to:

- (a) Lessee's development, use and occupancy of the Site;
 - (b) any work done by or on behalf of Lessee on the Site, including any improvements to the Site;
 - (c) Lessee's negligence or willful misconduct;
 - (d) Lessee's breach or default of any of the terms of this Lease
- provided however, Lessee's obligations under this section shall not extend to any claims actions, liabilities, suits, demands, damages, losses, or expenses arising from the sole negligence or willful misconduct of Lessor.

26. Access to Site.

Lessor or its agents may have access to the Site at reasonable times to inspect the Site, to make any necessary repairs and as otherwise needed to perform its functions as a local government or its rights or obligations under this Lease.

27. Default. The following shall each constitute an Event of Default by Lessee:

- (a) Lessee fails to make any required payment due under this Lease;
- (b) Lessee fails to perform any obligation or condition or to comply with any term or provision of this Lease;
- (c) Lessee files a petition for bankruptcy, reorganization or similar relief, enters into administration or enters into any arrangement with its creditors or makes an assignment for the benefit of creditors;
- (d) Lessee ceases the Permitted Use;
- (e) The Site is deserted.

28. Termination by Lessor.

Upon the occurrence of an Event of Default by Lessee which continues for a period of 90 days after receiving written notice of the default from Lessor, Lessor has the right to terminate this Lease and take possession of the Site. Lessor's rights hereunder shall be in addition to any other right or remedy now or hereafter existing at law or equity. Any

encumbrances on the lease must be removed by the Lessor in the event of termination of this Lease by the Lessor.

29. Termination by Lessee.

In the event of a breach by Lessor of any of its obligations, covenants, or agreements under this Lease which continues for a period of 90 days after receiving written notice of the breach from Lessee, Lessee has the right to terminate this Lease, upon written notice to Lessor, without penalty. Lessor shall return to Lessee any prepaid or prorated rent if Lessee terminates this Lease pursuant to this clause. Any encumbrances on the lease must be removed by the Lessee in the event of termination of this Lease by the Lessee.

30. Surrender of the Site.

Lessee shall return the Site to Lessor upon termination of this Lease in good condition and repair, ordinary wear and tear excepted. Within 120 days following the termination of this Lease, Lessee will remove all equipment, materials, fixtures, signs and other personal property belonging to Lessee from the Site. Any property left on the Site after 120 days following the termination of this Lease will be deemed to have been abandoned by Lessee and may be retained by Lessor. Any encumbrances must be removed by the Lessee/Lessor.

31. Registration of the Lease.

The Parties shall register this Lease with Landgate and any other relevant government office that may serve as a place for registering or recording leases, within 45 days from the Start Date.

32. Subordination.

This Lease and Lessee's right hereunder shall be subject and subordinate in all respects to any mortgage, deed of trust, or other lien now or hereinafter incurred by Lessor. Upon request of Lessor, Lessee will enter into a subordination agreement or other customary form as required by the lien holder.

33. No Partnership etc.

Nothing contained in this Lease shall be deemed or construed to create a partnership, joint venture or any other fiduciary relationship between the Parties other than that of Lessor and Lessee. Neither Party is authorized to act as an agent or on behalf of the other Party.

34. Compulsory taking

In the event that all or a material portion of the Site necessary for the Building or the Permitted Use is taken for any public or quasi-public use under any written law, ordinance or regulation or by the right of eminent domain, this Lease shall terminate on the date of such taking, and all rent under this Lease shall be prorated and paid to such date. In the event such taking is less than a material portion of the Site, this Lease shall remain in full force and effect; provided however, the rent due under this Lease shall be reduced to such extent as may be fair and reasonable under the circumstances. Lessor and Lessee shall each be entitled to receive and retain such separate awards and portions of lump sum compensation as may be allocated to their respective interests in any compulsory taking process.

35. Limitation of Liability.

Lessor and Minister for Lands are not responsible or liable for any loss, claim, damage or expense as a result of any accident, injury or damage to any person or property occurring anywhere on the Site, unless resulting from the negligence or willful misconduct of Lessor or Minister for Lands as the case may be.

36. Assignment and Subletting.

Lessee must not assign this Lease as to all of or any portion or the Building or Site or make or permit any total or partial sublease or other transfer of all of or any portion of the Building or Site without the prior written consent of the Lessor and the Minister for Lands.

37. Quiet Enjoyment.

If Lessee pays the rent and performs all other obligations under this Lease, Lessee may peaceably and quietly hold and enjoy the Site during the Term.

38. Force Majeure.

In the event that Lessor or Lessee shall be delayed or hindered in or prevented from the performance of any act other than Lessee's obligation to make payments of rent, additional rent, and other charges required hereunder, by reason of strikes, lockouts, unavailability of materials, failure of power, restrictive governmental laws or regulations, riots, insurrections, the act, failure to act, or default of the other Party, war or other reason beyond its control, then performance of such act shall be excused for the period of the delay and the period for the performance of such act shall be extended for a period equivalent to the period of such delay.

39. Notices.

All notices given under this Lease must be in writing. A notice is effective upon receipt and shall be delivered in person, sent by overnight courier service or sent via certified or registered mail, addressed to Lessor or Lessee at the address stated below, or to another address that either Party may designate upon reasonable notice to the other Party.

Lessor's address for notices:

Shire of Halls Creek

Chief Executive Officer

Add: 7 Thomas Street, Halls Creek, WA 6770

Ph: 08 9168 6007

Email: ceo@hcshire.wa.gov.au

Lessee's address for notices:

Mai Wiru Regional Stores Council Aboriginal Corporation

Manager

Add: PO Box 2289, Alice Springs NT 0870

Ph Mb: 0429 379 415

Email: dennis.bate@maiwiru.org.au

40. Further Assurances.

Each Party hereto agrees to execute and deliver any additional documents and to do all such other acts as may be necessary to carry out this Lease and each Party's rights and interests in this Lease.

41. No Waiver.

No Party shall be deemed to have waived any provision of this Lease or the exercise of any rights held under this Lease unless such waiver is made expressly in writing.

42. Severability.

If any provision of the Lease is held to be invalid, illegal, or unenforceable in whole or in part, the remaining provisions shall not be affected and shall continue to be valid, legal, and enforceable as though the invalid or unenforceable parts had not been included in this Lease.

43. Successors and Assignees.

This Lease will inure to the benefit of and be binding upon the Parties and their respective permitted successor and assigns.

44. Governing Law.

The terms of this Lease shall be governed exclusively by the laws of the State of Western Australia.

45. Disputes.

Any dispute arising from this Lease shall in the first instance be resolved through mediation. If the dispute cannot be resolved through mediation, then the dispute will be resolved through binding arbitration conducted in accordance with the *Commercial Arbitration Act 2012 (WA)*.

46. Amendments.

This Lease may not be modified except in writing signed by both Parties including the prior written approval of the Minister for Lands in accordance with section 18 of the LA Act.

47. Counterparts.

This Lease may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together, shall constitute one and the same document.

48. Entire Agreement.

This Lease constitutes the entire agreement and understanding between the Parties and supersedes and cancels all prior agreements of the Parties, whether oral or written, with respect to the Site.

49. Minister's approval

This Lease is subject to the prior written approval of the Minister of Lands pursuant to section 18 of the *Land Administration Act 1997*.

50. Goods and Services Tax

- (a) In this clause the terms used have the meanings given to them in the GST Act.
- (b) The rent and all other amounts agreed to be paid by Lessee to Lessor, being the consideration for the supply expressed in this Lease, are exclusive of GST.
- (c) In respect of any liability of Lessor for GST under this Lease and the renewal or extension of this Lease, including for rent, rates and taxes, outgoings or any

consideration for any other taxable supply, Lessee must pay to Lessor at the same time as any payment is made involving Lessor in GST liability, the additional amount of GST, together with the payment to which it relates.

- (d) If Lessor is entitled to an input tax credit in relation to any amount recoverable from Lessee under clause 50(c), the amount payable by Lessee will be reduced by the amount of the input tax credit which Lessor has received or claims and is entitled to receive.
- (e) The making of each payment by Lessee under clause 50(c) is subject to Lessor delivering to Lessee, as required by the GST Act, tax invoices in a form which complies with the GST Act and the regulations to enable Lessee to claim input tax credits in respect of the taxable supply.

Signing Page

Executed by the Parties as a Deed

Executed for and on behalf of **Mai Wiru Regional Stores Council Aboriginal Corporation** by its duly authorised officers in accordance with the Corporations (Aboriginal and Torres Strait Islander) Act by:

.....
Signature of Director

.....
Name of Director

.....
Signature of Director/Secretary

.....
Name of Director/Secretary

Executed for and on behalf of the **Shire of Halls Creek**

.....
Signature of Shire President

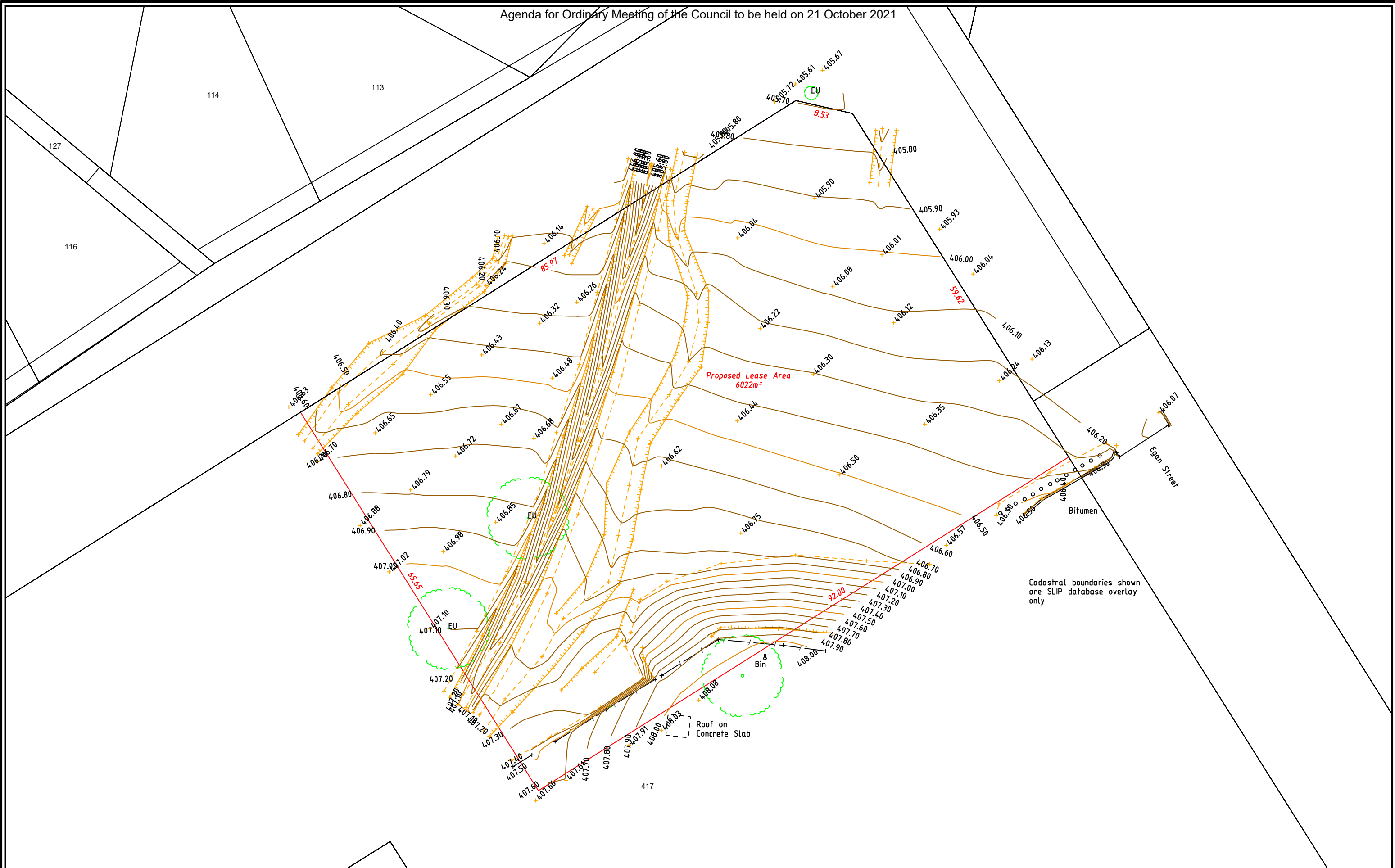
.....
Name of Shire President

.....
Signature of Chief Executive Officer

.....
Name of Chief Executive Officer

Annexure A – Portion of Reserve 37006 Constituting the Site

Annexure B: Building Concept Plan




Rev.	Description	Drawn	Date	Checked
A	Initial Release	JS	26/03/2021	JS

SCALE 1:500
ALL DISTANCES ARE IN METRES
For true to scale reproduction of this plan, plot at A3 with the Paging Scaling set to None.

The contents of this plan are current and correct as of the date stated within the revision panel. All consultants and persons wishing to utilise this data should satisfy themselves of this plan currency by contacting MNG.

Surveyor: JS
Survey Date: 18/03/2021
File: S:\50896\DE-001A
FILES Software: L477 Data




The boundaries depicted on this plan were not re-established as part of this survey, therefore this plan does not guarantee their accuracy.
Re-establishment of the cadastral boundaries is recommended for any proposed works on or near existing boundaries.



Suite 5, 2 MacPherson Street
PO Box 6405
BROOME WA 6725
Tel: (08) 6316 2130
info@mngsurvey.com.au

PO Box 1390
KUNUNURRA WA 6743
Tel: (08) 9169 3405
info@mngsurvey.com.au

Lot 417 (173) Great Northern Highway, Halls Creek
Proposed Lease Area - Detail Survey

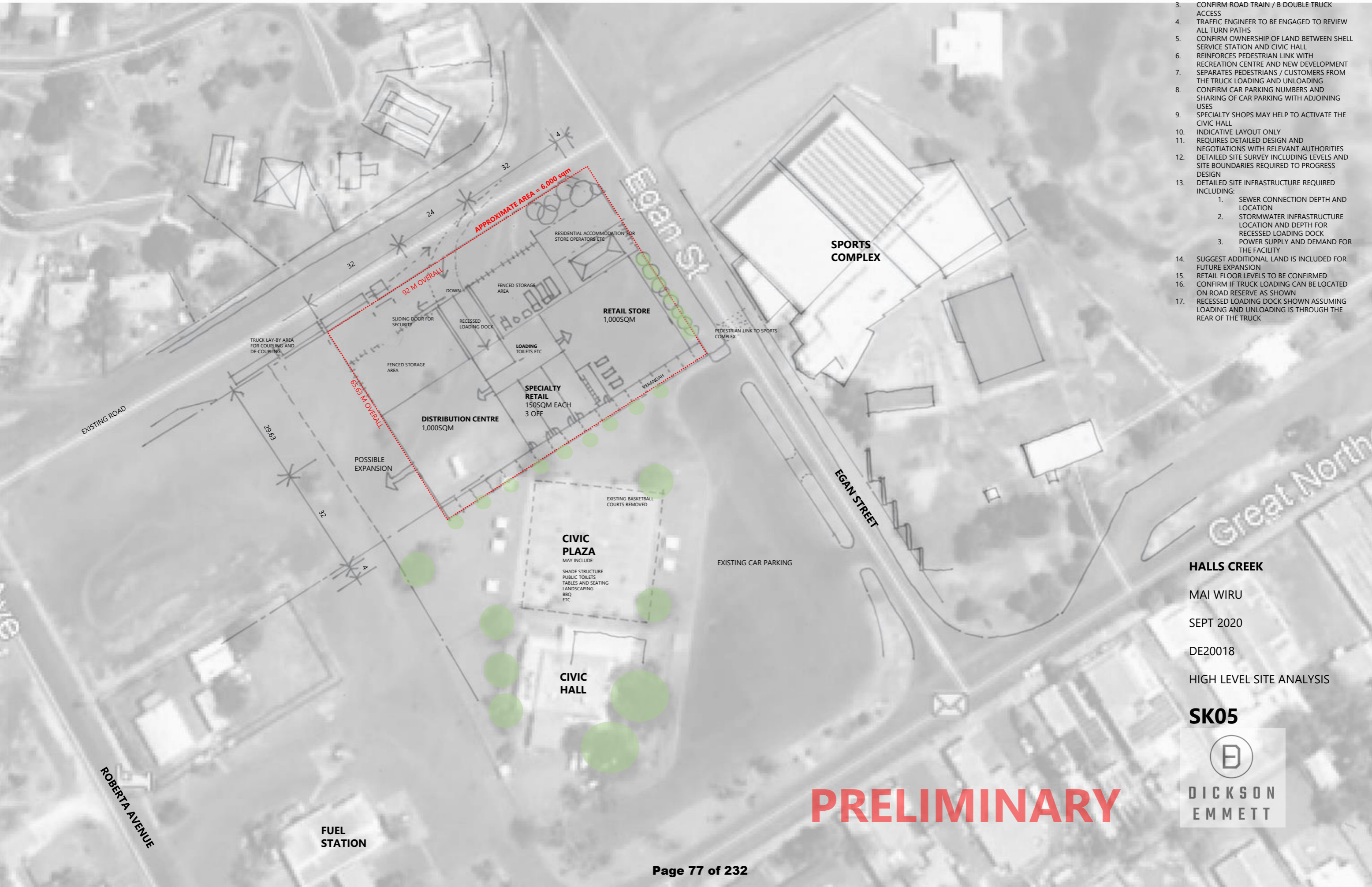
CLIENT: Shire of Halls Creek

Project Mng: JS Datum: H60RD94/AHD

50896 - DE - 001 - A
Job Number Type Plan Number

NOTES

1. TO ASSIST WITH PRELIMINARY DISCUSSIONS ONLY
2. CONFIRM ZONING
3. CONFIRM ROAD TRAIN / B DOUBLE TRUCK ACCESS
4. TRAFFIC ENGINEER TO BE ENGAGED TO REVIEW ALL TURN PATHS
5. CONFIRM OWNERSHIP OF LAND BETWEEN SHELL SERVICE STATION AND CIVIC HALL
6. REINFORCES PEDESTRIAN LINK WITH RECREATION CENTRE AND NEW DEVELOPMENT
7. SEPARATES PEDESTRIANS / CUSTOMERS FROM THE TRUCK LOADING AND UNLOADING
8. CONFIRM CAR PARKING NUMBERS AND SHARING OF CAR PARKING WITH ADJOINING USES
9. SPECIALTY SHOPS MAY HELP TO ACTIVATE THE CIVIC HALL
10. INDICATIVE LAYOUT ONLY
11. REQUIRES DETAILED DESIGN AND NEGOTIATIONS WITH RELEVANT AUTHORITIES
12. DETAILED SITE SURVEY INCLUDING LEVELS AND SITE BOUNDARIES REQUIRED TO PROGRESS DESIGN
13. DETAILED SITE INFRASTRUCTURE REQUIRED INCLUDING:
 1. SEWER CONNECTION DEPTH AND LOCATION
 2. STORMWATER INFRASTRUCTURE LOCATION AND DEPTH FOR RECESSED LOADING DOCK
 3. POWER SUPPLY AND DEMAND FOR THE FACILITY
14. SUGGEST ADDITIONAL LAND IS INCLUDED FOR FUTURE EXPANSION
15. RETAIL FLOOR LEVELS TO BE CONFIRMED
16. CONFIRM IF TRUCK LOADING CAN BE LOCATED ON ROAD RESERVE AS SHOWN
17. RECESSED LOADING DOCK SHOWN ASSUMING LOADING AND UNLOADING IS THROUGH THE REAR OF THE TRUCK



HALLS CREEK

MAI WIRU
SEPT 2020

DE20018
HIGH LEVEL SITE ANALYSIS

SK05



PRELIMINARY

9.2.2 Application for Planning Approval – Proposed new meteorological equipment shelter – Lot 9005 (61 Stan Tremlett Street), Halls Creek.

ITEM NUMBER:	9.2.2
REPORTING OFFICER:	Musa Mono, Director Health & Regulatory Services
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 Council to consider a planning application for the construction of a new meteorological observing equipment shelter, power system and security fencing on a portion of land on Lot 9005, 61 Stan Tremlett Drive, Halls Creek.

2.0 Background

2.1 Council received an application for planning approval for the development of a new meteorological observing equipment shed at the site formerly the Bureau of Meteorology (BOM) weather station, located on a portion of Lot 9005 DP 69970. (Appendix 9.2.2A).

2.2 The proposed development consists of:

2.3.1 The construction of the equipment shed

- A new equipment shelter measuring 3400 x 9400mm, total floor area 31.96m², with split air conditioning units.
- A new power system (Generator)
- A new 800x800mm Concrete pad for new SMB metering cubicle
- A new external meter and isolate services to existing building
- A new Rainwater Tank
- Security fencing comprising of 2400mm high galvanised Chainwire mesh fence laced to post with 2.5dia wire. The fence has 3 strands of barbed wire on top bringing the total height to 2700mm.

2.3.2 Decommissioning of equipment which was left in the Existing Bureau Office

- Removal of redundant waveguide duct
- Disconnect and remove radar equipment
- Disconnect the existing MEN point on the existing met office MSB (Main Switch Board).

2.3 On the proposed development site is the BOM Radar Tower which is on a concrete base footing. Adjacent to the tower is the existing Bureau Office, a building on land which BOM ceased to lease in 2013. BOM however did not recover their equipment from the building.

2.3 The proposed shed will accommodate the equipment that will be decommissioned and removed from the existing BOM Office.

3.0 Comments

- 3.1 The development site is a portion of land on Lot 9005 DP69970 measuring 368.41m² in area. The Lot is owned by the Shire of Halls Creek, but the subject site is under a 25-year lease to the Bureau of Meteorology (BOM). The site is in the extreme North-west corner of the Lot, off the Old Great Northern Highway. The area has been leased to BOM since before 1992.
- 3.2 The Lot is a Strategic Infrastructure reserve under the Shire of Halls Creek Local Planning Scheme No. 2 (LPS2). The objective of the reserve is 'to set aside land required for port or airport facilities. Weather forecasting facilities are an integral part of the functioning of airports, the proposed development is in line with the objectives of the Reserve.
- 3.3 Access to the site will continue to be through the driveway that links with the Old Great Northern Highway. Security fencing is proposed for the area where the tower is located and where the proposed new shed is to be constructed. A crossover and gates to the subject site will also be included in the proposed works.
- 3.4 The LPS2 has no provisions for parking for equipment sheds. The site will be serviced by technicians from time to time, there is adequate area on the leased site for 2 service vehicles.
- 3.5 The proposed security fence is required to comply with Schedule 3- Specifications for a sufficient fence on a commercial Lot or an Industrial Lot, of the Shire of Halls Creek Fencing Local Law 2017. The total height of the proposed security fence is 2700mm, 300mm above the recommended height of a Galvanised Chainwire Mesh fence with 3 x Strand barbed wire on top. The security fence requires Council exemption from the requirements on the local law due to its height.

4.0 Statutory Environment

- 4.1 *Planning and Development (Local Planning Schemes) Regulations 2015*
- 4.2 *Shire of Halls Creek Local Planning Scheme No. 2*
- 4.3 *Shire of Halls Creek Fencing Local Law 2017 (as amended).*

5.0 Strategic Implications

5.1 Objective:

1. Social: Vibrant and connected communities. We support cultural and language diversity.

5.2 Outcome:

Social - 1.4 Our community has access to appropriate transport networks and services, including a regional and interstate transport system.

5.3 Strategy:

Social - 1.4.3 Provide contract management services to assist in upgrading and maintaining community infrastructure including airstrips where appropriate

6.0 Policy Implications

- 6.1 Nil.

7.0 Financial Implications

7.1 Nil.

8.0 Sustainability Implications

8.1 Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

8.2 Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

8.3 Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact Damage to the existing fragile access road.		
	Minor	Medium	High
Low (unlikely)	1	(2)	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	
Low Risk	
a risk / activity with a score of 2 or less	N/A
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	specific control measure(s) and management responsibility assigned to manage the risk within risk criteria
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	Include maintenance of the accessway in the approval conditions.

9.0 Officers Recommendations

That:

- 1. Council approves the application for the construction of a new meteorological observing equipment shelter, power system and security fencing on the portion of land on Lot 9005, 61 Stan Tremlett Drive, Halls Creek, leased to the Bureau of Meteorology, in accordance with the submitted development plans (Drawing number 12520333-04; G001, A001, A002, A005, A010, A110, A600 and A601) and subject to the following conditions and advice notes:**

Conditions:

- a) **The development must be carried out in accordance with the plans and documentation listed and endorsed with the Council's stamp, except where amended by other conditions of this approval.**
 - b) **All vehicle access areas indicated on the approved plans shall be constructed, drained, sealed and marked in accordance with AS2890.1 prior to use, and thereafter maintained to the satisfaction of the Shire of Halls Creek.**
 - c) **Prior to the occupation of the development, vehicle crossover(s) shall be constructed to the specification and satisfaction of the Shire of Halls Creek.**
 - d) **All stormwater produced is to be disposed of on-site to the satisfaction of the Shire of Halls Creek.**
 - e) **Prior to the commencement of site works, a Dust Management Plan shall be prepared to the satisfaction of the Shire of Halls Creek. Once approved, the Dust Management Plan is to be implemented in its entirety.**
 - f) **Prior to the commencement of site works, a Landscaping Plan shall be prepared to the satisfaction of the Shire of Halls Creek. Once approved, the Landscape Plan is to be implemented in its entirety.**
- 2. Council grants approval for the construction of a 2700mm high galvanised chain wire mesh with 3 strands barbed wire on top security fence in accordance with the approved architectural plans.**

VOTING REQUIREMENT: Simple Majority

Appendix:
9.2.2A – Architectural Drawings

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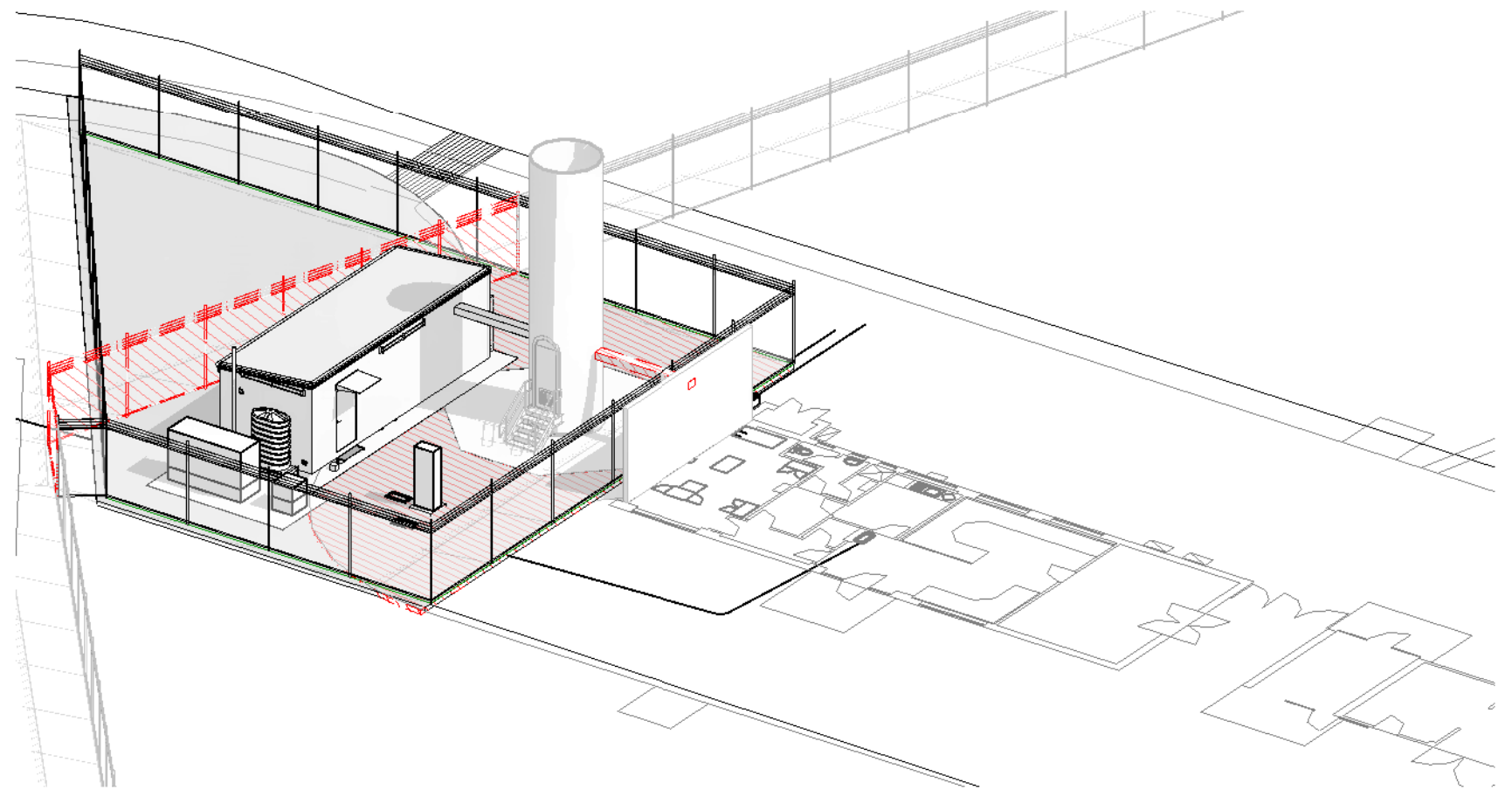
AUSTRALIAN GOVERNMENT BUREAU OF METEOROLOGY

AMBLs - HALLS CREEK



12520333-04

PROJECT No.	DRG NO. SHEET	DRAWING TITLE
0. GENERAL		
12520333-04	G001	COVER SHEET & DRAWING INDEX
1. ARCHITECTURAL		
12520333-04	A001	LOCATION PLAN
12520333-04	A002	SITE PLAN
12520333-04	A005	EXISTING SITE - DEMOLITION PLAN
12520333-04	A010	GENERAL ARRANGEMENT PLAN
12520333-04	A110	ELEVATION & DETAILS
12520333-04	A600	TYPICAL DETAILS - FENCE & GATE
12520333-04	A601	SOAKAGE TRENCH DETAILS



PRELIMINARY

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A	ISSUED TO COUNCIL FOR DA		JD	HJ*	CS*	17.09.21



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Designer H.JOBSON

Design Check

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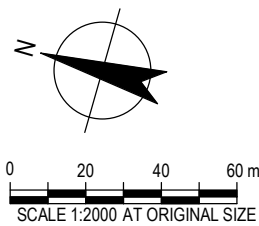
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Project	AMBLs - HALLS CREEK
Title	GENERAL COVER SHEET & DRAWING INDEX
Original Size	A3
Drawing No:	12520333-04 - G001
Rev:	A



MAP OF AUSTRALIA



LOCATION PLAN
SCALE 1:2000



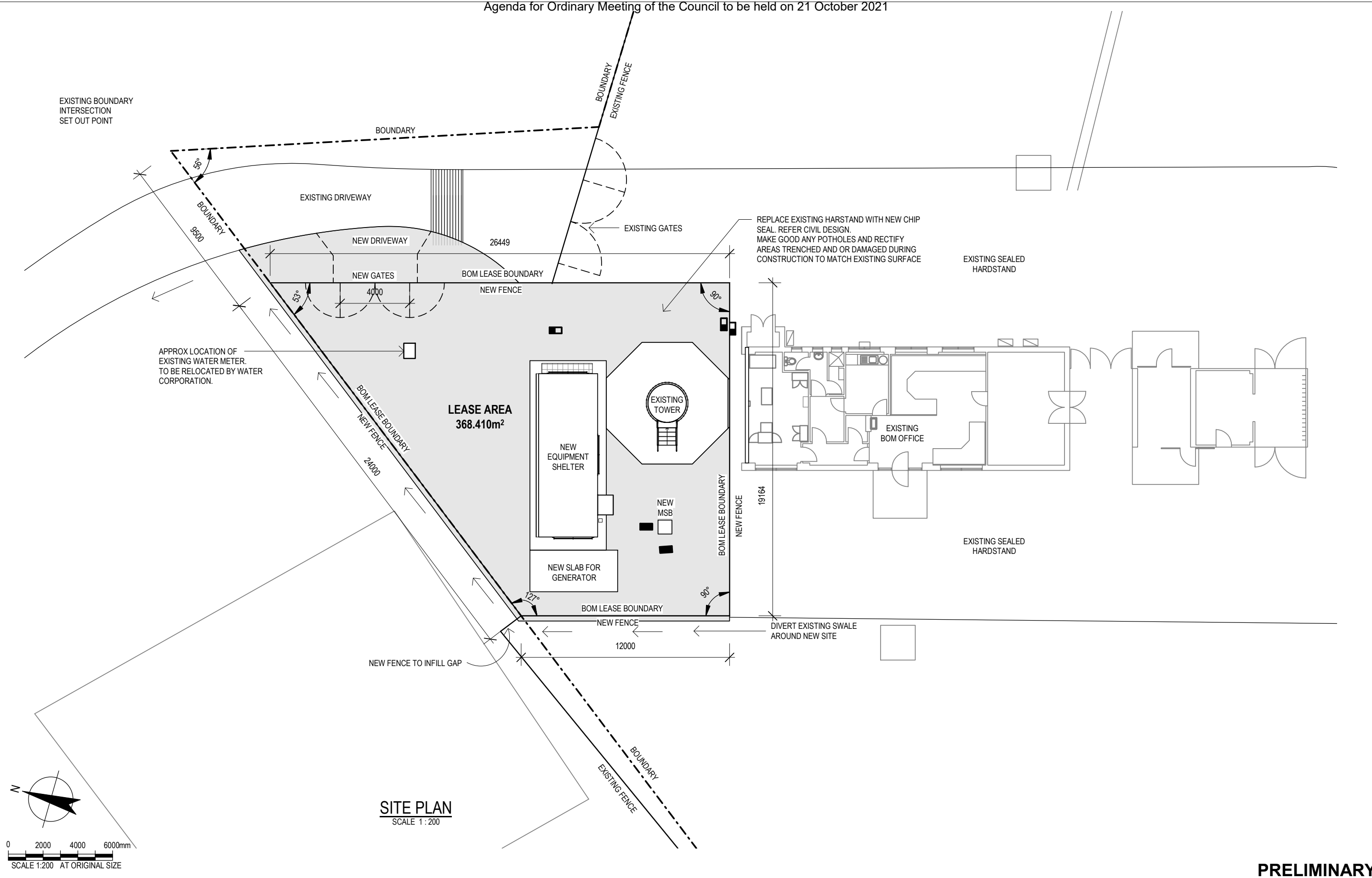
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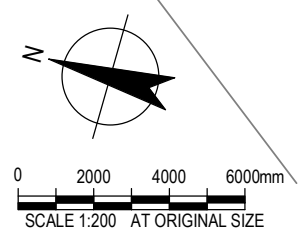


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SITE PLAN
SCALE 1:200



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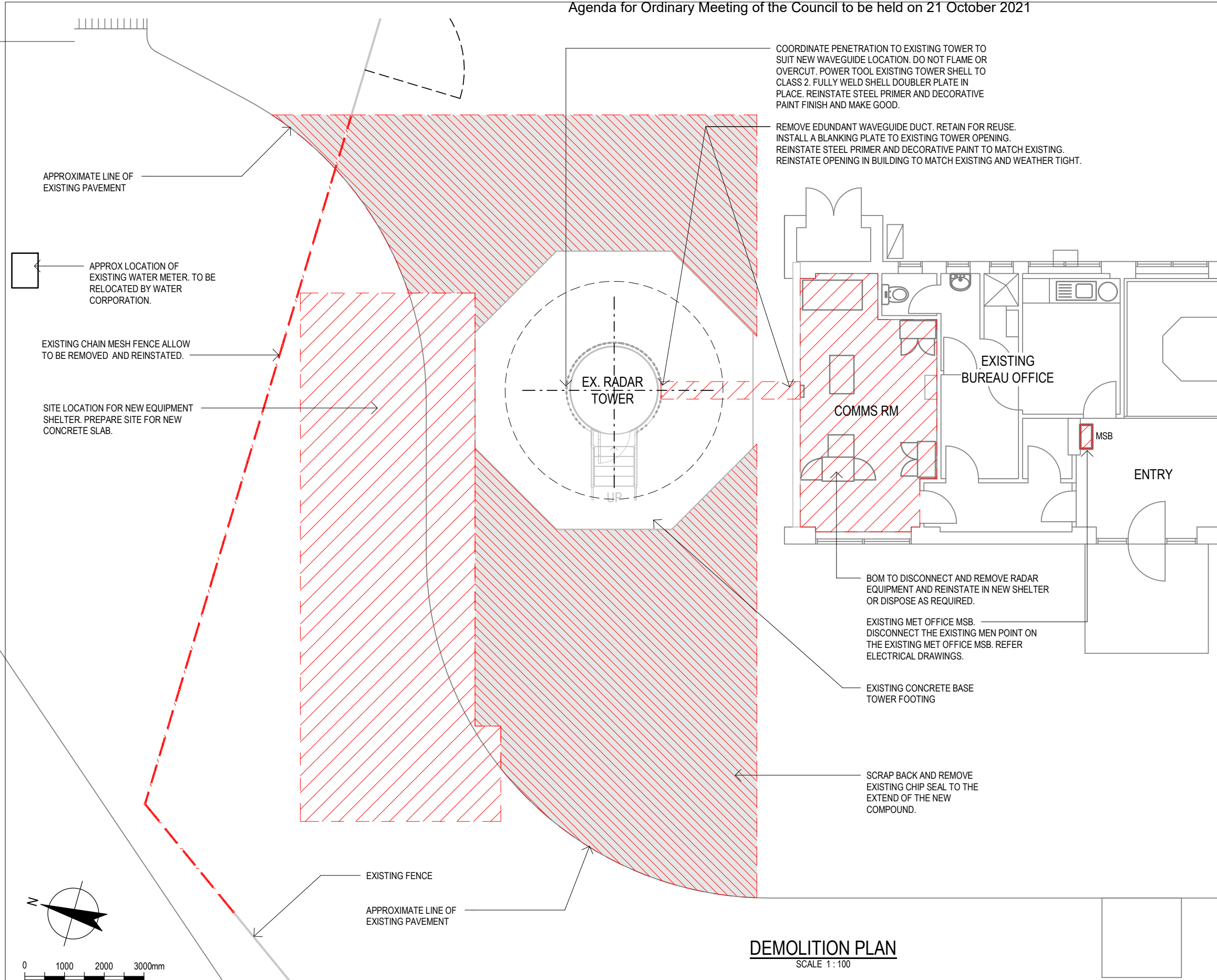
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Title	SITE PLAN
Original Size	A3
Drawing No:	12520333-04 - A002
Rev:	A



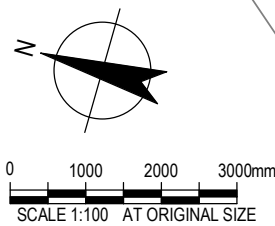
GENERAL NOTES

1. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF CONTRACT WORK WITH ALL EXISTING INFRASTRUCTURE AND CLIENT SUPPLIED EQUIPMENT. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING AND CORRELATING ALL QUANTITIES AND DIMENSIONS, CONSTRUCTION STRATEGIES AND TECHNIQUES OF CONSTRUCTION AND PERFORMING ALL WORK IN A SAFE MANNER.
2. ALLOW FOR MAKING GOOD TO MATCH EXISTING, ALL EXTERNAL PATHS, PAVEMENTS, AND LANDSCAPING AFFECTED BY THE WORKS.
3. ALLOW FOR CLEARING OF ALL SURFACE VEGETATION WITHIN FOOTPRINT OF PROPOSED WORKS.
4. THE CONTRACTOR SHALL PROVIDE PROTECTION TO SITE STRUCTURES TO REMAIN.
5. CONTRACTOR TO PROPOSE SITE COMPOUND, ENTRY POINTS, TEMPORARY FENCE, TO PERMIT CONTINUOUS OPERATION OF THE BOM SITE. CONTRACTOR TO ENSURE ONLY APPROVED PERSONNEL CAN ACCESS BOM SITE TO UNDERTAKE WORKS. BOM TO CONFIRM ACCEPTANCE OF SITE COMPOUND.
6. CONTRACTOR RESPONSIBLE FOR LOCATION OF UNDER GROUND SERVICES WHICH RUN UNDER FOOTPRINT OF PROPOSED WORKS. ALLOW TO REMOVE, ABANDON OR RELOCATE. "DIAL BEFORE YOU DIG" CHECKS TO BE UNDERTAKEN BEFORE COMMENCING WORKS.
7. THE CONTRACTOR SHALL USE A CABLE LOCATOR TO LOCATE AND TRACE THE ASSOCIATED ROUTES TO ASCERTAIN LOCATIONS OF EXISTING UNDERGROUND SERVICES PRIOR TO COMMENCING ANY WORK ON SITE. EXERCISE CARE WHEN EXCAVATING IN CLOSE PROXIMITY SERVICES BY MANUAL EXCAVATION ONLY AFTER PHYSICALLY LOCATING BY POT HOLING.
8. ALL CABLE AND PIPE ROUTES, AND LOCATIONS OF PITS ARE INDICATIVE ONLY AND FINAL LOCATIONS SHALL BE DETERMINED ON SITE.
9. THE PLANS DO NOT WARRANT TO SHOW MORE THAN THE PRESENCE OR ABSENCE OF SERVICES AND NO LIABILITY IS ACCEPTED BY GHD FOR ANY LOSS OR DAMAGE CAUSED BY RELIANCE UPON THE INFORMATION SHOWN ON THE PLANS FROM ANY CAUSE WHATSOEVER AS A RESULT OF ANY DISCREPANCIES, OMISSIONS OR MISDESCRIPTIONS.
10. ELECTRONIC DRAWINGS OF PRESUMED EXISTING SERVICES ARE AVAILABLE ON REQUEST.
11. THE CONTRACTOR WILL BE RESPONSIBLE FOR ANY DAMAGE CAUSED, TOGETHER WITH SUBSEQUENT RECTIFICATION AT THEIR COST.
12. PROVIDE "AS CONSTRUCTED" AUTOCAD DRAWINGS ACCURATELY LOCATING ALL SERVICES ENCOUNTERED AND REFERENCED TO MAIN BUILDING WALLS/CORNERS TOGETHER WITH INVERT LEVELS TO THE TOPS OF THE SERVICES AND A DESCRIPTION OF THE SERVICE/PIPE/CONSTRUCTION/SIZES ETC
13. SEAL ALL PENETRATIONS WEATHER AND VERMIN PROOF FOLLOWING INSTALLATION OF CONDUITS AND CABLES
14. LIAISE WITH BOM, TO ENSURE CONTINUITY OF SERVICES. PROVIDE TEMPORARY SERVICES AS REQUIRED, TO ENSURE SERVICES ARE MAINTAINED THROUGHOUT THE OCCUPIED SECTIONS OF THE SITE.
15. LIAISE WITH CLIENT PRIOR TO DEMOLITION.
16. REMOVE REDUNDANT PIPES AND PITS - REFER THE SERVICES DRAWINGS FOR FURTHER DETAIL.
17. THE DEMOLITION PLAN SHOULD BE READ IN CONJUNCTION WITH SERVICE DRAWINGS.
18. TERMINATE ALL REDUNDANT SERVICES TO RELEVANT AUSTRALIAN STANDARDS.
19. THE DEMOLITION PLAN SHOULD BE READ IN CONJUNCTION WITH ALL STRUCTURAL AND SERVICE DRAWINGS.
20. THE DEMOLITION PLAN INDICATIVELY SHOWS SCOPE OF WORKS. THE CONTRACTOR IS TO ALLOW FOR ALL DEMOLITION REQUIRED TO COMPLETE THE WORKS.
21. CONTRACTOR TO ENSURE THE ACCESS ROAD IS CLEAR AND MAINTAINED THROUGHOUT THE CONSTRUCTION PHASE PERIOD.

LEGEND

TO BE DEMOLISHED / PREPARED FOR NEW SCOPE

THIS RED NOTE DENOTES THE DRAWING CONTAINS INFORMATION IN COLOUR. THIS DRAWING SHALL BE PRINTED IN COLOUR TO REPRESENT CORRECT DOCUMENTATION.



DEMOLITION PLAN
SCALE 1:100

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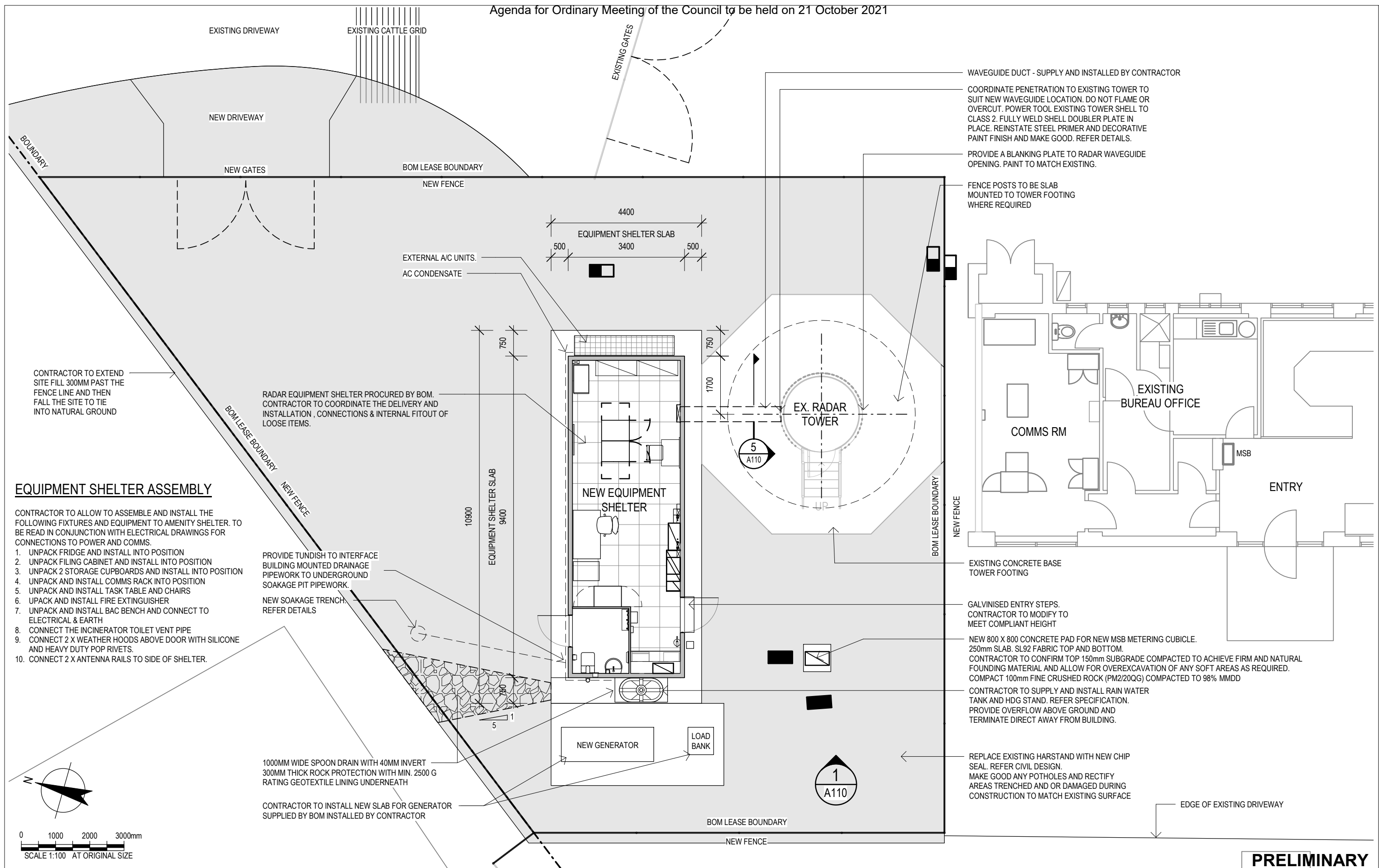
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Project	AMBL - HALLS CREEK
Title	ARCHITECTURE EXISTING SITE - DEMOLITION PLAN
Original Size	A3
Drawing No:	12520333-04 - A005
Rev:	A



EQUIPMENT SHELTER ASSEMBLY

CONTRACTOR TO ALLOW TO ASSEMBLE AND INSTALL THE FOLLOWING FIXTURES AND EQUIPMENT TO AMENITY SHELTER. TO BE READ IN CONJUNCTION WITH ELECTRICAL DRAWINGS FOR CONNECTIONS TO POWER AND COMMS.

1. UNPACK FRIDGE AND INSTALL INTO POSITION
2. UNPACK FILING CABINET AND INSTALL INTO POSITION
3. UNPACK 2 STORAGE CUPBOARDS AND INSTALL INTO POSITION
4. UNPACK AND INSTALL COMMS RACK INTO POSITION
5. UNPACK AND INSTALL TASK TABLE AND CHAIRS
6. UNPACK AND INSTALL FIRE EXTINGUISHER
7. UNPACK AND INSTALL BAC BENCH AND CONNECT TO ELECTRICAL & EARTH
8. CONNECT THE INCINERATOR TOILET VENT PIPE
9. CONNECT 2 X WEATHER HOODS ABOVE DOOR WITH SILICONE AND HEAVY DUTY POP RIVETS.
10. CONNECT 2 X ANTENNA RAILS TO SIDE OF SHELTER.

PROVIDE TUNDISH TO INTERFACE BUILDING MOUNTED DRAINAGE PIPEWORK TO UNDERGROUND SOAKAGE PIT PIPEWORK.

NEW SOAKAGE TRENCH. REFER DETAILS

1000MM WIDE SPOON DRAIN WITH 40MM INVERT 300MM THICK ROCK PROTECTION WITH MIN. 2500 G RATING GEOTEXTILE LINING UNDERNEATH

CONTRACTOR TO INSTALL NEW SLAB FOR GENERATOR SUPPLIED BY BOM INSTALLED BY CONTRACTOR

WAVEGUIDE DUCT - SUPPLY AND INSTALLED BY CONTRACTOR

COORDINATE PENETRATION TO EXISTING TOWER TO SUIT NEW WAVEGUIDE LOCATION. DO NOT FLAME OR OVERCUT. POWER TOOL EXISTING TOWER SHELL TO CLASS 2. FULLY WELD SHELL DOUBLER PLATE IN PLACE. REINSTATE STEEL PRIMER AND DECORATIVE PAINT FINISH AND MAKE GOOD. REFER DETAILS.

PROVIDE A BLANKING PLATE TO RADAR WAVEGUIDE OPENING. PAINT TO MATCH EXISTING.

FENCE POSTS TO BE SLAB MOUNTED TO TOWER FOOTING WHERE REQUIRED

EXISTING CONCRETE BASE TOWER FOOTING

GALVANISED ENTRY STEPS. CONTRACTOR TO MODIFY TO MEET COMPLIANT HEIGHT

NEW 800 X 800 CONCRETE PAD FOR NEW MSB METERING CUBICLE. 250mm SLAB. SL92 FABRIC TOP AND BOTTOM. CONTRACTOR TO CONFIRM TOP 150mm SUBGRADE COMPACTED TO ACHIEVE FIRM AND NATURAL FOUNDING MATERIAL AND ALLOW FOR OVEREXCAVATION OF ANY SOFT AREAS AS REQUIRED. COMPACT 100mm FINE CRUSHED ROCK (PM2/20QG) COMPACTED TO 98% MMDD

CONTRACTOR TO SUPPLY AND INSTALL RAIN WATER TANK AND HDG STAND. REFER SPECIFICATION. PROVIDE OVERFLOW ABOVE GROUND AND TERMINATE DIRECT AWAY FROM BUILDING.

REPLACE EXISTING HARSTAND WITH NEW CHIP SEAL. REFER CIVIL DESIGN. MAKE GOOD ANY POTHOLES AND RECTIFY AREAS TRENCHED AND OR DAMAGED DURING CONSTRUCTION TO MATCH EXISTING SURFACE

EDGE OF EXISTING DRIVEWAY

PRELIMINARY

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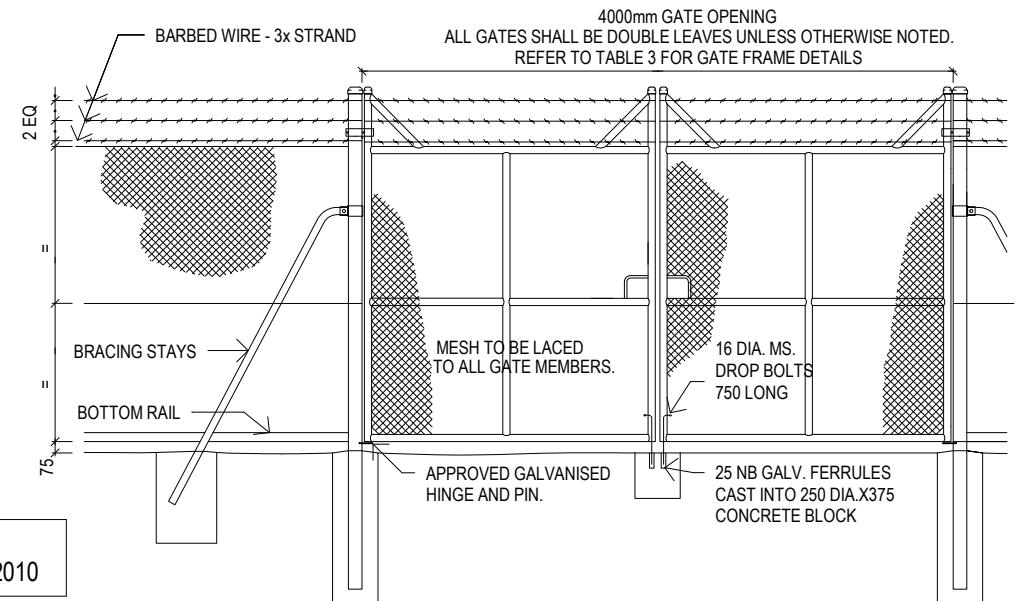
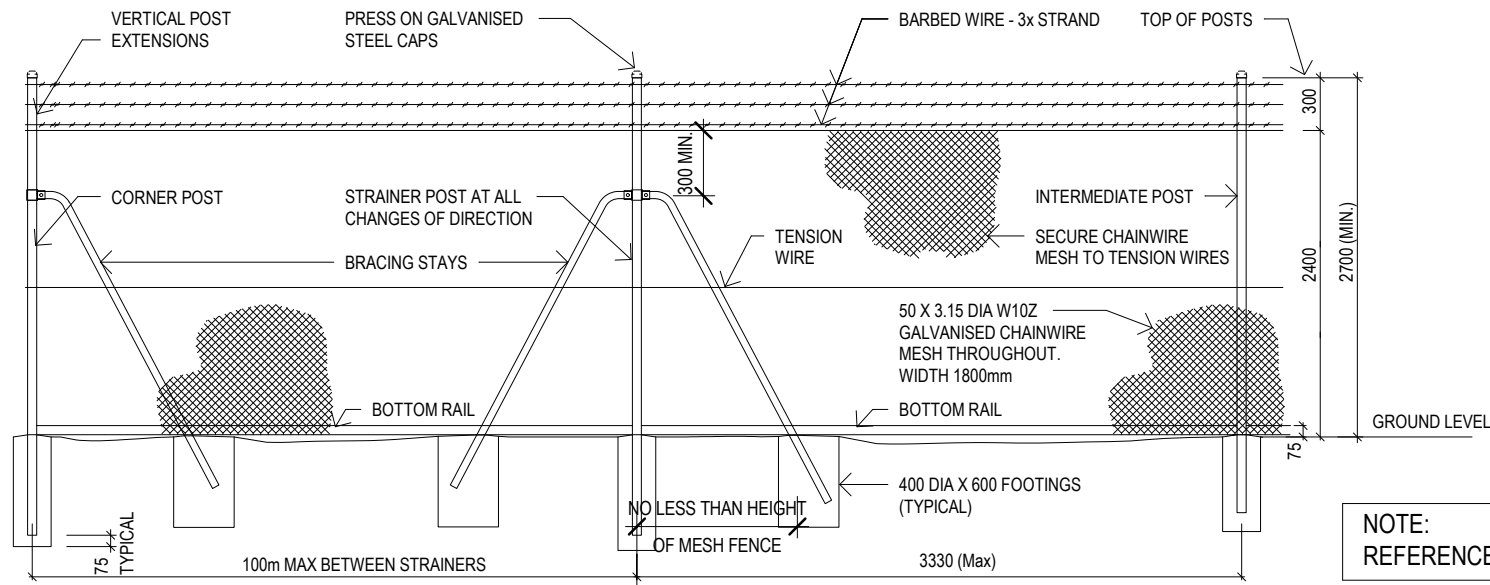
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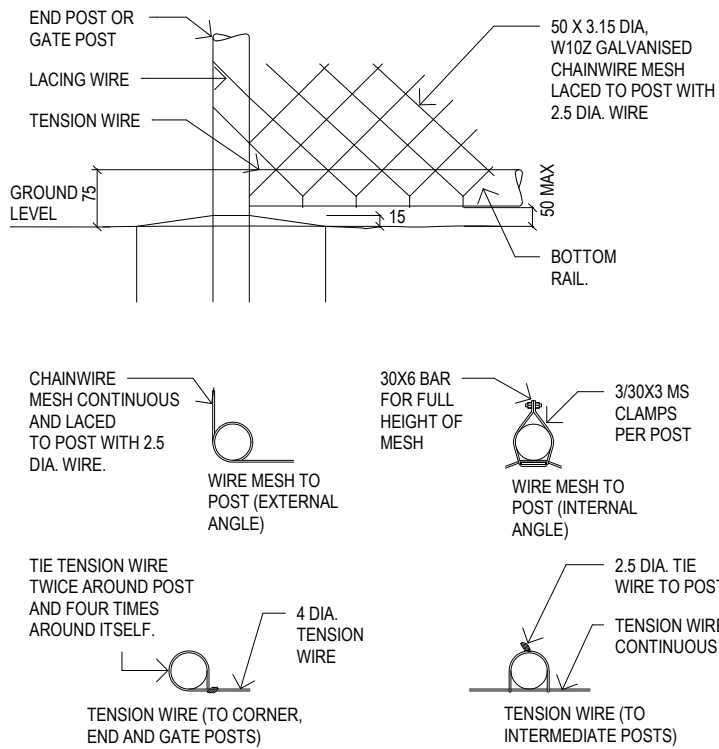
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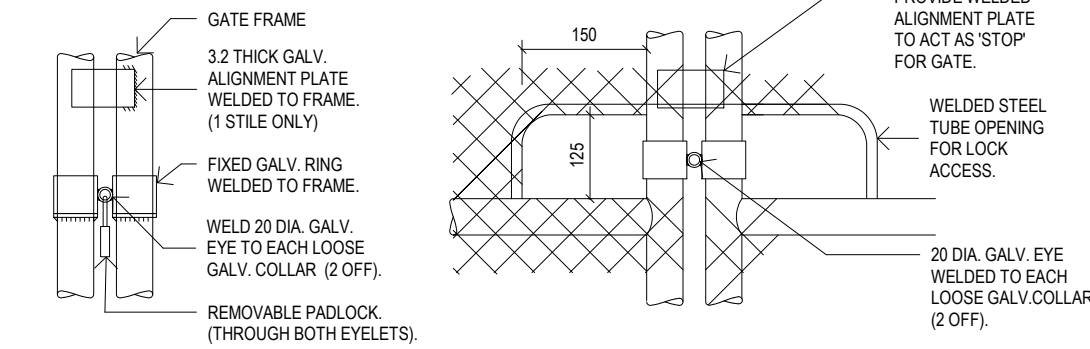
Client	AUSTRALIAN GOVERNMENT BUREAU OF METEOROLOGY
Project	AMBL - HALLS CREEK
Title	ARCHITECTURE GENERAL ARRANGEMENT PLAN
Original Size	A3
Drawing No:	12520333-04 - A010
Rev:	A



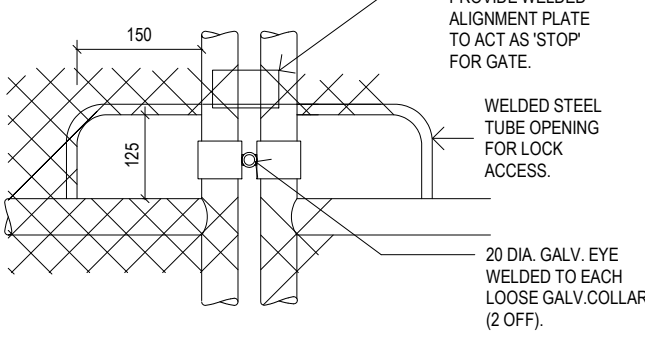
TYPICAL ELEVATIONS OF FENCE AND GATE
NOT TO SCALE



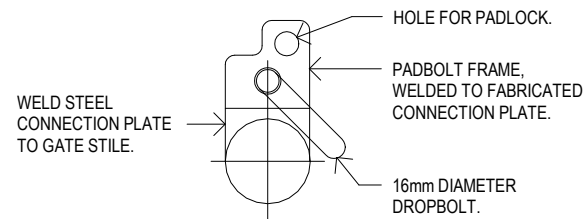
FIXING OF MESH AND TENSION WIRE TO POSTS
NOT TO SCALE



ELEVATION
PLAN DETAIL AT GATE STILES



PADLOCK COLLAR AT DOUBLE GATES
NOT TO SCALE



BOTTOM DROP BOLT DETAIL
NOT TO SCALE

DOUBLE GATE LOCKING DETAILS
NOT TO SCALE

Post Type	Nominal Pipe Size (DN)	Pipe Grade	Outside Diam (OD)	Minimum Wall Thickness	Diameter Concrete footings	Depth of Concrete Footings
Gate Post 3.7m to 4.8m leaf size	DN100	Medium	114.3mm	4.5mm	400mm	1100mm
Gate Post 1.3m to 3.6m leaf size	DN80	Medium	88.9mm	4.0mm	300mm	1000mm
Gate Post 1.0m to 1.2m leaf size	DN50	Medium	60.3mm	3.6mm	300mm	900mm
Corner & End Posts	DN65	Medium	76.1mm	3.6mm	300mm	900mm
Intermediate Strainer Post	DN50	Medium	60.3mm	3.6mm	250mm	750mm
Intermediate Posts	DN50	Medium	60.3mm	3.6mm	250mm	600mm
Diagonal In line stays	DN40	Medium	48.3mm	3.2mm	250mm	600mm
Top & Bottom Rails	DN40	Medium	48.3mm	3.2mm		

TABLE 1 - DETAILS OF FENCE MEMBERS AND FOOTINGS

NOMINAL WIDTH OF LEAF mm	TYPE		OUTER FRAME TUBE mm	INNER FRAME TUBE mm	TOP DIAGONAL BRACE FOR BARBED WIRE EXTENSION SUPPORTS mm	DIAGONAL BRACING mm
	PLAIN	BARBED EXTENSION				
Up To 1500			DN 25 Medium	DN 20 Medium	DN 15 Medium	-
Over 1500 And Up To 2500			DN 25 Medium	DN 20 Medium	DN 15 Medium	-
Over 2500 And Up To 3000			DN 32 Medium	DN 25 Medium	DN 15 Medium	-
Over 3000 And Up To 4000			DN 32 Medium	DN 25 Medium	DN 15 Medium	25x5 Galv. M.s. Flat

TABLE 3 - DETAILS OF GATE FRAMES

WIDTH OF OPENING (METRES)	NOMINAL SIZE (MM) AND WALL THICKNESS	MINIMUM SIZE OF FOOTINGS	
		DIAMETER MM	DEPTH MM
Up To And Incl. 4	DN 50 - Medium	250	1000
Over 4 Up To And Incl. 6	DN 80 - Medium	300	1000
Over 6 Up To And Incl. 8	DN 100 - Medium	400	1000

TABLE 2 - DETAILS OF GATE POSTS AND FOOTINGS

NOTES

- TENSION WIRE - GALVANISED STEEL FENCING WIRE TO AS 2423, 4MM DIA., PLAIN FENCE, CLASS W10Z COATING.
- LACING AND TIE WIRE - GALVANISED STEEL FENCING WIRE TO AS 2423, 2.5MM DIA., PLAIN FENCE, CLASS W10Z COATING.
- GALVANISED BARBED WIRE TO AS 2423, LINE WIRES - 2 NO. 1.6MM DIA., HIGH TENSILE, CLASS W10Z COATING.
- TWO COATS OF APPROVED ZINC RICH PAINT SHALL BE APPLIED IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS TO ANY GALVANISED SURFACE DAMAGED BY WELDING.



DO NOT SCALE

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Project: AMBL - HALLS CREEK
Title: ARCHITECTURE TYPICAL DETAILS - FENCE & GATE

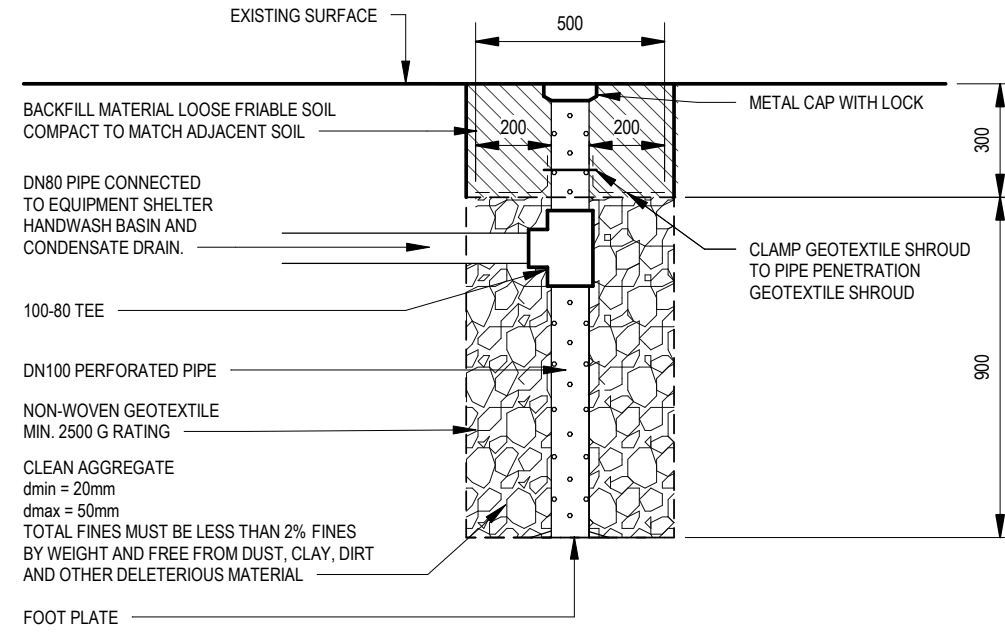
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Approved (Project Director) Date
Scale: 1:200

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Original Size: A3 Drawing No: 12520333-04 - A600 Rev: A

EARTHWORK NOTES

- E1 REINSTATE ALL AREAS WHETHER INSIDE OR OUTSIDE THE LIMIT OF WORKS THAT HAVE BEEN DISTURBED AS RESULT OF THE CONSTRUCTION OF THE WORKS. REINSTATE TO CONDITION EXISTING PRIOR TO COMMENCEMENT OF WORKS OR SPECIFICALLY IDENTIFIED ON DRAWINGS.
- E2 IF SUBGRADE DOES NOT PASS PROOF ROLL. REPLACE WITH MINIMUM 150mm SELECT FILL COMPACTED TO MINIMUM 98% SMDD. CONTRACTOR MAY PROPOSE ALTERNATIVE SUBGRADE REPLACEMENT TREATMENT SUBJECT TO SUPERINTENDENT APPROVAL.
- E3 EARTHWORKS CONSTRUCTION MUST BE UNDERTAKEN IN ACCORDANCE WITH MAINROADS WESTERN AUSTRALIA SPECIFICATION 302 EARTHWORKS.
- E4 EXCAVATION MUST BE UNDERTAKEN CAREFULLY TO MINIMISE DISTURBANCE TO THE ADJACENT PAVEMENT STRUCTURE. THE EDGES OF THE EXCAVATION MUST BE AS CLEAN AND VERTICAL AS PRACTICABLE.
- E5 SELECTED MATERIAL IN FORMATION MUST BE IN ACCORDANCE WITH MAINROADS WESTERN AUSTRALIA SPECIFICATION 501-PAVEMENTS.
- E6 CONTRACTOR TO GRADE BATTER EVENLY TO MATCH EXISTING AND AVOID LOCALISED PONDING.
- E7 EXISTING BATTER TO BE REMOVED TO ALLOW CONSTRUCTION OF CONCRETE SLAB.



FINAL SOAKAWAY DETAIL IS SUBJECT TO FINAL GEOTECHNICAL INVESTIGATION CONFIRMING EXISTING MATERIAL COMPOSITION

SOAKAGE TRENCH1
SCALE 1 : 20

PRELIMINARY

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Designer H.JOBSON
Design Check
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Date

Scale 1 : 20

Client AUSTRALIAN GOVERNMENT BUREAU OF METEOROLOGY
Project AMBL - HALLS CREEK
Title

SOAKAGE TRENCH DETAILS

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Original Size
A3

Drawing No: **12520333-04 - A601**

Rev: **A**

9.2.3 Nomination of elected members to the Regional Joint Development Assessment Panel – Local Government Nominations

ITEM NUMBER:	9.2.3
REPORTING OFFICER:	Musa Mono, Director Health & Regulatory Services
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Council to consider nomination of elected members to the Joint Development Assessment Panel (JDAP) under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011 (The Regulations)*.

2.0 Background

- 2.1 The Shire has received correspondence from the Government of Western Australia, Development Assessment Panels, requesting Council to nominate 4 (Four) members before Friday 19 November 2021, for appointment by the Minister for Planning to the JDAP. (Appendix 9.2.3A)

- 2.2 Development Assessment Panels are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

The members of a JDAP, at any meeting of the JDAP to determine or otherwise deal with a development application are;

- 2 LG members included on the local government register for the relevant local government in relation to the development application; and
- 3 persons appointed to the JDAP as specialist members.

- 2.3 The State Government is in the process of doing planning reforms and in relation to Development Assessment Panel (DAP) system, has two initiatives focussed on

- Development Assessment Panel processes being more consistent and transparent, and
- Development Assessment processes being streamlined and outcomes-focussed.

- 2.4 In 2020, the number of panels was reduced from nine (9) to (5). There is a proposal to further reduce the JDAPs from five (5) to (3). Four of the JDAPs are in Perth Metro and one caters for Regional WA.

- 2.5 The term for the current DAP members, (now JDAP), Cr M. Edwards, Cr V. O'Neil and Cr C. Loessl ends on 26 January 2022. According to the Department of Planning records, only Cr V. O'Neil is currently trained in JDAP processes.

3.0 Comments

3.1 Regulation 26 of The Regulations requires the Minister to cause to be established and maintained a register of local government members of JDAPs. The JDAPs register must include for each local government names of 2 members of the local government.

3.2 Regulation 28 provides for the appointment of Alternate members. Alternate members may act in the place of a local government member if the member is unable to attend by reason of illness, absence or other cause.

An alternate member acting in place of another under Regulation 28, continues to act, after the occasion of so acting has ceased, for the purpose of completing any determination of a DAP application.

3.3 The request to nominate JDAP members takes into consideration that there might be a change in local government elected members due to the Local Government elections scheduled for 16 October 2021, and that the current JDAP members are appointed for a term ending 26 January 2022.

3.4 Whilst previously there were 3 members appointed to the JDAP, the Director General now requests for four (4) nominations for appointment by the Minister. In this regard the Director General draws the attention of Council to the State Government's OnBoardWA which commits to increasing diversity and backgrounds of Government board and committees along with the total number of women appointed. OnBoardWA diversity considerations include gender, Nationalities, and cultural backgrounds (including representation of Aboriginal and Torres Strait Islanders), abilities and disabilities, sexual orientation, regions (including metropolitan, rural and remote areas), education, age and religion.

3.5 Members appointed to the JDAP will only be asked to sit on the JDAP if there is a planning application within the Shire of Halls Creek with the development proposed estimated at or upward of \$10m. The lower threshold of application considered by the JDAP could change, considering there are planning reforms in progress. Since the establishment of the DAP process, there has been no application in Halls Creek requiring a JDAP assessment.

3.6 Regulation 30 requires persons appointed as a DAP member to undergo mandatory training before performing any functions as a member of that DAP.

3.7 Fees and Allowances for DAP members

Schedule 2 – Planning and Development (Development Assessment Panels) Regulations 2011 lists the fees for participation in JDAP meetings and other activities.

1.	Fee for presiding member per meeting to determine development applications	\$700
2.	Fee for any other member per meeting to determine development applications	\$425
3.	Fee per meeting for presiding member to determine applications to amend or cancel determination	\$200
4.	Fee per meeting for any other member to determine applications to amend or cancel determination	\$100

5.	Fee for presiding member attending proceeding in State Administrative Tribunal	\$700
6.	Fee for any other member attending proceeding in State Administrative Tribunal	\$425
7.	Fee for training for DAP members	\$400
8.	Fee for re-training for DAP members	\$200
9.	Fee for presiding member to determine dispute as to compliance with notice	\$200

Regulation 31 also provides for reimbursement of travelling expenses for members who are not employed in the public service.

- 3.8 Council is therefore being requested to nominate 4 elected members, 2 to be appointed as JDAP members and 2 as Alternate members, by the Minister. (Appendix 9.2.3B)

4.0 Statutory Environment

- 4.1 Division 1 – DAP members, Part 4 – of the *Planning and Development (Development Assessment Panels) Regulations 2011*.

5.0 Strategic Implications

- 5.1 Objective:

4. Civic: Working together to strengthen leadership and effective governance.

- 5.2 Outcome:

Civic - 4.9 Capacity for effective governance is established, maintained and enhanced

- 5.3 Strategy:

Civic - 4.10.5 Further develop rigorous systems to allow informed decision making

6.0 Policy Implications

- 6.1 Nil.

7.0 Financial Implications

- 7.1 As identified in 3.7.

8.0 Sustainability Implications

- 8.1 Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

- 8.2 Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

- 8.3 Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact No significant risks identified.		
	Minor	Medium	High
Low (unlikely)	(1)	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	
Low Risk	
a risk / activity with a score of 2 or less	accept the risk & not take action
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	Routine procedures.

9.0 Officers Recommendations

<p>That:</p> <ol style="list-style-type: none"> 1. Cr _____ and Cr _____ be nominated as local members for the Regional Joint Development Assessment Panel for the term ending 26 January 2024. 2. Cr _____ and Cr _____ be nominated as alternate local members for the Regional Joint Development Assessment Panel for the term ending 26 January 2024. 3. The Chief Executive Officer be instructed to submit these nominations to the Minister for Planning.
--

VOTING REQUIREMENT: Simple Majority

Appendix:

9.2.3A - Letter Development Assessment Panels – Local Government Nominations

9.2.3B - Development Assessment Panels - Local Government Member Nomination form

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Our Ref: DP/12/00609
Enquiries: DAP Secretariat
Telephone: 6551 9919

Dear Local Government CEO,

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

Following the upcoming local government elections to be held on 16 October 2021, there may be a change in your local government DAP membership if the composition of your council changes. All existing local government DAP members are currently appointed for a term ending 26 January 2022. Prior to this expiry date, your local government will need to nominate four (4) DAP members for appointment by the Minister for Planning.

Representation of local interests is a key aspect of the DAPs system. Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* your local council is requested to nominate, as soon as possible following the elections, four elected council members to sit as DAP members for your local government. Using the attached form, nominations should be submitted via email to the DAPs Secretariat at daps@dplh.wa.gov.au.

All local government councils are requested to provide nominations for local government DAP members by Friday 19 November 2021, to ensure local interests are represented in future DAP determinations. If you are unable to provide nominations by the above date, please contact the DAPs Secretariat to discuss alternative arrangements and implications. Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2024.

The McGowan Government launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government board and committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your local government nominations in supporting this important election commitment. Further information about OnBoardWA can be found at <http://www.onboardwa.jobs.wa.gov.au>.

The WA Government is committed to continue implementing the Action Plan for Planning Reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aims to provide a more robust DAP process that promotes consistency and transparency in decision-making. Please note that the local government membership configuration on the DAP will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact the DAPs secretariat on (08) 6551 9919 or email daps@dplh.wa.gov.au. Further information is available online at <https://www.dplh.wa.gov.au/daps>.

Yours sincerely



Jodi Cant
Director General

16 September 2021



DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION

Please complete the form and submit to daps@dplh.wa.gov.au.

Local Government	
DAP Name	

	Member 1		Member 2	
Name				
Address				
Phone				
Email				
Date of Birth				
Sex				
*Employer Name/s				
*Position/s				
*Employment Status	Full Time	Part Time/Casual - Specify hours per week	Full Time	Part Time/Casual - Specify hours per week
*Eligibility for Payment	Yes	No	Yes	No

	Alternate Member 1		Alternate Member 2	
Name				
Address				
Phone				
Email				
Date of Birth				
Sex				
*Employer Name/s				
*Position/s				
*Employment Status	Full Time	Part Time/Casual - Specify hours per week	Full Time	Part Time/Casual - Specify hours per week
*Eligibility for Payment	Yes	No	Yes	No

* The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the [Premier's Circular 2019/07](#).

LOCAL GOVERNMENT CONTACT DETAILS – MINUTE TAKER			
Name			
Phone		Email	

9.3 ASSETS AND INFRASTRUCTURE

9.3.1 Community Infrastructure Procedure Adoption

ITEM NUMBER:	9.3.1
REPORTING OFFICER:	Jackie Parker, Director Assets and Infrastructure
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 For Council to consider and adopt the new Community Infrastructure Procedure as presented in the report. (Appendix 9.3.1A).

2.0 Background

- 2.1 During 2018 and 2019 targeted consultation occurred across the Shire of Halls Creek as part of our Integrated Planning process in each of the sub-communities. The aim was to better understand the needs and intentions of residents of each in the short, medium, and long term.

- 2.2 A summary was produced of the consultation findings and was captured in a report which actively formed the basis of this Community Infrastructure Procedure, and the proposed works items listed for consideration (Appendix 9.3.1B-9.3.1G).

The primary aim of the Shire in doing works in each of the areas, (as was agreed by the participants) was to target the items each felt were most important and to re-engage each community on the basis of self-help and volunteerism. Shire was wanting to create a sense of positivity around working with communities to do the work they needed; as long as residents also became actively involved.

- 2.3 As some time has passed since this consultation, it is the Shire's intention to re-engage with each community in an effort to confirm the items and order of priority, to communicate the details of the program, and to support and ongoing relationship between the Shire and each community. This is anticipated to occur in the form of a casual BBQ at each location using the appended priority lists as a starting point and allow for informal engagement and communication.
- 2.4 The timeline for this engagement is between November and end of the Calendar Year 2021. It is anticipated that projects will commence once the community BBQ's have occurred, and the listed items are confirmed.

The communities identified within this project are:

- Yardgee;
- Nicholson Block;
- Red Hill;
- Garden Area;

- Mardiwah Loop; and
- Yiyili.

3.0 Comments

- 3.1 This proposed project has been on the Shire's agenda for some time now. As such the Shire allocated resources to the project in June 2019/20 and is now in a position to fund this project from Reserve Funds.
- 3.2 Depending on the success of the project, as well as the contributory funding able to be sourced, it is anticipated that this program may be able to run over multiple years. It is the Shire's intention to continue to update Council on the progress of the project and for the allocation of any further funding from Reserves.

4.0 Statutory Environment

4.1 *Local Government Act 1995*

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

5.0 Strategic Implications

5.1 Objective:

2. Economic: Our town and remote communities are prosperous and viable.

5.2 Outcome:

Economic - 2.4 To increase the number, quality and variety of employment and on-the-job training opportunities for local residents and skilled staff

5.3 Strategy:

Economic - 2.4.3 Facilitate external on the job training providers to deliver services in Halls Creek

6.0 Policy Implications

6.1 Activities undertaken in support of this project will adhere to the Shire's Administration Policy Manual by way of contractor engagement and management, transfer of reserve funds, and funding expenditure.

7.0 Financial Implications

7.1 It is proposed to allocate \$50,000 to each of the above listed communities, totalling an amount of \$300,000. These funds have been identified and are to be allocated from the Shire's Reserve Funds into a series of new line items to reflect each location.

8.0 Sustainability Implications

8.1 Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

8.2 Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

8.3 Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (Moderate)	Impact (Medium) Without Shire intervention, it is likely that limited to no lasting improvements will be achieved in these communities in the short to medium term.		
	Minor	Medium	High
Low (unlikely)	1	2	3
Moderate (likely)	2	(4)	6
High (very likely)	3	6	9

Risk	Communities will remain with limited to poor infrastructure and amenities.
Low Risk	
a risk / activity with a score of 2 or less	N/A
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	senior management team attention is required and specific and immediate control measure(s) assigned to manage risk within risk criteria
Risk Control Measure	Adopt and implement the project.

9.0 Officers Recommendations

That Council:

- 1. Adopts the Community Infrastructure Procedure as it appears in Appendix 9.3.1A; and**
- 2. Approves a Budget adjustment for 2021/22 for the transfer of \$300,000 from Shire Reserves to fund this project.**

VOTING REQUIREMENT: Absolute Majority

Appendix:

- 9.3.1A - Community Improvement Procedure
- 9.3.1B - Yardgee Proposal
- 9.3.1C - Nicholson Block Proposal
- 9.3.1D - Red Hill Proposal
- 9.3.1E - Garden Area Proposal

- 9.3.1F - Mardiwah Loop Proposal
- 9.3.1G - Yiyili Proposal

AXX COMMUNITY IMPROVEMENT PROCEDURE

ADMINISTRATION

PREAMBLE: Significant consultation occurred across Shire communities during 2017 and 2018 to better understand localised priorities, concerns, desired programs, and more. This procedure directs Shire employees in how to achieve the understood priorities within each community and outlines the roles and responsibilities of the Shire and the community representatives.

The Communities included in this procedure are:

- Yardgee;
- Nicholson Block;
- Red Hill;
- Garden Area;
- Mardiwah Loop; and
- Yiyili.

OBJECTIVE: To make substantial community lead and community directed improvements that include infrastructure upgrades, maintenance programs, learning programs, and more, including:

- Park and community space maintenance;
- Community gardens;
- Fencing upgrades;
- Lighting upgrades;
- Reticulation maintenance and upgrades;
- Tree planting;
- Community programs;
- Outdoor space creation;
- Public art;
- Shade installations; and
- Footpath installations.

PRACTICE: The Shire of Halls Creek is committed to supporting and strengthening all communities in an inclusive and sustainable way. The Shire's intention is to build capacity within the communities to sustain the improvements and provide the foundation for ongoing upgrades and maintenance for the enjoyment of all local and wider residents.

The Shire will continue to engage with the communities to ensure the individual programs and projects are aligned to the strategic and practical local values, as well as assist the communities and their representatives to maintain good governance and strong leadership.

This Shire will make available funding (up to \$50,000) to each community by negotiation with the CEO under delegated authority.

PROCESS: The following principles apply to the community improvement programs undertaken within the Shire of Halls Creek communities:

Locally driven and local commitment

1. The purpose of the community improvement program is to engage with each community to determine how the priorities listed during consultation can be achieved.

2. Each community via nominated representatives will be required to assist in the planning, programming, and labour to achieve the desired outcomes.
3. The Shire will remain genuinely open to ongoing engagement with the communities to achieve lasting and sustainable delivery of projects and programs for the enjoyment of all residents.

Transparency and openness

4. All projects and programs within this program will be open, inclusive and transparent.
5. The Shire will continue to work with communities throughout the program to ensure alignment with local values and priorities and to ensure the efficacy of the program as a whole.
6. The Shire will continue to seek to understand the concerns and interests of each community and provide opportunities for residents to become involved.

Accountability

7. The Shire will ultimately remain responsible for the program as a whole, however, to ensure success of the sub-programs and projects within each community, local representatives will also be required.
8. Local representatives are required to be approved by the Shire to ensure appropriateness in terms of insurance, Working with Children Check compliance, financial management and so on.
9. The Shire will remain ultimately responsible for the purchase of materials and the payment of any third-party labour.

Resources

10. The Shire will allocate sufficient financial, human and technical resources to support this program.

INSTRUCTION TO STAFF:

HEAD OF POWER: Local Government Act 1995

Procedure Number	AXX
Responsible Department	Infrastructure
Adoption Resolution Number	
Adoption Date	
Review Date & Resolution	

YARDGEE

COMMUNITY PROFILE:

Population: 300

Houses: 32

Languages Spoke: Kija, Juru, Kriol

PRIORITIES:

1. Transition program for school leavers into the workplace
2. Repairs to existing facilities (i.e. play equipment and BBQs)
3. Community office space
4. Skill transfer program with elders
5. Repairs to fencing
6. Fencing around houses
7. Installation of a 'Rage Cage' play equipment structure
8. Installation of additional lighting
9. Installation of CCTV
10. A sign for service providers
11. Community cleanup
12. Health promotion program
13. Training for mental health

NICHOLSON BLOCK

COMMUNITY PROFILE:

Population: 260

Houses: 18

Languages Spoke: Kija, Juru, Kriol

PRIORITIES:

1. Repair existing recreation equipment
2. Establish a sports volunteer program
3. Install lighting in the community
4. Install speed humps in the community
5. Install fencing around houses in the community
6. Creation of a 'Yarning Group'
7. Rubbish pick-up and community clean-up
8. Training program for mental health counselling
9. Creation of a bush healing program

RED HILL

COMMUNITY PROFILE:

Population: 230

Houses: 22

Languages Spoke: Kija, Juru, Kriol

PRIORITIES:

1. Community run healing camps with elders
2. Community run leadership programs
3. Institute community service orders
4. Community assistance programs to help elderly residents
5. Repair Red Hill Oval
6. Community run sporting events
7. Fencing around houses and oval
8. Building repairs
9. Community clean-up programs
10. Training for counselling
11. Community communication sessions
12. Mental health workshops for families

GARDEN AREA

COMMUNITY PROFILE:

To be determined via upcoming engagement and consultation as this area was not included in the initial larger consultation efforts.

MARDIWAH LOOP

COMMUNITY PROFILE:

Population: 266

Houses: 66

Languages Spoke: Juru

PRIORITIES:

1. Creation of a community hub/recourse centre
2. Creation of youth programs
3. Programs to build relationships between elders and youth
4. Dirt bike track
5. Football Oval
6. Basketball Court
7. Youth veggie garden
8. Creation of more employment
9. Programs to assist youth in gaining employment skills
10. Creation of alternative education programs
11. Creation of school exchange programs
12. Creation of links to tertiary institutions

YIYILI

CCOMMUNITY PROFILE:

Population: 302

Houses: 64

Languages Spoke: Gooniyandi, Kriol, English

PRIORITIES:

1. More community housing
2. Programs to strengthen intergenerational relationships
3. Gooiyandi knowledge program
4. On-country logistical assistance
5. Administration support for youth workers
6. Employment of two program workers
7. Employment of Aboriginal Education Workers
8. Healing programs
9. Mental health programs
10. Community leadership mentoring programs

9.3.2 RFT2022-04-DA Procurement Plan Approval

ITEM NUMBER:	9.3.2
REPORTING OFFICER:	Jackie Parker, Director Assets and Infrastructure
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 For Council to consider and approve the Procurement Plan for the upcoming Tender for the Provision of Roads Construction Plant with Operators (RFT2022-04-DA), impacting potentially over the next 3 years.

2.0 Background

- 2.1 The Shire of Halls Creek has an extensive road network that requires ongoing capital and renewal works to ensure all roads are suitable for current and future traffic volumes.
- 2.2 The Shire receives various grants to fund these capital road works and often also contributes some of the Shire's own funds towards the works. In recent times the Shire is also undertaking significant Flood Damage reinstatement. The works predominately comprise reforming and resheeting unsealed roads, upgrade of existing and construction of new drainage structures and reconstruction and construction of floodways.
- 2.3 Whilst the Shire has developed its own internal road construction and maintenance work crew, it has been identified that this crew will be gainfully employed assisting MRWA. The works will primarily be in the form of the Duncan Gordon Downs Rd upgrade project, and then the Tanami Rd upgrade works as well as some of the AGRN899 and AGRN951 Flood Damage reinstatement.
- 2.4 Without a road construction crew (plant and skilled operators; procured via this proposed tender), the Shire would be unable to fulfil its obligations to complete the planned capital and flood damage road works programs.
- 2.5 The Shire is seeking to offer a one (1) year contract to a suitably skilled and competent contractor to complete works throughout 2022. The contract will include provision for two (2) one (1) year extensions offering a potential three (3) year contract.

3.0 Comments

- 3.1 While the Shire has a small road crew, the capacity within this crew is limited and would not be able to be expanded to carry the annual roads program alone at this point in time. The contract is structured in such a way that the works retained for the Shire crew can be increased and decreased as required.

3.2 Given the current flex in the contractor market, which is disproportionately affecting regional areas, it is urged that the tender process is run as per the schedule indicated within the procurement plan as this will limit the risk associated with limited numbers putting in for the tender.

3.3 Proposed Tender selection criteria are as follows:

Criteria	Weighting
Price – Best Value for Money Method	40 %
<p>Quality and Completeness of Road Construction Plant / Equipment and Camp Facilities <i>Tenderers must address the following items:</i></p> <ul style="list-style-type: none"> a) <i>Identify the total number of each type of plant / equipment available for this project for assessment against the nominated list and number of items as per the tender schedule;</i> b) <i>Nominate the age or hours (or some other means of assessing the equipment's condition and reliability) of each item of plant / equipment;</i> c) <i>Identify any particular item (s) of plant / equipment / attachments that the tenderer offers that may be considered to have special or advantageous application to the works and locations identified within this tender;</i> d) <i>Provide specific details of the tenderer's mobile camp facilities including details of the accommodation, mess and ablution facilities.</i> 	15 %
<p>Key Personnel Skills and Experience <i>Tenderers must address the following items for their nominated personnel:</i></p> <ul style="list-style-type: none"> a) <i>Provide CV's or employment history (including projects worked on, roles undertaken, years of experience, qualifications / relevant memberships, tickets / licences) and referees who can substantiate previous experience and demonstrated capability for the tenderer's key personnel (Supervisor, Grader Operators, Dozer Operator, Field Mechanic);</i> b) <i>Provide details of the tenderer's nominated administrative staff and their experience in similar contracts;</i> c) <i>Provide details of the tenderer's degree of Indigenous Content in their nominated work crew;</i> d) <i>Provide details of any backup resources for the tenderer's key personnel should the need arise</i> 	15 %
<p>Organisational Experience and Capacity to Complete Contract Works <i>Tenderers must address the following items:</i></p> <ul style="list-style-type: none"> a) <i>Provide details of similar work or projects in similar areas of a similar nature to that described within this tender;</i> b) <i>Provide the scope of the Tenderer's involvement including details of outcomes achieved by the tenderer on similar work scopes;</i> c) <i>Provide details of any issues that arose during the project and how these were managed;</i> d) <i>Provide information demonstrating how the tenderer has previously used sound judgement and discretion on similar work scopes;</i> e) <i>Provide information demonstrating the tenderer's competency in similar work scopes and the tenderer's proven track record of achieving outcomes;</i> 	15 %

<p>f) Provide referees who can substantiate the organisation's previous experience and/or the organisation's capabilities;</p> <p>g) Provide details of the contractor's experience at supplying, managing and running remote mobile camps.</p>	
<p>Local Content of Plant, Equipment and Resources Tenderers must address the following items:</p> <p>a) Specifically detail the items of plant, equipment and/or resources that meet the requirements of the tender request (min. of 10% local content);</p> <p>b) Provide details on how the tender plans to offer opportunities to local persons and/or businesses within the Shire of Halls Creek as part of completing these works.</p> <p>c) Provide ownership details of all local content subcontractor companies / organisations including:</p> <p style="margin-left: 40px;">a. Ownership details of the local content subcontractor company,</p> <p style="margin-left: 40px;">b. The physical local of the subcontractor's business office (s),</p> <p style="margin-left: 40px;">c. The nature of the relationship between the prime contractor and nominated local content subcontractor company,</p> <p style="margin-left: 40px;">d. The number of years the local content subcontractor has been in operation and the length of time that the prime contractor has worked with the local content subcontractor,</p> <p style="margin-left: 40px;">e. The road building experience of the local content subcontractor.</p>	<p>10 %</p>
<p>Provisions for Mechanical Support and Extra Machinery Tenderers must address the following items:</p> <p>a) Provide specific details of the onsite mechanical workshop and service vehicles;</p> <p>b) Provide specific details of the refuelling equipment and resources available for this project;</p> <p>c) Provide specific details of how the tenderer intends to ensure all necessary spare parts and associated support is available for the duration of the contract;</p> <p>d) Provide details of any extra support plant or machinery that the tenderer can provide to replace machinery with long term break downs.</p>	<p>5 %</p>

The above weightings have been used when this tender was called 18 months ago, and seem to be an appropriate mix of price and delivery factors. It is recommended that the weightings remain as previously used.

4.0 Statutory Environment

4.1 Local Government Act 1995

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

5.0 Strategic Implications

5.1 Objective:

2. Economic: Our town and remote communities are prosperous and viable.

5.2 Outcome:

Economic - 2.6 Roads are maintained to a standard that meets the economic needs of local and regional economy

5.3 Strategy:

Economic - 2.6.4 Maintain and renew roads and ancillary infrastructure in accordance to the Shire Asset Management Plan

6.0 Policy Implications

6.1 The Shire's relevant procurement policies (A11 and A12) will be followed in the tendering process. Adopting the Procurement Plan and authorising the Chief Executive Officer to advertise the tender is part of this process.

7.0 Financial Implications

7.1 A financial summary of the work contained within this tender is detailed in the Project Overview of the Procurement Plan. In summary, approx. \$2.8 million until the end of the 2021/2022 financial year, followed by a further \$4.5m to the end of the 2022/23 financial year.

The income for which is detailed as follows:

Project	Cost Estimate
Regional Road Group Allocation	\$660,000
Shire of Halls Creek Work	\$330,000
AGRN 899 Flood Damage	\$1,000,000
LRCI Funding	\$860,508
TOTAL	\$2,850,508

The actual works undertaken by this contract can vary for reasons beyond Shire control. In the past financial year, post-covid surge funding by the Federal Government resulted in a new program (LRCI) which delivers over \$1m in road construction over a 4 year timeframe.

A contractor's ability to assist the Shire in completing Flood Damage reinstatement also impacts on the total amount of the contract in any one period. The Shire's most recent 2 claims have resulted in approx. \$6m and \$7m additional works that the Shire has to complete. Portions of this impact this procurement.

8.0 Sustainability Implications

8.1 Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

8.2 Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

8.3 Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (low)	Impact (Medium) If a tender is not awarded as per the scheduled timeline there may be a delay in some of the road projects.		
	Minor	Medium	High
Low (unlikely)	1	(2)	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	Potential delay in Road project
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	

9.0 Officers Recommendations

<p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the appended Procurement Plan for RFT 2022-04-DA Provision of Roads Construction Plant with Operators including proposed selection criteria and weightings; and 2. Authorise the Chief Executive Officer to advertise the tender in accordance with the Local Government Act 1995 Section 3.57.

VOTING REQUIREMENT: Absolute Majority

Appendix:
9.3.2A - Procurement Plan

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Procurement Plan

ROAD CONSTRUCTION PLANT WITH OPERATORS

RFT 2022-04-DA

Prepared by: Jackie Parker, Director of
Assets and Infrastructure
Date: 10 October 2021



WALGA

Procurement Services

WALGA, 170 Railway Parade, West Leederville WA 6007
Phone: (08) 9213 2514 Email: procurementservices@walga.asn.au

Phase 1 - Prepare

PROJECT OWNER / REQUESTOR DETAILS	
Requestor:	Jackie Parker
Position:	Director of Assets and Infrastructure
Local Government:	Shire of Halls Creek
Phone:	(08) 9168 6007
Mobile:	0420 903 079
Email:	da@hcshire.wa.gov.au

PROJECT OVERVIEW	
Project Title:	Provision of Roads Construction Plant with Operators
Project Number:	RFT 2022-04-DA
Project Budget:	<p><u>2021/22 Second half of Financial Year</u> Approx. \$2,000,000</p> <p><u>2022/23 First half of Financial Year</u> Funding for the 2022/23 financial year is yet to be confirmed but it is reasonable to assume that it will be relatively consistent with previous years with the addition of Flood Damage repair works. Estimated budget for the full financial year is \$5,000,000 approximately 50% of this amount would be spent in the July – December 2021 period.</p> <p>Total Estimated Tender Budget: \$2,000,000 + \$2,500,000 = Approx. \$4,500,000</p>
Project Funding Source:	<p><u>2021/22 Second half of Financial Year</u> Regional Road Group Allocation: ~\$660,000 Shire of Halls Creek: ~\$330,000 (this is typically made up of the Shire's own funds and other general grants e.g. FAGs grants. This is required as a co-contribution to many funding grants i.e. RRG program) AGRN 899 Flood Damage: ~\$1,000,000 of works remaining for period LRCI Funding: ~\$860,508 available from January 1st 2021 Note: funds shows are well in excess of above project budget as it is expected that the Shire crew will complete a significant portion of the works.</p> <p><u>2022/23 First half of Financial Year</u> Roads to Recovery 2020/21 Allocation: ~\$400,000 Regional Road Group Allocation: ~\$660,000 Shire of Halls Creek Co-Contribution: ~\$340,000 AGRN 951 Flood Damage: ~\$3,000,000 Note: funds shows are well in excess of above project budget as it is expected that the Shire crew will complete a significant portion of the</p>

	works.
Project Duration (indicative):	1 January 2022 – 31 December 2022 (with possible 2 x 1 year extensions)
Project Status:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation of Service <input type="checkbox"/> Phased
Project Category:	<input type="checkbox"/> Goods <input checked="" type="checkbox"/> Services <input type="checkbox"/> Minor Works <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Lease <input type="checkbox"/> Consultancy <input type="checkbox"/> Other (please list): _____

NEED IDENTIFICATION

The Shire of Halls Creek has an extensive road network that requires ongoing capital and renewal works to ensure all roads are suitable for current and future traffic volumes. The Shire receives various grants to fund these capital road works and often also contributes some of the Shire’s own funds towards the works. The works predominately comprise reforming and resheeting unsealed roads, upgrade of existing and construction of new drainage structures and reconstruction and construction of floodways. The works are specialised road construction activities. Whilst the Shire has developed it own internal road construction and maintenance work crew, it has been identified that this crew will require some assistance from an experienced contractor due to the significant volume of road construction works. The works will primarily be in the form of the Duncan Gordon Downs Rd upgrade project, the Tanami Rd upgrade works as well as AGRN899 and AGRN951 Flood Damage reinstatement.

Without a road construction crew (plant & skilled operators; procured via this proposed tender), the Shire would be unable to fulfil its obligations to complete the planned capital and flood damage road works programs.

The Shire is seeking to offer a 1-year contract to a suitably skilled and competent contractor to complete works throughout 2022. The contract will include provision for 2 off 1-year extensions offering a potential 3 year contract.

Since it is possible that the Shire work crew will have capacity to complete its own road construction and maintenance works the contract will also include provision for adjustment of crew size and no guaranteed minimum or maximum workloads.

The Tender will include provision to allow the contractor to negotiate with the Shire to utilise Shire resources (plant, machinery, equipment and / or machinery operators / labour) to complete various scopes of work if there is an appropriate opportunity to do so. The tender will also allow the successful contractor and the Shire work crew to jointly complete any scope of work – whether it be planned or unplanned.

To accommodate this provision, the contract will be set-up such that each item of the contractor’s machinery is available for hire on an as-required basis.

POTENTIAL RISKS & MITIGATION PLAN				
Risk Description	Likelihood	Impact	Actions	Responsibility
Procurement process compromised	Possible	Moderate	<p>Procurement documents reviewed by WALGA procurement specialist.</p> <p>WALGA templates used and procurement follows WALGA best practice guide.</p> <p>Tenderlink Portal to be used.</p> <p>Procurement team adhere to best practice and avoid conflicts of interest.</p>	<p>Director of Assets and Infrastructure</p> <p>Technical Consultant</p>
Safety	Possible	Moderate	<p>Contract to include relevant machinery specifications and operational safety standards.</p>	<p>Director of Assets and Infrastructure</p> <p>Technical Consultant</p>
Selected contractor unable to deliver required services	Possible	Significant	<p>Ensure contract has provisions to address inadequate performance by the selected contractor.</p> <p>Ensure the tender criteria considers the ability and capacity of tenderers to complete the contract works.</p>	<p>Director of Assets and Infrastructure</p> <p>Technical Consultant</p>
All tender responses exceed budget for project	Possible	Moderate	<p>Contract to be a schedule of rates pricing schedule. Indicative number of working day nominated in tender. Actual working days will be based on the Shire's actual budget.</p>	<p>Director of Assets and Infrastructure</p> <p>Technical Consultant</p>
Insufficient responses to tender	Possible	Significant	<p>Promotion of tender to potential respondents post issue of tender</p>	<p>Shire of Halls Creek/WALGA</p>

POTENTIAL CONFLICTS OF INTEREST/ISSUES TO BE CONSIDERED

No known conflicts of interest exist at this stage. The technical consultant engaged to assist in procurement, Greenfield Technical Services, has confirmed that he will not be involved in any tender submission.

Conflicts of interest continue to be monitored.

STAKEHOLDERS		
Stakeholder	Role	Possible Objections
Councillors	Approve tender selection criteria; make decision on preferred tenderer. Represent interests of community and communication to community.	May object to recommended selection criteria or recommendation of preferred tenderer. Agenda reports to justify recommendations. Regular updates of project progress. Robust procurement process.
Staff	General interest and operational considerations for the day-to-day functioning of the capital road works program.	May have an interest in operational aspects. Engage relevant staff as required.
Community	General Interest.	May raise objections regarding the quality of the works being produced by the road construction contractor.

POLICY MATTERS AFFECTING THE PROCUREMENT

Local Policy:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Environmental Impact:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DAIP:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	OSH:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Others (Please list):
 ADM21 Purchase of Goods and Services Policy including local purchasing policy
 STF 19 Occupational Safety and Health

EXPENDITURE ANALYSIS

The Shire last procured road construction plant with operators via a Tender (RFT 2020-01) in 2020. At that time, there was strong interest from a variety of contractors.

Capital road construction works are funded from various sources. The primary funding sources are the Regional Roads Group Program, the Local Roads and Community Infrastructure program, and the Roads to Recovery Program. These funding sources can also be supplemented at times from the Shire's own funds, Commonwealth Federal Assistance Grants (FAGs) or other sources.

Given the variable nature of the work scope and the tight budget, the Shire's preference is to manage the road construction works via a Schedule of Rates contract. This contract requires that the contractor provides a specified number of items of road construction plant with operators (typically 12 – 14 items) which are directly managed by the Shire's Supervisor. The tender will require contractors to provide rates for mobilisation / demobilisation of their plant and equipment to the Shire plus hourly rates for the plant and machinery when working and when on standby. These hourly rates include all costs of providing the plant and machinery such as fuel, repairs, camp facilities and other items.

Based on the tendered rates and the budget amount, the Shire then finalises the capital road works program to maximise the value of works achieved with the funding available. Due to the nature of the contract (i.e. a schedule of rates contract) directly managed by the Shire, there is a very low risk of exceeding the Shire's budget.

SUPPLY MARKET ANALYSIS

There are numerous contractors who would be interested and may be suitable to supply road construction plant with operators. These include but are not limited to:

- Auscivil
- Buckley's Earthworks & Paving
- Danny Calwyn Pty Ltd
- Guerinoni & Son
- Kimberley Contracting
- Lacy Bros Contracting
- MTF
- Northern Goldfields Earthmoving
- Quadrio Earthmoving
- Red Dust Holdings
- Roadline Civil Contractors
- Roadtech Constructions
- Robbro Road Construction
- Squires Earthmoving
- THEM Earthmoving

Phase 2 - Define

SCOPE OF REQUIREMENTS

Background

The Shire of Halls Creek has a significant road network that requires regular capital works to ensure the roads provide safe access for road users. Roads plays a significant role in providing access to local businesses, residential properties, pastoral properties and local communities. A large part of ensuring the Shire's roads are fit-for-purpose for the current and future traffic volumes is the annual capital road works program. Currently, the Shire is still building its road construction capabilities and requires the support of an experienced 3rd party contractor to assist with the capital works whilst the Shire's work crew is developing.

Scope of Works

The scope of work comprises reforming and resheeting unsealed roads and construction of drainage assets including culverts, offshoot drains, table drains and floodways. The works can also comprise concrete works (e.g. drainage structures) depending on the funding provided. Depending on the funding provided to the Shire, the works may also comprise DRFAWA flood damage works and other capital, renewal and/or maintenance works as directed by the Shire to maintain its road network.

Given the very limited budget and the variable nature of the works, the Shire's preference is to hire road construction plant with operators and direct manage the hired resources on an hourly hire basis. This is advantageous as it provides the Shire flexibility to vary the scope depending on the location which ensures maximum cost-efficiency.

Typically, the road construction work crew will comprise: 2 x graders, 2 x semi water carts, 2 x roadtrain side tippers, 1 x smooth drum roller, 1 x grid roller, 1 x multi roller, 1 x padfoot roller, 1 x dozer and 1 x loader. Between 12 – 14 machinery operators, a works supervisor, camp attendant and mechanic will also be provided along with a fully self-contained mobile construction camp. The contractor is also required to prepare all the necessary safety, environmental and quality documentation necessary to complete the works safely. The aforementioned list of typical work crew composition is indicative only and may be changed as required to suit the works.

To allow the contractor to negotiate with the Shire to use Shire resources, the plant and machinery offered by the contractor will be on an as-required basis. This will allow the Shire to hire individual items of plant and machinery rather than hiring a full-size work crew for all work scopes.

Given the flexibility required from the contract, it is important that the contractor is paid on an hourly basis for the plant and operators provided. Therefore, to ensure transparency and to minimise administration it is proposed that **no alternative tenders** will be accepted and all tenderers must only submit tenders for hourly plant hire.

The day to day works will be managed by the Shire's Supervisor in conjunction with the Contractor's Supervisor. The scope of the works is governed by the funding that the Shire receives which is ultimately managed by the Shire's Director Infrastructure Assets.

Key Deliverables

The works will be direct-managed by the Shire and will include ongoing inspections of the works on a regular basis. There are no specific documentation deliverables required from the contractor apart from the contractor's timesheets which must be submitted as part of their claims for payment. The Shire's Supervisor and Director Infrastructure Assets maintains all other deliverables and documentation needed for the works.

OUT OF SCOPE

- Routine maintenance grading
- Spray sealing or asphalt works

SCOPE ISSUES TO BE RESOLVED

Nil

SUPPLIER POSITIONING

A collaborative contract relationship is anticipated. This is where the parties work together to identify risks and solutions and jointly monitor performance and compliance. Ensuring the relationship between the Shire and the contractor is collaborative is critical as the nature of the works requires flexibility in the use of different machines for different work scopes.

The contract is proposed to be for a 1-year period commencing 1 January 2022 through to 31 December 2022. The contract will include an optional 2 off 1-year extensions which will allow a well performing contractor to hold the contract for a maximum period of 3 years. This duration ensures the tender will be attractive to high-quality tenderers.

PROCUREMENT TACTICS

Transaction Type	Select	Objective	Tactics	Actions
Leverage items - High Value, Low Risk, Low Complexity	<input type="checkbox"/>	Maximise commercial advantage	Concentrate your business across the organisation Maintain/foster competition.	Competitive bidding. Procurement coordination. Use industry standards/ open source. Active procurement. Reverse Auctions.
Bottleneck items - Low Value, High Risk, High Complexity	<input type="checkbox"/>	Ensure supply continuity	Decrease the uniqueness of Suppliers Manage supply	Widen specification. Use performance or functional specification. Increase competition. Develop new suppliers. 2-3 year contracts. Foster competition.
Strategic items - High Value, High Risk, High Complexity	<input checked="" type="checkbox"/>	Form partnerships with Suppliers. Develop trust and information sharing	Increase the role of selected suppliers	Partnering charter. Share risk/rewards. Service Level Agreement. Prepare risk/contingency plans. Monitor market/competitions. Use functional specifications.
Routine items – Low Value, Low Risk, Low Complexity	<input type="checkbox"/>	Simplify acquisition	Instant purchasing	Utilise e-commerce or purchase cards to facilitate most efficient acquisition of goods/services.

SUPPLIER PROFILE

<input checked="" type="checkbox"/> Single Supplier	<input type="checkbox"/> Multiple Suppliers (i.e. Panel)
<input type="checkbox"/> Dual Suppliers	<input type="checkbox"/> Cross Supply
<input type="checkbox"/> Goods	<input type="checkbox"/> Goods and Services

Reason for Selected Supplier Profile:

The Shire has a limited annual capital road construction budget which typically is sufficient for approximately 80 – 100 days work per calendar year. Currently the total amount of work available is much higher due to flood damage events however these are less predictable and works required may increase or decrease significantly in future years. The works are direct-managed by the Shire’s Supervisor to maximise value for money and ensure the works are completed in accordance with the specifications. The relationship between the Works Supervisor and Contractor is critical to maximising the value of the works to the Shire. As such, given the short duration of the works program and the nature of the operation of the works program, the works are best suited to a single supplier.

Early Tender Advice Required? Yes No

SUGGESTED TENDERERS:

Company Name:	Contact Person:	Phone/Email:
Auscivil	Ian Gilmour	0438 179 597
Buckley’s Earthworks & Paving	Terri Buckley	08 9191 1138
Danny Calwyn	Danny Calwyn	08 9388 0468
Guerinoni & Son	Steve Guerinoni	08 9169 1411
Kimberley Contracting	TBC	08 9192 5515
Lacy Bros Contracting	Peter Lacy	0427 384 352
MTF	Anthony Madden	08 9963 4371
Northern Goldfields Earthmoving	Wayne Linke	0429 812 988
Quadrio Earthmoving	Todd Quadrio	0400 236 284
Red Dust Holdings	Josh Johnson	0427 649 041
Roadline Civil Contractors	Mick Lang	08 9192 2433
Roadtech Constructions	Carl Dunlop	08 9881 3337
Robbro Road Construction	Shay Roberts	0428 762 002
Squires Resources	Paul Squires	08 9963 7988
THEM Earthmoving	Katrina Lee O’Brien	0408 856 780

SOURCING PROFILE

<input type="checkbox"/> Minor Works	<input type="checkbox"/> Consultancy Services
<input checked="" type="checkbox"/> Major Works (Construction)	<input type="checkbox"/> Lease
<input type="checkbox"/> Goods	<input type="checkbox"/> Services
<input type="checkbox"/> Procurement of IT Equipment	<input type="checkbox"/> Procurement of IT Software

Reason for Selected Sourcing Profile:

Capital road construction works are considered major construction works.

PROCUREMENT METHODOLOGY (refer to TACTICS and SOURCING PROFILE)

<input type="checkbox"/> Expressions of Interest (EOI) <input checked="" type="checkbox"/> Request for Tender (RFT) <input type="checkbox"/> Request for Proposal (RFP)	<input type="checkbox"/> Tender Exempt (i.e. WALGA Preferred Supply, State Gov. CUA) <input type="checkbox"/> Request for Quotation (RFQ)
<p>Reason for Selected Methodology: This procurement is subject to the Local Government (Functions and General) Regulations 1996. Under <i>Part 4 – Provision of goods and services, Division 2 Tenders</i> a tender process is to be followed where the value of the goods or works is \$150,000 or more. The exemptions under the Regulations do not apply to the procurement of these services. The specification is sufficiently defined to avoid the need for an EOI.</p>	

REQUEST OPEN PERIOD - SCHEDULE/TIMEFRAMES	
Management of Clarifications:	By the issue of clarifications / addendums on Tenderlink.
Tender Briefing Status:	Not necessary.

Phase 3 – Plan

EVALUATION PLAN (Refer to DELIVERABLES & RISK ASSESSMENT)
Compliance Criteria
<p>Tenderer Profile</p> <ol style="list-style-type: none"> I. State the Tenderer’s business structure (i.e. sole trader/partnership/proprietary limited liability company/trustee) and provide all business details, including the Tenderer’s Australian Business Number (ABN), Registered Entity Name and full business address (physical and postal address). II. Provide details of the Tenderer’s Authorised Person preparing the response to this Request including; full name, position title, postal address, phone number and email address.
<p>Tenderer’s Declaration</p> <ol style="list-style-type: none"> I. By indicating Compliance I (The Tenderer’s Authorised Person) We (The Tenderer) agree that I am/we are bound by, and will comply with the Conditions of Tender contained in this Request. II. I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome. III. By submitting this Response, I the person named as the authorised person, confirm my understanding that by lodging a Tender, in accordance with Part 1 of this Request, I understand no physical signature is required on this Declaration; that by lodging this Tender I am automatically providing an electronic signature for this Declaration in accordance with the Electronic Transactions Act 1999 (CTH) and corresponding state and territory acts.
<p>Financial Position</p> <ol style="list-style-type: none"> I. Does the Tenderer have the ability to pay all debts in full as and when they fall due? (If no, please provide details) II. Does the Tenderer have any current litigation, claim or judgement as a result of which you may be liable for \$50,000 or more? (If yes, please provide details) III. Will the Tenderer co-operate with an independent financial assessor during the conduct of financial assessments? (If no please outline reasons why)
<p>Conflict of Interest</p> <p>Will any actual or potential conflict of interest in the performance of the Tenderers obligations under the Contract exist if awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If yes, please provide details.</p>
<p>Insurance Details</p> <p>Does the Tenderer maintain the minimum insurance requirements of this Request? If Yes, provide evidence of the Tenderers insurance coverage including, insurer, expiry date, value and type of insurance. If Tenderer holds “umbrella Insurance” please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within 7 working days of acceptance.</p> <p>xiv)</p> <p>Minimum insurance cover:</p> <ul style="list-style-type: none"> • Public Liability – \$5,000,000 for one claim; and \$10,000,000 in aggregate • Workers Compensation - as per the WA Workers Compensation and Injury Management Act 1981 • Vehicles – Sufficient for plant and machinery supplied under the contract plus third-party damage to a minimum of \$20,000,000
<p>Alternative Tenders</p> <p>Not permitted.</p>
<p>Acknowledgement of Addenda</p> <p>Does the Tenderer acknowledge receipt of any addendum issued and has allowed for any price adjustments resulting in any issued addendum? If yes, please state how many addenda have been received?</p>
<p>Contract Conditions</p> <p>Does the Tenderer agree to the Conditions of Contract as stated in this Request?</p> <p>If not, please detail any departures from the conditions of contract proposed by the tenderer.</p>

<p>Critical Assumptions Tenderers are to specify any assumptions they have made that are critical to the Tender, including assumptions relating to pricing and ability to provide the Requirements in the manner specified in this Request.</p>
<p>Pricing Has the Tenderer completed and submitted the Price Schedule in the provided format?</p>

Criteria	Weighting
<p>Price – Best Value for Money Method</p>	<p>40 %</p>
<p>Quality and Completeness of Road Construction Plant / Equipment and Camp Facilities <i>Tenderers must address the following items:</i></p> <ul style="list-style-type: none"> <i>a) Identify the total number of each type of plant / equipment available for this project for assessment against the nominated list and number of items as per the tender schedule;</i> <i>b) Nominate the age or hours (or some other means of assessing the equipment’s condition and reliability) of each item of plant / equipment;</i> <i>c) Identify any particular item (s) of plant / equipment / attachments that the tenderer offers that may be considered to have special or advantageous application to the works and locations identified within this tender;</i> <i>d) Provide specific details of the tenderer’s mobile camp facilities including details of the accommodation, mess and ablution facilities.</i> 	<p>15 %</p>
<p>Key Personnel Skills and Experience <i>Tenderers must address the following items for their nominated personnel:</i></p> <ul style="list-style-type: none"> <i>a) Provide CV’s or employment history (including projects worked on, roles undertaken, years of experience, qualifications / relevant memberships, tickets / licences) and referees who can substantiate previous experience and demonstrated capability for the tenderer’s key personnel (Supervisor, Grader Operators, Dozer Operator, Field Mechanic);</i> <i>b) Provide details of the tenderer’s nominated administrative staff and their experience in similar contracts;</i> <i>c) Provide details of the tenderer’s degree of Indigenous Content in their nominated work crew;</i> <i>d) Provide details of any backup resources for the tenderer’s key personnel should the need arise</i> 	<p>15 %</p>

<p>Organisational Experience and Capacity to Complete Contract Works</p> <p><i>Tenderers must address the following items:</i></p> <ul style="list-style-type: none"> <i>a) Provide details of similar work or projects in similar areas of a similar nature to that described within this tender;</i> <i>b) Provide the scope of the Tenderer's involvement including details of outcomes achieved by the tenderer on similar work scopes;</i> <i>c) Provide details of any issues that arose during the project and how these were managed;</i> <i>d) Provide information demonstrating how the tenderer has previously used sound judgement and discretion on similar work scopes;</i> <i>e) Provide information demonstrating the tenderer's competency in similar work scopes and the tenderer's proven track record of achieving outcomes;</i> <i>f) Provide referees who can substantiate the organisation's previous experience and/or the organisation's capabilities;</i> <i>g) Provide details of the contractor's experience at supplying, managing and running remote mobile camps.</i> 	<p>15 %</p>
<p>Local Content of Plant, Equipment and Resources</p> <p><i>Tenderers must address the following items:</i></p> <ul style="list-style-type: none"> <i>a) Specifically detail the items of plant, equipment and/or resources that meet the requirements of the tender request (min. of 10% local content);</i> <i>b) Provide details on how the tender plans to offer opportunities to local persons and/or businesses within the Shire of Halls Creek as part of completing these works.</i> <i>c) Provide ownership details of all local content subcontractor companies / organisations including:</i> <ul style="list-style-type: none"> <i>a. Ownership details of the local content subcontractor company,</i> <i>b. The physical local of the subcontractor's business office (s),</i> <i>c. The nature of the relationship between the prime contractor and nominated local content subcontractor company,</i> <i>d. The number of years the local content subcontractor has been in operation and the length of time that the prime contractor has worked with the local</i> 	<p>10 %</p>

EVALUATION RATING SCALE	
Score	Description
0	The Tenderer failed to respond to the criterion, therefore the Evaluation Panel is not confident that the Tenderer would be able to meet the requirements of the Request.
1	The Tenderer provided an inadequate response to the criterion. The Evaluation Panel is not confident that the tenderer would be able to meet the requirements of the Request to the required standard.
2	The Tenderer provided an inadequate response to the criterion. The Evaluation Panel has critical reservations that the tenderer would be able to meet the requirements of the Request to the required standard
3	The Tenderer provided a sub-standard response to the criterion. The Evaluation Panel has major reservations that the tenderer would be able to meet the requirements of the Request to the required standard
4	The Tenderer provided a poor response to the criterion. The Evaluation Panel has minor reservations that the tenderer would be able to meet the requirements of the Request to the required standard
5	The Tenderer provided a reasonable response to the criterion. The Evaluation Panel was reasonably confident that the tenderer would be able to meet the requirements of the Request to the required standard
6	The Tenderer provided a good response to the criterion. The Evaluation Panel was reasonably confident that the tenderer would be able to meet the requirements of the Request to the required standard
7	The Tenderer provided a very good response to the criterion. The Evaluation Panel was reasonably confident that the tenderer would be able to meet the requirements of the Request to a very good standard.
8	The Tenderer provided a superior response to the criterion. The Evaluation Panel was highly confident that the tenderer would be able to meet the requirements of the Request to a high standard.
9	The Tenderer provided an excellent response to the criterion. The Evaluation Panel was very confident that the tenderer would be able to meet the requirements of the Request to a high standard.
10	The Tenderer provided an excellent response to the criterion. The Evaluation Panel was extremely confident that the tenderer would be able to meet the requirements of the Request to a very high standard.

KEY PERFORMANCE INDICATORS (KPIs)	
<input type="checkbox"/> Deliverables on time	<input checked="" type="checkbox"/> Does the supplier show mutual commitment to the relationship and collaborate constructively with all stakeholders
<input checked="" type="checkbox"/> Agreed Services Provided	<input checked="" type="checkbox"/> Ability to respond to client and/or stakeholder requirements
<input type="checkbox"/> Stakeholder Satisfaction Survey	<input type="checkbox"/> Ability to deliver on time and on budget
<input type="checkbox"/> Construction Completed on Budget	
<p>The Contract will be subject to an annual performance review process that is expected to include the following KPIs:</p> <ul style="list-style-type: none"> • Agreed services and resources provided • Ability to respond to client / stakeholder requirements • Quality of services provided • Mutual commitment to relationship by supplier 	

PRICING METHODOLOGY (Link to type of specification)	
<input type="checkbox"/> Fixed Price (Lump Sum)	<input checked="" type="checkbox"/> Unit Price (Schedule of Rates)
<input type="checkbox"/> Bill of Quantities	<input type="checkbox"/> Scaled percentage fee
<input type="checkbox"/> Cost reimbursable	<input type="checkbox"/> Reimbursable-with-incentive (Cost Plus)
<p>Reason for Selected Pricing Method: The Shire has a very limited capital budget for road construction works. By directly managing these works, the Shire can realise maximum value for the limited budget. Furthermore, the nature of the Shire's road construction projects is that they are not well suited to lump-sum tendering. Finally, a schedule of rates contract offers the Shire flexibility to vary the scope of work in response to changing environmental conditions and changes in project scope and budget.</p>	
<p>Price Escalation Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Basis: A Price Escalation mechanism will be required in the event that the contract extensions are awarded.</p>	

CONDITIONS OF CONTRACT	
<input checked="" type="checkbox"/> General Conditions of Contract – Goods and Services	<input type="checkbox"/> AS 4000:1997 Construction Works
<input type="checkbox"/> General Conditions of Contract - Goods	<input type="checkbox"/> AS 4122:2010 Consultants
<input type="checkbox"/> General Conditions of Contract – Minor Works	<input type="checkbox"/> AS 4902:2000 Design & Construct
<p>Key Commercial term considerations:</p> <ul style="list-style-type: none"> • Insurance • Discounts for Early Settlement of Accounts 	

CONTRACT MANAGEMENT	
Contract Manager:	Director of Assets and Infrastructure
Date of Handover:	N/A

Key Personnel/Responsibilities:	Contractor representative and Principal Representative
KPIs:	Agreed services and resources provided Ability to respond to client / stakeholder requirements Quality of services provided Mutual commitment to relationship by supplier
Changeover requirements?	N/A
Key Risks:	As per risk assessment above.
Proposed Contract Kick-Off Meeting:	Following contract award.

PROCUREMENT TIMEFRAMES	
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Activity	Indicative Timeframe
Development and Sign off on Procurement Plan	Thursday 21 st October 2021
Sign off on RFT	Friday 22 nd October 2021
Advertise RFT	Wednesday 27 th October 2021
Mandatory Tender Briefing	N/A
Tenders Close	Wednesday 10 th November 2021
Evaluation Panel Meeting	Tuesday 16 th November 2021
Presentations of Shortlisted Tenderers	N/A
Due Diligence Completed (referees, clarifications, financial analysis report)	Friday 19 th November 2021
Delivery of Recommendation Report	Thursday 30 th November 2021
Council Meeting agenda settlement	
Council Meeting	
Contract Preparation	
Notifications to Tenderers	
Contract Commencement	1 st January 2022

APPROVAL AUTHORITY	
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Council:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CEO:	<input type="checkbox"/> Yes <input type="checkbox"/> No

9.4 CORPORATE SERVICES

9.4.1 CEO Authorisation – August 2021

ITEM NUMBER:	9.4.1
REPORTING OFFICER:	Daniel Milkins, Senior Finance Officer
SENIOR OFFICER	Lloyd Barton, Director of Corporate Services
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 In accordance with Council Policy HR5 Chief Executive Officer Leave Applications and Other Approvals, this report is now submitted for Council's consideration.

2.0 Background

2.1 Council Policy HR5 Chief Executive Officer Leave Applications and Other Approvals requires the preparation of a standing agenda report, outlining the CEO's timesheets, leave, credit card transactions and applications for reimbursement for the period from the previous reporting period until the date of this report.

2.2 Council Policy STF 36 Chief Executive Officer Authorisations and Reporting to Council was adopted on 20 September 2018 and has since been superseded by HR5 Chief Executive Officer Leave Applications and Other Approvals adopted 16 May 2019.

3.0 Comments

3.1 CEO's Timesheet

All Staff are now required to complete timesheets as from the pay period starting 24/10/2018. Appendix A is a copy of the CEO's timesheets for the pay fortnights ending 07/09/2021 and 21/09/2021 (Appendix 9.4.1A).

3.2 CEO's Leave

This report also covers the pay periods starting 25/08/2021 and ending 21/09/2021 for the CEO. There has been nil days of leave taken for this period.

A CEO Leave request form has been received for leave to be taken in conjunction with the LG Pro Conference. The leave requested is for the 1st, 2nd and 5th of November 2021. (Appendix 9.4.1B)

3.3 CEO's Credit Card

This report covers September 2021 credit card statements. The CEO was issued with his credit card on 01 February 2019. There was \$7,804.56 of expenditure on the corporate credit card for the period 28/08/2021 to 27/09/2021 (Appendix 9.4.1C).

Statement Dates 28/08/2021 to 27/09/2021	Amount
Total Spend	\$7,804.56

3.4 Reimbursement Applications

This report covers the period 01/09/2021 to 30/09/2021. There was \$0.00 of reimbursements claimed for this period.

4.0 Statutory Environment

4.1 ***Local Government Act 1995***

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

5.0 Strategic Implications

5.1 Objective:

4. Civic: Working together to strengthen leadership and effective governance.

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

Civic - 4.1.3 Council decisions are consistent, reliable and transparent

6.0 Policy Implications

6.1 This report is to comply with Council Policy HR5 Chief Executive Officer Leave Applications and Other Approvals.

7.0 Financial Implications

7.1 All expenditure is within budget.

8.0 Sustainability Implications

8.1 Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

8.2 Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

8.3 Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

8.4 Risk

The presentation of monthly information relating to the CEO is as a result of a Crime and Corruption Commission report into the Shire of Halls Creek in 2018. The Commission highlighted the contractual relationship of the Council to the CEO, indicating that only the Council can approve matters affecting CEO Leave, Credit Card, Timesheet and hours worked or reimbursements claimed. As the employer for the CEO, only the Council can approve of these items.

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact - Reputational risk if the CEO claims matters beyond contract limits. Shire oversight of CEO required and monthly reporting in the Agenda process removes any risk associated with CEO Contract.		
	Minor	Medium	High
Low (unlikely)	(1)	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	With this process in place - little risk
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	Monthly reporting as per Shire Policy HR5

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9.0 Officers Recommendations

That:

- 1. Council receives the information presented to this meeting of the time worked by the CEO from 26/08/2021 to 21/09/2021, and acknowledges that the time worked is in accordance with the CEO's Contract of Employment;**
- 2. Council receives the information presented to this meeting of Nil days of leave has been taken during the pay periods mentioned in this report by the CEO;**
- 3. Application for annual leave on the 1st, 2nd and 5th November 2021 approved;**
- 4. Council receives the information presented to this meeting of the credit card transactions made by the CEO using his corporate credit card from 29/08/2021 to 27/09/2021 and acknowledges that the payments have been incurred in accordance with the Shire's procurement policy and Credit Card Agreement; and**
- 5. Council receives the information presented to this meeting of NIL reimbursements made by the CEO.**

VOTING REQUIREMENT: Simple Majority

Appendix:

9.4.1A - CEO Timesheets

9.4.1B - CEO Leave Form

9.4.1C - CEO Credit Card Transactions

This section left blank intentionally

SHIRE OF HALLS CREEK TIMESHEET



2021-22 Version
PO Box 21
Halls Creek WA 8770
Ph: 9168 6007
Fax: 9168 6235

Employees Name: Noel Mason
Employee No: 160
Pay Forthright Ending: 7/09/2021

Original copy located in F:\Forms\Payroll\Timesheet - Electronic Full year 2021-22

DATES	SHIFT 1			SHIFT 2			SHIFT 3			TOTAL Hours Worked	SHIFT LOCATION			LEAVE TAKEN				COMMENTS /AUTHORISATIONS					
	Day	Date	Start	Finish	Start	Finish	Start	Finish	Start		Shift 1	Shift 2	Shift 3	Annual	Personal Leave	Time in Lieu (taken)	Unpaid (LWOP)		Public Holiday (not worked)	Other			
Wednesday	26/08/2021	8:30	12:00	12:00	17:00	17:00	12:54	17:00	17:00														
Thursday	26/08/2021	8:30	12:00	12:00	17:00	17:00	12:54	17:00	17:00														
Friday	27/08/2021	8:30	12:00	12:00	17:00	17:00	12:54	17:00	17:00														
Saturday	28/08/2021																						
Sunday	29/08/2021																						
Monday	30/08/2021	8:30	12:00	12:00	17:00	17:00	12:54	17:00	17:00														
Tuesday	31/08/2021	8:30	12:00	12:00	17:00	17:00	12:54	17:00	17:00														
Wednesday	1/09/2021	8:30	12:00	12:00	17:00	17:00	12:54	17:00	17:00														
Thursday	2/09/2021	8:30	12:00	12:00	17:00	17:00	12:54	17:00	17:00														
Friday	3/09/2021	8:30	12:00	12:00	17:00	17:00	12:54	17:00	17:00														
Saturday	4/09/2021																						
Sunday	5/09/2021																						
Monday	6/09/2021	8:30	12:00	12:00	17:00	17:00	12:54	17:00	17:00														
Tuesday	7/09/2021	8:30	12:00	12:00	17:00	17:00	12:54	17:00	17:00														
			Total Hours Worked			41.00			76.000			0.00			0.00			0.00			0.00		

DATE: 7/9/2021
DATE: 7/9/2021

EMPLOYEE SIGNATURE: Noel Mason
SUPERVISOR or MANAGERS SIGNATURE: Noel Mason

OFFICE USE ONLY (Do not delete or edit)	
TOTAL HRS WORKED	76.000
TOTAL LEAVE TAKEN	0.000
TOTAL HRS (including leave taken)	76.000

Shift Locations	GL	Allocated Hrs Worked
Location	GL	
1		
2		
3		
4		
5		
6		
TOTAL HOURS WORKED		0.00

Please Note:
Timesheets should be completed at the end of each day.
Completed, correct, signed & authorised timesheets must be with the pay officer by 3:00pm on the last Monday of each pay period.
Maximum total hours paid per fortnight for permanent fulltime staff is 76 hours unless pre-approved by your manager in writing.
Any hours worked in excess of 76hrs per pay period must be pre-approved by your manager & payroll are to be advised via the comments section as to how you are to be paid for those excess hours.
Any hours worked in excess of 76hrs per pay period must be pre-approved by your manager & payroll are to be advised via the comments section as to how you are to be paid for those excess hours.
Maximum accrued TIL is 10 days (conditions apply).
Maximum leave hours taken per day is 7.6 and per fortnight is 76 (for permanent fulltime staff only).
Casuals are not eligible for leave and part time staff are pro-rata based on hours worked over the past 10 weeks.
Maximum daily missed hours (worked and leave taken) is 7.6 hours.

SHIRE OF HALLS CREEK TIMESHEET



2021-22 Version
PO Box 21
Halls Creek WA 6170
Ph: 9168 8007
Fax: 9168 6235

Employees Name: Noel Mason
Employee No: 160
Pay fortnight Ending: 21/09/2021

Original copy located in F:\Forms\Payroll\Timesheet - Electronic for year 2021-22

DATES	SHIFT 1			SHIFT 2			SHIFT 3			TOTAL Hours Worked	SHIFT LOCATION			LEAVE TAKEN					COMMENTS / AUTHORISATIONS	
	Day	Date	Start	Finish	Start	Finish	Start	Finish	Start		Finish	Shift 1	Shift 2	Shift 3	Annual	Personal Leave	Time in Lieu (taken)	Unpaid (LWOP)		Public Holiday (not worked)
Wednesday	08/09/2021	8:30	12:00	12:54	17:00	4:10	0.00	0.00	0.00	7.600										
Thursday	09/09/2021	8:30	12:00	12:54	17:00	4:10	0.00	0.00	0.00	7.600										
Friday	10/09/2021	8:30	12:00	12:54	17:00	4:10	0.00	0.00	0.00	7.600										
Saturday	11/09/2021					0.00	0.00	0.00	0.00	0.000										
Sunday	12/09/2021					0.00	0.00	0.00	0.00	0.000										
Monday	13/09/2021	8:30	12:00	12:54	17:00	4:10	0.00	0.00	0.00	7.600										
Tuesday	14/09/2021	8:30	12:00	12:54	17:00	4:10	0.00	0.00	0.00	7.600										
Wednesday	15/09/2021	8:30	12:00	12:54	17:00	4:10	0.00	0.00	0.00	7.600										
Thursday	16/09/2021	8:30	12:00	12:54	17:00	4:10	0.00	0.00	0.00	7.600										
Friday	17/09/2021	8:30	12:00	12:54	17:00	4:10	0.00	0.00	0.00	7.600										
Saturday	18/09/2021					0.00	0.00	0.00	0.00	0.000										
Sunday	19/09/2021					0.00	0.00	0.00	0.00	0.000										
Monday	20/09/2021	8:30	12:00	12:54	17:00	4:10	0.00	0.00	0.00	7.600										
Tuesday	21/09/2021	8:30	12:00	12:54	17:00	4:10	0.00	0.00	0.00	7.600										
										Total Leave Taken			0.00	0.00	0.00	0.00	0.00	0.00	0.00	

OFFICE USE ONLY (Do not delete or edit)

TOTAL HRS WORKED	76.000
TOTAL LEAVE TAKEN	0.000
TOTAL HRS (up to max 84.44 for permanent)	76.000

FOR PERMANENT STAFF ONLY WITH TIL ACCRUABLE

LESS PAYABLE HRS	76.000
TIL Accrued	0.000
(only negative TIL is accrued)	

Shift Locations	GL	Allocated Hrs Worked
1		
2		
3		
4		
5		
6		
TOTAL HOURS WORKED		0.00

EMPLOYEE SIGNATURE: *Noel Mason* DATE: 21/9/2021

SUPERVISOR or MANAGERS SIGNATURE: *Noel Mason* DATE: 21/9/2021

Please Note:
Timesheets should be completed at the end of each day.
Completed, correct, signed & authorised timesheets must be with the pay officer by 3:00pm on the last Monday of each pay period.
Maximum overtime paid per fortnight to permanent fulltime staff is 76 hours unless pre-approved by your manager in writing.
Any hours worked over 76 hours will be paid as overtime.
Any accrual of TIL, extra paid hours or overtime (for hours worked over 76 hours per pay period including leave) must be pre-approved by your manager in writing.
Maximum leave hours taken per day is 7.6 and per fortnight is 76 (for permanent fulltime staff only).
Maximum leave hours taken per month is 304 (for permanent fulltime staff only).
Maximum daily missed hours (worked and leave taken) is 1.6 hours.



CEO LEAVE APPLICATION FORM

I apply for 3 days of leave, commencing on 1 / 11 / 2021 and ending on 5 / 11 / 2021
(exc. Public holidays & weekends) (1st normal working day on leave) (last normal working day on leave)

The leave applied for is as follows:

Time in Lieu (if available, to be used before Annual Leave)		Days
Annual Leave	<u>3</u>	Days
Personal Leave (please state reason below)		Days
Long Service Leave		Days
Other Leave: _____		Days
Leave Without Pay		Days

TOTAL DAYS ON LEAVE _____ (excluding Public holidays & Weekends)

Name: Noel Mason
Signed: Noel Mason

Date: 11 / 10 / 2021
Employee # 160

PERSONAL LEAVE (previously known as Sick Leave)

A medical certificate is required to be attached for all absence's exceeding two (2) or more days, or if otherwise required. (this will have been advised to you by your supervisor).

Reason for this leave: _____

Medical Certificate Supplied

LEAVE PAID IN ADVANCE

Your leave will be paid with the "normal" pay cycle (ie. fortnightly as they fall due) unless you tick the box below. Please see the payroll staff for further details and conditions.

I want my leave paid in advance

By ticking the box above, I understand that, only the leave I am taking will be paid to me in advance with the last pay before I go on leave, and that no ordinary hours will be paid to me in advance until I have worked them, and that no further leave payments will be made to me until the first pay due to me after I return to work.

APPROVAL BY SUPERVISOR &/or EXECUTIVE MANAGER

- Recommended subject to Applicant having sufficient leave
- Not recommended – this application must be filed on personal file

Supervisors Signature: _____

Date: _____ / _____ / _____

Managers Signature: Noel Mason

Date: 11 / 10 / 2021

OTHER REQUESTS or RECOMMENDATIONS

leave combined with Attendance @ LG Pro
Conference - Travel down Fri 29/10/2021 and
return up 7/11/2021.

APPENDIX 9.2.1B - CEO CREDIT CARD TRANSACTIONS

CREDIT CARD TRANSACTIONS FOR STATEMENT PERIOD 28/08/2021 TO 27/09/2021

NAME		DESCRIPTION	MERCHANT	PURCHASE DATE	AMOUNT
Mason	Noel	ADVERT PROJECT MANAGER	SEEK AU	27/08/2021	335.50
Mason	Noel	ADVERT LEAD MECHANIC	SEEK AU	29/08/2021	324.50
Mason	Noel	CEO MEALS BROOME ZONE MEETING	ECHO'S CAFÉ BROOME	1/09/2021	20.00
Mason	Noel	BROOME ZONE CRS MEALS	MCDONALDS BROOME	2/09/2021	38.70
Mason	Noel	TOWN GARDEN CREW ITEMS	BUNNINGS BROOME	3/09/2021	186.76
Mason	Noel	FUEL CEO P1108 HC2850	CALTEX BROOME	3/09/2021	193.14
Mason	Noel	BROOME ZONE MEETING MEALS	DRAGONFLY CAFÉ BROOME	19/09/2021	86.00
Mason	Noel	CANCELLED SUBSCRIPTION	ADOBE SYSTEMS PTY LD	8/09/2021	-310.48
Mason	Noel	ACCOMMODATION MEALS WALGA CONVENTION CEO N MAON	CROWN PERTH	21/09/2021	1,150.43
Mason	Noel	IRC PERTH WAITING FINANCE REVIEW	BWC PERTH	21/09/2021	20.58
Mason	Noel	IRC PERTH WAITING FINANCE REVIEW	SUNNY CABS PERTH	23/09/2021	20.00
Mason	Noel	CROWN TO PERTH AIRPORT	LIVE TAXI AUST.	23/09/2021	53.80
Mason	Noel	PART ACCOMMODATION MEALS WALGA CONVENTION	CROWN PERTH	23/09/2021	2,268.30
Mason	Noel	ACCOMMODATION MEALS WALGA CONVENTION	CROWN PERTH	23/09/2021	1,348.50
Mason	Noel	ACCOMMODATION MEALS WALGA CONVENTION	CROWN PERTH	23/09/2021	1,168.86
Mason	Noel	ACCOMMODATION MEALS WALGA CONVENTION	CROWN PERTH	24/09/2021	899.97
TOTAL SPEND FOR APRIL 2021 STATEMENT PERIOD					7,804.56

9.4.2 Accounts Paid by Authority (Summary) – September 2021

ITEM NUMBER:	9.4.2
REPORTING OFFICER	Daniel Milkins, Senior Finance Officer
SENIOR OFFICER	Lloyd Barton, Director of Corporate Services
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 Accounts paid by authority for September 2021 to be noted by Council. (Appendix 9.4.2A)

2.0 Background

2.1 Nil.

3.0 Comments

3.1 Creditor payments for the month of September 2021 comprised as follows:

<u>Bank Account</u>	<u>Type</u>	<u>Numbers</u>	<u>Amount</u>
Municipal	Cheque & EFT	as per schedule	\$1,889,454.86
Restricted	Cheque & EFT		\$43,676.85
Trust	Cheque & EFT		\$0.00
Municipal	Payroll		\$440,571.70
TOTAL			\$2,373,703.41

3.2 The following schedules provide a bit more information than the high-level summary provided in the last few months but not as detailed as the reports that were discouraged by audit. This should provide enough information for review of the payments. A detailed copy of the payments will be kept in the Finance Office.

4.0 Statutory Environment:

4.1 Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that a list of all accounts paid be presented to Council.

4.2 This list must include all payments made since the list was last prepared and presented to Council.

4.3 The list of payments made by authority for 1 September 2021 to 30 September 2021 is hereby presented to Council.

5.0 Strategic Implications

5.1 Objective:

4. Civic: Working together to strengthen leadership and effective governance.

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire

6.0 Policy Implications:

6.1 All payments made in accordance with adopted Council policy and delegations.

7.0 Financial Implications

7.1 Out-flow of cash totalling \$2,373,703.41. All payments made have been within the provisions of the 2021-2022 Budget.

8.0 Sustainability Implications

8.1 Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

8.2 Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

8.3 Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

8.4 Risk

Risk level is low.

Risk Control Measures - There are no Risk Control Measures, the report is for information purposes only.

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact - Failure to acknowledge the payment of Shire accounts exposes Councillors to a breach of the LG Act, and impacts on reputation.		
	Minor	Medium	High
Low (unlikely)	(1)	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	Low
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	Monthly reporting of Accounts eliminates risk.

9.0 Officers Recommendations

That:

The total accounts paid by authority totalling \$2,373,703.41 summarised on the following schedules entitled 'Schedule of Sundry Creditor Accounts Paid by Authority (Summary) 01/09/2021 to 30/09/2021', 'Schedule of Restricted Creditor Accounts Paid by Authority (Summary) 01/09/2021 to 30/09/2021', 'Schedule of Trust Creditor Accounts Paid by Authority (Summary) 01/09/2021 to 30/09/2021' and 'Net Salaries and Wages Paid September 2021' (as appended 9.4.2A) be received.

VOTING REQUIREMENT: Simple majority

Appendix:

9.4.2A - Schedule of sundry creditor accounts paid by authority (Summary) 01/09/2021 to 30/09/2021

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SCHEDULE OF SUNDRY MUNICIPAL CREDITOR ACCOUNTS PAID BY AUTHORITY
(SUMMARY)
01/09/2021 to 30/09/2021

Chq/EFT	Date	Name	Description	Amount
EFT27394	24/09/2021	(A)POD PTY LTD T/A DONOVAN PAYNE ARCHITECTS	ARCHITECTURAL SERVICES	-7,920.00
(A)POD PTY LTD T/A DONOVAN PAYNE ARCHITECTS Total				-7,920.00
EFT27308	13/09/2021	ACROMAT (CMO TRADING PTY LTD)	BASKETBALL HOOPS	-7,366.48
ACROMAT (CMO TRADING PTY LTD) Total				-7,366.48
EFT27397	24/09/2021	AERODROME MANAGEMENT SERVICES PTY LTD (AMS)	AERODROME OPERATION AND MANAGEMENT SERVICES	-30,983.52
AERODROME MANAGEMENT SERVICES PTY LTD (AMS) Total				-30,983.52
EFT27351	02/09/2021	ALL HOURS AUTO ELECTRICS PTY LTD	ELECTRICAL SERVICES	-17,731.26
ALL HOURS AUTO ELECTRICS PTY LTD Total				-17,731.26
EFT27307	13/09/2021	ALLGEAR MOTORCYCLES & SMALL ENGINES	PARKS & GARDEN SUPPLIES	-971.20
ALLGEAR MOTORCYCLES & SMALL ENGINES Total				-971.20
DD18576.19	07/09/2021	AMP FLEXIBLE LIFETIME SUPER PLAN	SUPER. CONTRIBUTIONS	-312.08
AMP FLEXIBLE LIFETIME SUPER PLAN Total				-312.08
DD18576.3	07/09/2021	AMP SUPERANNUATION	SUPER. CONTRIBUTIONS	-690.14
DD18603.2	21/09/2021	AMP SUPERANNUATION	SUPER. CONTRIBUTIONS	-763.08
AMP SUPERANNUATION Total				-1,453.22
EFT27352	02/09/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT COLLECTION CHARGES	-6,693.10
AMPAC DEBT RECOVERY (WA) PTY LTD Total				-6,693.10
EFT27317	17/09/2021	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	AIRCONDITIONER SERVICES	-280.50
EFT27336	02/09/2021	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	AIRCONDITIONER SERVICES	-6,726.81
EFT27381	24/09/2021	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	AIRCONDITIONER SERVICES	-4,945.00
ARAC REFRIGERATION & AIR CONDITIONING PTY LTD Total				-11,952.31
DD18576.2	07/09/2021	ASGARD SUPER (BT FUNDS MANAGEMENT LIMITED)	SUPER. CONTRIBUTIONS	-679.56
DD18603.19	21/09/2021	ASGARD SUPER (BT FUNDS MANAGEMENT LIMITED)	SUPER. CONTRIBUTIONS	-491.37
ASGARD SUPER (BT FUNDS MANAGEMENT LIMITED) Total				-1,170.93
DD18576.13	07/09/2021	AUSTRALIAN SUPER	PAYROLL DEDUCTION	-7,610.03
DD18603.12	21/09/2021	AUSTRALIAN SUPER	PAYROLL DEDUCTION	-7,591.73
AUSTRALIAN SUPER Total				-15,201.76
EFT27376	23/09/2021	AUSTRALIAN TAXATION OFFICE (ATO)	BAS RETURN	-124,620.00
AUSTRALIAN TAXATION OFFICE (ATO) Total				-124,620.00
DD18576.12	07/09/2021	AWARE SUPER	PAYROLL DEDUCTION	-12,012.43
DD18603.11	21/09/2021	AWARE SUPER	PAYROLL DEDUCTION	-9,537.11
AWARE SUPER Total				-21,549.54
DD18576.11	07/09/2021	AWARE SUPER (PREVIOUSLY CONCEPT ONE)	SUPER. CONTRIBUTIONS	-68.46
DD18603.10	21/09/2021	AWARE SUPER (PREVIOUSLY CONCEPT ONE)	SUPER. CONTRIBUTIONS	-93.68
AWARE SUPER (PREVIOUSLY CONCEPT ONE) Total				-162.14
EFT27332	17/09/2021	BAILEYS AUTO PARTS (EAST KIMBERLEY INVESTMENTS)	TYRES	-1,101.14
BAILEYS AUTO PARTS (EAST KIMBERLEY INVESTMENTS) Total				-1,101.14

Agenda for Ordinary Meeting of the Council to be held on 21 October 2021

Chq/EFT	Date	Name	Description	Amount
EFT27268	06/09/2021	BEDE LEE	GOVERNANCE FEE	-500.00
BEDE LEE Total				-500.00
EFT27284	10/09/2021	BMD PSYCHOLOGY CONSULTING (SQUAREDIMPACT)	SOFTWARE	-7,425.00
BMD PSYCHOLOGY CONSULTING (SQUAREDIMPACT) Total				-7,425.00
EFT27341	02/09/2021	BOAB CLEANING (MEGAN KILDEY)	CLEANING SERVICES	-2,376.00
EFT27385	24/09/2021	BOAB CLEANING (MEGAN KILDEY)	CLEANING SERVICES	-14,286.25
BOAB CLEANING (MEGAN KILDEY) Total				-16,662.25
EFT27295	10/09/2021	BOC LTD	MONTHLY FEE	-153.30
BOC LTD Total				-153.30
EFT27272	10/09/2021	BONNIE ROSITA EDWARDS	COUNCILLOR ALLOWANCE	-496.73
EFT27369	23/09/2021	BONNIE ROSITA EDWARDS	COUNCILLOR ALLOWANCE	-504.15
BONNIE ROSITA EDWARDS Total				-1,000.88
EFT27338	02/09/2021	BOOEASY PTY LTD	MONTHLY FEE	-330.00
BOOEASY PTY LTD Total				-330.00
EFT27392	24/09/2021	BP AUSTRALIA PTY LTD (PERTH)	FUEL	-1,320.51
BP AUSTRALIA PTY LTD (PERTH) Total				-1,320.51
EFT27353	02/09/2021	BRADTRAC PTY LTD	VEHICLES PARTS & SERVICING	-1,611.50
BRADTRAC PTY LTD Total				-1,611.50
DD18576.16	07/09/2021	BT SUPER FOR LIFE (SYDNEY)	SUPER. CONTRIBUTIONS	-857.35
DD18603.15	21/09/2021	BT SUPER FOR LIFE (SYDNEY)	SUPER. CONTRIBUTIONS	-857.35
BT SUPER FOR LIFE (SYDNEY) Total				-1,714.70
EFT27389	24/09/2021	CASTLEDINE GREGORY	LEGAL FEES	-556.60
CASTLEDINE GREGORY Total				-556.60
DD18638.1	30/09/2021	CBA - CREDIT CARDS ONLY	CREDIT CARD PROCESSING	-27,384.37
CBA - CREDIT CARDS ONLY Total				-27,384.37
DD18592.1	15/09/2021	CBA - OTHER DIRECT DEBITS ONLY	BANK FEES	-367.58
DD18594.1	01/09/2021	CBA - OTHER DIRECT DEBITS ONLY	DEBIT INTEREST	-1,896.58
DD18596.2	01/09/2021	CBA - OTHER DIRECT DEBITS ONLY	DEBIT INTEREST	-0.09
CBA - OTHER DIRECT DEBITS ONLY Total				-2,264.25
DD18576.8	07/09/2021	CBUS SUPERANNUATION	SUPER. CONTRIBUTIONS	-419.90
DD18603.7	21/09/2021	CBUS SUPERANNUATION	SUPER. CONTRIBUTIONS	-369.24
CBUS SUPERANNUATION Total				-789.14
EFT27391	24/09/2021	CGL FUEL PTY LTD	FUEL	-63,941.81
CGL FUEL PTY LTD Total				-63,941.81
EFT27313	13/09/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTION	-1,401.76
EFT27377	23/09/2021	CHILD SUPPORT AGENCY	PAYROLL DEDUCTION	-1,354.19
CHILD SUPPORT AGENCY Total				-2,755.95
EFT27275	10/09/2021	CHRISTOPHER LOESSL	COUNCILLOR ALLOWANCE	-589.41
EFT27373	23/09/2021	CHRISTOPHER LOESSL	COUNCILLOR ALLOWANCE	-598.69
CHRISTOPHER LOESSL Total				-1,188.10
EFT27310	13/09/2021	CJD EQUIPMENT PTY LTD	VEHICLES PARTS & SERVICING	-167.86
EFT27329	17/09/2021	CJD EQUIPMENT PTY LTD	VEHICLES PARTS & SERVICING	-1,721.45
EFT27361	02/09/2021	CJD EQUIPMENT PTY LTD	VEHICLES PARTS & SERVICING	-112.15
CJD EQUIPMENT PTY LTD Total				-2,001.46

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EFT27395	24/09/2021	CJS AIROLDI	CLEANING SERVICES	-1,300.00
CJS AIROLDI Total				-1,300.00
DD18603.9	21/09/2021	COLONIAL FIRST STATE FIRST CHOICE EMPLOYER SUPER	SUPER. CONTRIBUTIONS	-276.94
DD18576.10	07/09/2021	COLONIAL FIRST STATE FIRST CHOICE EMPLOYER SUPER	SUPER. CONTRIBUTIONS	-276.94
COLONIAL FIRST STATE FIRST CHOICE EMPLOYER SUPER Total				-553.88
EFT27267	06/09/2021	DARREN BROLIN	GOVERNANCE FEE	-500.00
DARREN BROLIN Total				-500.00
EFT27387	24/09/2021	DATACOM SOLUTIONS (AU) PTY LTD	IT SERVICES	-1,375.00
DATACOM SOLUTIONS (AU) PTY LTD Total				-1,375.00
EFT27291	10/09/2021	DEPT. OF FIRE & EMERGENCY SERVICES	ESL LEVY	-22,633.20
DEPT. OF FIRE & EMERGENCY SERVICES Total				-22,633.20
24814	13/09/2021	DEPT. OF HOUSING (HALLS CREEK)	PAYROLL DEDUCTION	-1,400.10
24818	23/09/2021	DEPT. OF HOUSING (HALLS CREEK)	PAYROLL DEDUCTION	-1,400.10
DEPT. OF HOUSING (HALLS CREEK) Total				-2,800.20
EFT27283	10/09/2021	DIANNE TUCKER	EXPENSE CLAIM	-141.84
DIANNE TUCKER Total				-141.84
EFT27324	17/09/2021	EASYWEB DIGITAL PTY LTD	INTERNET PROVIDER	-451.66
EASYWEB DIGITAL PTY LTD Total				-451.66
DD18598.1	02/09/2021	ENETT INTERNATIONAL	TRANSACTION FEES	-16.50
ENETT INTERNATIONAL Total				-16.50
EFT27289	10/09/2021	EQUIPCO	SPILL KIT	-3,938.00
EQUIPCO Total				-3,938.00
EFT27346	02/09/2021	ESSENTIAL SUPER	PAYROLL DEDUCTION	-3,500.00
DD18576.14	07/09/2021	ESSENTIAL SUPER	PAYROLL DEDUCTION	-3,500.00
DD18603.13	21/09/2021	ESSENTIAL SUPER	PAYROLL DEDUCTION	-3,500.00
ESSENTIAL SUPER Total				-10,500.00
EFT27281	10/09/2021	FOURIER TECHNOLOGIES PTY LTD	IT SERVICES	-23,294.45
EFT27384	24/09/2021	FOURIER TECHNOLOGIES PTY LTD	IT SERVICES	-18,796.15
FOURIER TECHNOLOGIES PTY LTD Total				-42,090.60
EFT27367	02/09/2021	FREEMAN LOCKSMITHS (FREEMAN NOM. PTY LTD)	LOCKS & KEYS	-770.00
FREEMAN LOCKSMITHS (FREEMAN NOMINEES PTY LTD) Total				-770.00
DD18576.6	07/09/2021	FUTURE SUPER	SUPER. CONTRIBUTIONS	-67.20
DD18603.5	21/09/2021	FUTURE SUPER	SUPER. CONTRIBUTIONS	-67.20
FUTURE SUPER Total				-134.40
EFT27334	02/09/2021	G & V ROBERTS PTY LTD (GVR)	FRIEGHT	-170.50
G & V ROBERTS PTY LTD (GVR) Total				-170.50
EFT27345	02/09/2021	GARY ANNETT PHOTOGRAPHY	T&TC STOCK	-540.00
GARY ANNETT PHOTOGRAPHY Total				-540.00
EFT27356	02/09/2021	GENELITE PTY LTD	GENERATOR	-2,263.45
GENELITE PTY LTD Total				-2,263.45
EFT27347	02/09/2021	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	ENGINEERING SERVICES	-141,311.36
EFT27386	24/09/2021	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	ENGINEERING SERVICES	-31,989.76
GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD) Total				-173,301.12

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Chq/EFT	Date	Name	Description	Amount
EFT27327	17/09/2021	H.JORRITSMA & CO	PARKS & GARDEN SUPPLIES	-734.00
H.JORRITSMA & CO Total				-734.00
EFT27280	10/09/2021	HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION	OFFICE FURNITURE	-21,195.28
EFT27339	02/09/2021	HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION	WHITEGOODS	-2,575.90
EFT27383	24/09/2021	HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION	SUPPLIES FOR OLABUD ACTIVITIES	-323.93
HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION Total				-24,095.11
EFT27328	17/09/2021	HALLS CREEK TYRES PTY LTD	TYRES	-280.00
EFT27390	24/09/2021	HALLS CREEK TYRES PTY LTD	TYRES	-396.00
HALLS CREEK TYRES PTY LTD Total				-676.00
DD18576.20	07/09/2021	HESTA SUPER FUND	SUPER. CONTRIBUTIONS	-188.22
DD18603.18	21/09/2021	HESTA SUPER FUND	SUPER. CONTRIBUTIONS	-264.39
HESTA SUPER FUND Total				-452.61
DD18576.15	07/09/2021	HOST PLUS SUPERANNUATION FUND	SUPER. CONTRIBUTIONS	-959.82
DD18603.14	21/09/2021	HOST PLUS SUPERANNUATION FUND	SUPER. CONTRIBUTIONS	-1,052.39
HOST PLUS SUPERANNUATION FUND Total				-2,012.21
EFT27316	17/09/2021	HOUSEMASTER CONSTRUCTIONS PTY LTD	PROPERTY MAINTENANCE	-1,170.00
HOUSEMASTER CONSTRUCTIONS PTY LTD Total				-1,170.00
EFT27321	17/09/2021	HYDRAMET PTY LTD (JANDAKOT)	COURSE FEES	-676.50
HYDRAMET PTY LTD (JANDAKOT) Total				-676.50
EFT27277	10/09/2021	IGA X-PRESS (HALLS CREEK)	SUPPLIES FOR OLABUD ACTIVITIES	-765.72
EFT27318	17/09/2021	IGA X-PRESS (HALLS CREEK)	CATERING	-678.87
EFT27337	02/09/2021	IGA X-PRESS (HALLS CREEK)	SUPPLIES FOR ROAD CAMP	-5,185.96
EFT27382	24/09/2021	IGA X-PRESS (HALLS CREEK)	SUPPLIES FOR OLABUD ACTIVITIES	-128.70
IGA X-PRESS (HALLS CREEK) Total				-6,759.25
EFT27348	02/09/2021	INLOGIK PTY LTD	MONTHLY FEE	-443.27
EFT27388	24/09/2021	INLOGIK PTY LTD	MONTHLY FEE	-443.27
INLOGIK PTY LTD Total				-886.54
EFT27358	02/09/2021	INTRASPACE PTY LTD	T&TC FITTINGS	-2,819.91
INTRASPACE PTY LTD Total				-2,819.91
EFT27364	02/09/2021	IT VISION	YEARLY LICENSE	-36,943.01
EFT27396	24/09/2021	IT VISION	RATES SERVICE	-2,618.00
IT VISION Total				-39,561.01
EFT27360	02/09/2021	IT VISION USER GROUP (INC.)	ANNUAL SUBSCRIPTION	-748.00
IT VISION USER GROUP (INC.) Total				-748.00
EFT27297	10/09/2021	IXOM OPERATIONS PTY LTD	MONTHLY FEE	-216.54
IXOM OPERATIONS PTY LTD Total				-216.54
EFT27269	06/09/2021	JOHN MANSON	GOVERNANCE FEE	-500.00
JOHN MANSON Total				-500.00
EFT27263	06/09/2021	JULIANA JOHNS	GOVERNANCE FEE	-500.00
JULIANA JOHNS Total				-500.00
EFT27359	02/09/2021	KOSTIN PROUSE	EXPENSE CLAIM	-21.40
KOSTIN PROUSE Total				-21.40

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Chq/EFT	Date	Name	Description	Amount
EFT27378	24/09/2021	KUNUNURRA HOME & GARDEN (MITRE 10 KUNUNURRA)	MINOR PLANT	-709.00
KUNUNURRA HOME & GARDEN (MITRE 10 KUNUNURRA) Total				-709.00
EFT27331	17/09/2021	KUNUNURRA PANEL BEATING WORKS PTY LTD	VEHICLES PARTS & SERVICING	-3,111.25
KUNUNURRA PANEL BEATING WORKS PTY LTD Total				-3,111.25
EFT27330	17/09/2021	KURURRUNGKU STORE (BILLILUNA)	NAVIGATOR PROGRAM SUPPLIES	-200.00
KURURRUNGKU STORE (BILLILUNA) Total				-200.00
EFT27312	13/09/2021	LGRCEU (WA SHIRE COUNCILS UNION)	PAYROLL DEDUCTION	-19.40
EFT27375	23/09/2021	LGRCEU (WA SHIRE COUNCILS UNION)	PAYROLL DEDUCTION	-19.40
LGRCEU (WA SHIRE COUNCILS UNION) Total				-38.80
EFT27264	06/09/2021	LILLIAN SAMPI	GOVERNANCE FEE	-500.00
LILLIAN SAMPI Total				-500.00
EFT27379	24/09/2021	LOCAL GOVERNMENT INSURANCE SERVICE WA	INSURANCE RENEWAL	-28,000.74
EFT27380	24/09/2021	LOCAL GOVERNMENT INSURANCE SERVICE WA	INSURANCE RENEWAL	-3,200.91
LOCAL GOVERNMENT INSURANCE SERVICE WA (LGIS) Total				-31,201.65
EFT27270	10/09/2021	MALCOLM HACK EDWARDS	COUNCILLOR ALLOWANCE	-867.46
EFT27368	23/09/2021	MALCOLM HACK EDWARDS	COUNCILLOR ALLOWANCE	-882.30
MALCOLM HACK EDWARDS Total				-1,749.76
EFT27306	13/09/2021	MANDY WYNNE	ACCOUNTING SERVICE	-5,280.00
MANDY WYNNE Total				-5,280.00
EFT27292	10/09/2021	METROCOUNT (MICROCOM PTY LTD)	TRAFFIC COUNTER	-3,575.00
METROCOUNT (MICROCOM PTY LTD) Total				-3,575.00
EFT27309	13/09/2021	MINSHULL MECHANICAL REPAIRS	VEHICLES PARTS & SERVICING	-2,432.75
MINSHULL MECHANICAL REPAIRS Total				-2,432.75
DD18576.9	07/09/2021	MOBISUPER	SUPER. CONTRIBUTIONS	-252.19
DD18603.8	21/09/2021	MOBISUPER	SUPER. CONTRIBUTIONS	-87.60
MOBISUPER Total				-339.79
EFT27323	17/09/2021	MOORE AUSTRALIA (WA) PTY LTD	FBT RETURN	-2,640.00
EFT27343	02/09/2021	MOORE AUSTRALIA (WA) PTY LTD	PLANNING & REPORT	-19,871.50
MOORE AUSTRALIA (WA) PTY LTD Total				-22,511.50
EFT27322	17/09/2021	MRB PLUMBING LTD	PLUMBING SERVICES	-618.42
EFT27342	02/09/2021	MRB PLUMBING LTD	PLUMBING SERVICES	-9,050.25
MRB PLUMBING LTD Total				-9,668.67
DD18576.1	07/09/2021	MTAA SUPERANNUATION FUND	PAYROLL DEDUCTION	-1,304.40
DD18603.1	21/09/2021	MTAA SUPERANNUATION FUND	PAYROLL DEDUCTION	-1,283.28
MTAA SUPERANNUATION FUND Total				-2,587.68
EFT27303	13/09/2021	MUSA MONO	EXPENSE CLAIM	-78.54
MUSA MONO Total				-78.54
EFT27290	10/09/2021	NATHANIEL STRETCH	GOVERNANCE FEE	-500.00
NATHANIEL STRETCH Total				-500.00
EFT27300	13/09/2021	OFFICE NATIONAL (KUNUNURRA) (COOLGEM HOLDINGS PTY LTD)	PRINTER	-2,001.50
EFT27315	17/09/2021	OFFICE NATIONAL (KUNUNURRA) (COOLGEM HOLDINGS PTY LTD)	STATIONARY	-150.85
OFFICE NATIONAL (KUNUNURRA) (COOLGEM HOLDINGS PTY LTD) Total				-2,152.35

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Chq/EFT	Date	Name	Description	Amount
EFT27362	02/09/2021	ONEMUSIC AUSTRALIA (AUST. PERFORMING RIGHT ASSOCIATION LTD)	ANNUAL SUBSCRIPTION	-101.35
ONEMUSIC AUSTRALIA (AUST. PERFORMING RIGHT ASSOCIATION LTD) Total				-101.35
EFT27344	02/09/2021	OPTIC SECURITY GROUP NORWEST	SECURITY SERVICES	-200.20
OPTIC SECURITY GROUP NORWEST Total				-200.20
24813	10/09/2021	OPTUS COMMUNICATIONS	SAT PHONE CHARGES	-302.69
OPTUS COMMUNICATIONS Total				-302.69
EFT27305	13/09/2021	ORD AGRICULTURAL EQUIPMENT	VEHICLES PARTS & SERVICING	-804.25
EFT27325	17/09/2021	ORD AGRICULTURAL EQUIPMENT	VEHICLES PARTS & SERVICING	-5,967.32
ORD AGRICULTURAL EQUIPMENT Total				-6,771.57
EFT27293	10/09/2021	PATRICIA ANNE MCKAY	COUNCILLOR ALLOWANCE	-540.16
EFT27374	23/09/2021	PATRICIA ANNE MCKAY	COUNCILLOR ALLOWANCE	-504.15
PATRICIA ANNE MCKAY Total				-1,044.31
EFT27265	06/09/2021	PAULA STURT	GOVERNANCE FEE	-500.00
PAULA STURT Total				-500.00
EFT27266	06/09/2021	PETER WEIN	GOVERNANCE FEE	-500.00
PETER WEIN Total				-500.00
24810	02/09/2021	PIVOTEL SATELLITE PTY LTD	SAT PHONE CHARGES	-413.90
24812	10/09/2021	PIVOTEL SATELLITE PTY LTD	SAT PHONE CHARGES	-417.05
PIVOTEL SATELLITE PTY LTD Total				-830.95
EFT27326	17/09/2021	POINCIANA ROADHOUSE (WU FAMILY PTY LTD)	SUPPLIES FOR OLABUD ACTIVITIES	-253.00
POINCIANA ROADHOUSE (WU FAMILY PTY LTD) Total				-253.00
DD18576.7	07/09/2021	PRIME SUPER	SUPER. CONTRIBUTIONS	-91.00
DD18603.6	21/09/2021	PRIME SUPER	SUPER. CONTRIBUTIONS	-76.00
PRIME SUPER Total				-167.00
EFT27279	10/09/2021	PRINTING IDEAS	SIGNS & STICKERS	-1,767.47
PRINTING IDEAS Total				-1,767.47
EFT27393	24/09/2021	QAMARAM MUNIRA	EXPENSE CLAIM	-72.45
QAMARAM MUNIRA Total				-72.45
EFT27286	10/09/2021	READOS AUTO CARE PTY LTD	VEHICLES PARTS & SERVICING	-2,468.24
EFT27350	02/09/2021	READOS AUTO CARE PTY LTD	JERRY	-675.47
READOS AUTO CARE PTY LTD Total				-3,143.71
EFT27273	10/09/2021	ROSEMARY STRETCH	COUNCILLOR ALLOWANCE	-496.73
EFT27371	23/09/2021	ROSEMARY STRETCH	COUNCILLOR ALLOWANCE	-504.15
ROSEMARY STRETCH Total				-1,000.88
EFT27276	10/09/2021	SAVE THE CHILDREN	DATA REQUEST	-2,222.00
SAVE THE CHILDREN Total				-2,222.00
EFT27335	02/09/2021	SETON AUSTRALIA (BRADY AUSTRALIA PTY LTD)	ROAD SIGN	-2,068.45
SETON AUSTRALIA (BRADY AUSTRALIA PTY LTD) Total				-2,068.45
24819	23/09/2021	SHIRE OF HALLS CREEK (PAYROLL)	PAYROLL DEDUCTION	-540.80
SHIRE OF HALLS CREEK (PAYROLL) Total				-540.80
EFT27298	10/09/2021	SKYMESH PTY LTD	INTERNET PROVIDER	-324.78
SKYMESH PTY LTD Total				-324.78
EFT27299	10/09/2021	SOLTOGGIO BROS.	SECOND HAND ENGINE	-11,000.00
SOLTOGGIO BROS. Total				-11,000.00

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Chq/EFT	Date	Name	Description	Amount
EFT27357	02/09/2021	SOUTHERN CROSS AUSTEREO PTY LTD	BROADCAST AGREEMENT	-3,960.00
SOUTHERN CROSS AUSTEREO PTY LTD Total				-3,960.00
EFT27301	13/09/2021	SPINIFEX CONTRACTING	SECURITY SERVICES	-2,376.00
SPINIFEX CONTRACTING Total				-2,376.00
DD18576.18	07/09/2021	STATEWIDE SUPER	SUPER. CONTRIBUTIONS	-385.62
DD18603.17	21/09/2021	STATEWIDE SUPER	SUPER. CONTRIBUTIONS	-385.62
STATEWIDE SUPER Total				-771.24
DD18576.17	07/09/2021	SUNSUPER SUPERANNUATION FUND	SUPER. CONTRIBUTIONS	-945.70
DD18603.16	21/09/2021	SUNSUPER SUPERANNUATION FUND	SUPER. CONTRIBUTIONS	-691.02
SUNSUPER SUPERANNUATION FUND Total				-1,636.72
DD18576.5	07/09/2021	SUPER DIRECTIONS FUND (AMP)	PAYROLL DEDUCTION	-572.38
DD18603.4	21/09/2021	SUPER DIRECTIONS FUND (AMP)	PAYROLL DEDUCTION	-552.55
SUPER DIRECTIONS FUND (AMP) Total				-1,124.93
EFT27349	02/09/2021	SUPERIOR PAK PTY LTD	VEHICLES PARTS & SERVICING	-84.44
SUPERIOR PAK PTY LTD Total				-84.44
EFT27278	10/09/2021	THE KIMBERLEY GRANDE HOTEL	ACCOMMODATION & MEALS	-674.00
THE KIMBERLEY GRANDE HOTEL Total				-674.00
EFT27355	02/09/2021	THEM EARTHMOVING PTY LTD	ROAD CONSTRUCTION PLANT WITH OPERATORS	-951,849.25
THEM EARTHMOVING PTY LTD Total				-951,849.25
EFT27365	02/09/2021	THINK WATER KUNUNURRA (KIMBERLEY PUMPING SERVICE PTY LTD)	PLUMBING SERVICES	-6,836.69
THINK WATER KUNUNURRA (KIMBERLEY PUMPING SERVICE PTY LTD) Total				-6,836.69
EFT27333	02/09/2021	TOLL EXPRESS	FRIEGHT	-139.56
TOLL EXPRESS Total				-139.56
EFT27296	10/09/2021	TOTALLY WORKWEAR (BROOME)	UNIFORMS	-3,068.25
EFT27314	13/09/2021	TOTALLY WORKWEAR (BROOME)	UNIFORMS	-660.40
EFT27366	02/09/2021	TOTALLY WORKWEAR (BROOME)	UNIFORMS	-379.75
TOTALLY WORKWEAR (BROOME) Total				-4,108.40
DD18576.4	07/09/2021	UNI SUPER LTD	PAYROLL DEDUCTION	-844.34
DD18603.3	21/09/2021	UNI SUPER LTD	PAYROLL DEDUCTION	-407.70
UNI SUPER LTD Total				-1,252.04
EFT27288	10/09/2021	UNIVERSITY WA	COURSE FEES	-1,100.00
UNIVERSITY WA Total				-1,100.00
EFT27274	10/09/2021	VIRGINIA O'NEIL	COUNCILLOR ALLOWANCE	-496.73
EFT27372	23/09/2021	VIRGINIA O'NEIL	COUNCILLOR ALLOWANCE	-504.15
VIRGINIA O'NEIL Total				-1,000.88
EFT27282	10/09/2021	VISION POWER PTY LTD	ELECTRICAL SERVICES	-4,031.50
EFT27304	13/09/2021	VISION POWER PTY LTD	ELECTRICAL SERVICES	-296.18
EFT27320	17/09/2021	VISION POWER PTY LTD	ELECTRICAL SERVICES	-736.23
EFT27340	02/09/2021	VISION POWER PTY LTD	ELECTRICAL SERVICES	-337.44
VISION POWER PTY LTD Total				-5,401.35
24815	17/09/2021	WA COUNTRY HEALTH SERVICE (BUNBURY)	MEDICAL SERVICES	-339.00
WA COUNTRY HEALTH SERVICE (BUNBURY) Total				-339.00
EFT27294	10/09/2021	WA HINO SALES & SERVICE	VEHICLES PARTS & SERVICING	-2,214.01

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Chq/EFT	Date	Name	Description	Amount
EFT27311	13/09/2021	WA HINO SALES & SERVICE	VEHICLES PARTS & SERVICING	-1,866.81
WA HINO SALES & SERVICE Total				-4,080.82
24811	02/09/2021	WATER CORPORATION (OSBORNE PARK)	UTILITIES	-49,642.79
WATER CORPORATION (OSBORNE PARK) Total				-49,642.79
EFT27287	10/09/2021	WESLEY ADAM BAMBLING	HANDYMAN SERVICES	-4,906.00
EFT27354	02/09/2021	WESLEY ADAM BAMBLING	HANDYMAN SERVICES	-1,715.00
WESLEY ADAM BAMBLING Total				-6,621.00
EFT27271	10/09/2021	WIRRIMANU (BALGO) COMMUNITY STORE	FOOD & GROCERY ITEMS	-199.47
WIRRIMANU (BALGO) COMMUNITY STORE Total				-199.47
EFT27302	13/09/2021	WUNAN FOUNDATION INC - KUNUNURRA	PAYROLL DEDUCTION	-240.00
EFT27370	23/09/2021	WUNAN FOUNDATION INC - KUNUNURRA	PAYROLL DEDUCTION	-240.00
WUNAN FOUNDATION INC - KUNUNURRA Total				-480.00
EFT27363	02/09/2021	YURA YUNGI MEDICAL SERVICE ABORIGINAL CORPORATION	MEDICAL SERVICES	-230.00
YURA YUNGI MEDICAL SERVICE ABORIGINAL CORPORATION Total				-230.00

Total Sundry Creditor Accounts Paid by Authority \$1,889,454.86
September 2021 Gross Salaries & Wages Paid \$440,571.70

SCHEDULE OF RESTRICTED CREDITOR ACCOUNTS (LIABILITIES)
PAID BY AUTHORITY (SUMMARY)
01/09/2021 to 30/09/2021

Chq/EFT	Date	Name	Description	Amount
24820	28/09/2021	DEPT, OF COMMERCE CONSUMER PROTECTION - BOND ADMINISTRATOR	REMITTANCE OF RENTAL BOND	-2,506.40
DEPT, OF COMMERCE CONSUMER PROTECTION - BOND ADMINISTRATOR Total				-2,506.40
DD18610.1	24/09/2021	DEPT. OF TRANSPORT (DOT) - LICENSING AGENT	DOT REMITTANCE	-13,267.65
DEPT. OF TRANSPORT (DOT) - LICENSING AGENT Total				-13,267.65
DD18622.1	30/09/2021	DEPT. OF TRANSPORT (DOT) - LICENSING AGENT	DOT REMITTANCE	-4,492.40
DEPT. OF TRANSPORT (DOT) - LICENSING AGENT Total				-4,492.40
EFT27403	28/09/2021	DWYERS LEGAL PTY LTD	REFUND OF HIRE BOND	-400.00
DWYERS LEGAL PTY LTD Total				-400.00
EFT27402	28/09/2021	ESSENTIAL SUPER	REMITTANCE OF RETURNED SUPER	-10,000.00
ESSENTIAL SUPER Total				-10,000.00
EFT27400	28/09/2021	HORIZONTAL FALLS SEAPLANE ADVENTURES (JOURNEY BEYOND ADVENTURES PTY LTD)	T&TC OPERATOR REMITTANCE	-3,316.04
HORIZONTAL FALLS SEAPLANE ADVENTURES (JOURNEY BEYOND ADVENTURES PTY LTD) Total				-3,316.04
EFT27401	28/09/2021	MIMBI CAVES TOURS (GIRLOORLOO TOURS)	T&TC OPERATOR REMITTANCE	-1,793.75
MIMBI CAVES TOURS (GIRLOORLOO TOURS) Total				-1,793.75
EFT27405	28/09/2021	NORTHWEST REGIONAL AIRLINES (BROOME AVIATION GROUP)	T&TC OPERATOR REMITTANCE	-1,137.50
NORTHWEST REGIONAL AIRLINES (BROOME AVIATION GROUP) Total				-1,137.50
EFT27404	28/09/2021	SHIRE OF HALLS CREEK (RESTRICTED)	T&TC COMMISSION	-1,696.97
SHIRE OF HALLS CREEK (RESTRICTED) Total				-1,696.97
EFT27399	28/09/2021	TRIPLE J TOURS	T&TC OPERATOR REMITTANCE	-581.88
TRIPLE J TOURS Total				-581.88
EFT27398	28/09/2021	W G ARTEON	T&TC OPERATOR REMITTANCE	-4,484.26
W G ARTEON Total				-4,484.26

Total Restricted Creditor Accounts Paid by Authority \$43,676.85

SCHEDULE OF TRUST CREDITOR ACCOUNTS PAID BY AUTHORITY (SUMMARY)
01/09/2021 to 30/09/2021

PAY# OR INV#	DATE	NAME	REASON FOR CANCELLATION	AMOUNT
NIL				

Total Trust Creditor Accounts Paid by Authority \$0.00

SCHEDULE OF CANCELLED PAYMENTS – MUNICIPAL
01/09/2021 to 30/09/2021

PAY# OR INV#	DATE	NAME	REASON FOR CANCELLATION	AMOUNT
EFT27285	10/09/2021	SKYMESH PTY LTD	PAYMENT RUN ERROR	627.47
EFT27319	17/09/2021	HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION	PAYMENT RUN ERROR	587.96
EFT27262	20/09/2021	FREEMAN LOCKSMITHS (FREEMAN NOMINEES PTY LTD)	PAYMENT RUN ERROR	770.00

SCHEDULE OF CANCELLED PAYMENTS - RESTRICTED
01/09/2021 to 30/09/2021

PAY# OR INV#	DATE	NAME	REASON FOR CANCELLATION	AMOUNT
NIL				

SCHEDULE OF CANCELLED PAYMENTS - TRUST
01/09/2021 to 30/09/2021

PAY# OR INV#	DATE	NAME	REASON FOR CANCELLATION	AMOUNT
NIL				

Agenda for Ordinary Meeting of the Council to be held on 21 October 2021
SCHEDULE OF CREDIT CARD TRANSACTIONS PROCESSED (DETAILED)
01/09/2021 TO 30/09/2021

CARD HOLDER	DATE	MERCHANT	PURPOSE	AMOUNT
BARTON, L	13/08/2021	OFFICE NATIONAL KNX	2 x Web cams to replace faulty ones	199.90
BARTON, L	7/09/2021	AUSTWIDETAX.COM	Payroll and taxation course fee Daniel Milkins	555.00
BARTON, L	8/09/2021	VIRGIN AU0795151340767	Credit card surcharge - Virgin Air Ticket for staff training payroll tax in Perth	11.00
BARTON, L	8/09/2021	VIRGIN AU0795217007842	Airfare - Staff payroll & tax training Knx to Perth & return	1,094.01
BARTON, L	21/09/2021	KUNUNURRA MEDICAL	Pre employment medical and drug test - new Finance Officer	334.15
BARTON, L	22/09/2021	SEEK AU 43043238	Seek Employment Vacancy advert - Post Office Manager	313.50
BARTON, L	23/09/2021	HALLS CREEK IGA EXPQPS	2 x power boards for computers	22.00
BARTON, L Total				2,529.56
GRAHAM, D	27/08/2021	BAZ INDUSTRIES PTY L	Tip excavator maintenance	210.00
GRAHAM, D	30/08/2021	COLES EXPRESS 6952	ringer soak visit EH referral and trachoma screening	17.30
GRAHAM, D	1/09/2021	COLES EXPRESS 6952	Balgo trip trachoma screening and cemetery business	14.50
GRAHAM, D	1/09/2021	WIRRIMANU COMM STORE	balgo trip trachoma screening and cemetery business	40.56
GRAHAM, D	1/09/2021	WIRRIMANU COMM STORE	Balgo Trip Trachoma Screening and cemetery business	17.45
GRAHAM, D	1/09/2021	WIRRIMANU COMM STORE	Balgo trip trachoma screening and cemetery business	30.79
GRAHAM, D	1/09/2021	WIRRIMANU COMM STORE	Balgo trip Trachoma screening and cemetery business	40.49
GRAHAM, D	1/09/2021	WIRRIMANU COMMUNITY ST	balgo visit trachoma screening and cemetery business	116.53
GRAHAM, D	2/09/2021	WIRRIMANU COMM STORE	Balgo visit trachoma screening and cemetery business	26.67
GRAHAM, D	3/09/2021	COLES EXPRESS 6952	Yiyili trip to seize injured dog and visit P/S principle	18.50
GRAHAM, D	6/09/2021	COLES EXPRESS 6952	trip to Balgo and mullan	35.50
GRAHAM, D	7/09/2021	COLES EXPRESS 6952	Ranger Vehicle communications	58.30
GRAHAM, D	7/09/2021	COLES EXPRESS 6960	Refuel Ranger vehicle Fitzroy crossing	150.00
GRAHAM, D	7/09/2021	COLES EXPRESS 6960	collect stolen Ranger vehicle from Fitzroy crossing	187.80
GRAHAM, D	9/09/2021	HALLS CREEK IGA EXPQPS	pest control HC office	32.72
GRAHAM, D	9/09/2021	POINCIANA ROADHOUSE	Red Hill community clean up	9.00
GRAHAM, D	12/09/2021	COLES EXPRESS 6952	Travel to KNX for DoH training	144.49
GRAHAM, D	12/09/2021	COLES EXPRESS 6952	Travel to Knx for DoH Trg	13.50
GRAHAM, D	12/09/2021	WARMUN ROADHOUSE	Travel KNX for DoH training	29.00
GRAHAM, D	14/09/2021	THE CAMBRIDGE KUNUNURR	Training DoH in KNX	318.00
GRAHAM, D	14/09/2021	THE CAMBRIDGE KUNUNURR	Training with DoH in Knx	298.00
GRAHAM, D	14/09/2021	KUNUNURRA HOME & GAR	Sentinel Chicken program refurbishment	128.50

Agenda for Ordinary Meeting of the Council to be held on 21 October 2021

CARD HOLDER	DATE	MERCHANT	PURPOSE	AMOUNT
GRAHAM, D	14/09/2021	Ord River Roadhouse	Travel Knx to Halls Creek	14.90
GRAHAM, D Total				1,952.50
MASON, N	15/06/2021	SHIRE OF HALLS CREEK	Transfer cost Haulmore trailer	18.40
MASON, N	7/07/2021	QANTAS AIRWAYS LIMIT	Airfares Canberra CEO Pres Dep Pres - trip cancelled - payment needed now credits - Zone Mtg	3,742.38
MASON, N	7/07/2021	VIRGIN AU0795151314217	Additional fees Canberra trip Cr Loessl - Edwards	22.00
MASON, N	7/07/2021	VIRGIN AU0795151314222	Fees Virgin Airfares - N MASON Canberra trip - now cancelled and credit.	11.00
MASON, N	7/07/2021	VIRGIN AU0795216931243	Airfares Canberra - Crs Edwards & Loessl - ticket now redeemed for credits - fees	2,220.00
MASON, N	7/07/2021	VIRGIN AU0795216931271	Airfares N Mason Canberra - cancelled trip - Fees on separate item	1,178.00
MASON, N	20/07/2021	HLLSCRK KIMBERLEY HT	Basketball Assoc meeting soft drinks 20/7/21	16.00
MASON, N	29/07/2021	GU - STUDENT FEES	Study Fees Jackie Parker	6,250.00
MASON, N	13/08/2021	GOLDEN DUKE PTY LTD	Novus Glass Windscreen P1109 HC2850	595.00
MASON, N	13/08/2021	SEEK AU 42277102	SEEK advert - Works Supervisor	346.50
MASON, N	13/08/2021	SEEK AU 42277167	SEEK Advert Housing Officer	291.50
MASON, N	16/08/2021	CALTEX BROOME	Diesel Fuel P1109 HC 2805	220.28
MASON, N	18/08/2021	CABLE BEACHSIDE VILLAS	Accomm Zone Meeting 2-3 Sept - Edwards Loessl Mason	1,284.00
MASON, N	20/08/2021	BREATHO.COM.AU	Camp Breathalyser Mouthpieces	180.00
MASON, N	24/08/2021	VIRGIN AU0795216992137	Add fee Cr Mc Kay WALGA Conv Sept 21	366.01
MASON, N	25/08/2021	WA LOCAL GOVERNMENT AS	WALGA Forum Aboriginal Engagement - Registration fees Cr	140.00
MASON, N	25/08/2021	WA LOCAL GOVERNMENT AS	Mason Registration at WALGA Forum	140.00
MASON, N	25/08/2021	WA LOCAL GOVERNMENT AS	WALGA Forum Aboriginal Engagement - Registration fees Crs	420.00
MASON, N	26/08/2021	VIRGIN AU0795216995184	Add Airfare N Mason WALGA Sept 21	366.01
MASON, N	27/08/2021	SEEK AU 42558741	SEEK Advert Project Mgr	335.50
MASON, N	29/08/2021	SEEK AU 42565496	SEEK Advert Lead Mechanic	324.50
MASON, N	1/09/2021	ECHO'S CAFE OF BROOM	CEO Meals Broome Zone Mtg	20.00
MASON, N	2/09/2021	MCDONALDS BROOME	Broome Zone Crs Meals	38.70
MASON, N	3/09/2021	BUNNINGS 325000	Town Garden Crew items Bunnings Broome	186.76
MASON, N	3/09/2021	CALTEX BROOME	Diesel CEO P1108 HC2850 Zone mtg Broome	193.14
MASON, N	3/09/2021	DRAGONFLY CAFE	Broome Zone meeting Meals Crs	86.00
MASON, N Total				18,991.68
MONO, M	1/07/2021	MSFT *<E0200EW4MZ>	Microsoft software annual subscription fees	158.40
MONO, M	13/07/2021	OFFICE NATIONAL KNX	Planning Stationery	47.60
MONO, M	22/07/2021	ZOOM.US 888-799-9666	Zoom annual subscription	209.90

Agenda for Ordinary Meeting of the Council to be held on 21 October 2021

CARD HOLDER	DATE	MERCHANT	PURPOSE	AMOUNT
MONO, M	28/07/2021	ADVENTURE KINGS AU	Air compressor and tyre deflator	256.21
MONO, M	31/07/2021	AMAZON MKTPLC AU	Personal Cams for Rangers	565.36
MONO, M	12/08/2021	D & T HARDWARE	Bolts for Pad Roller, Plant 1058GL146010	157.10
MONO, M	12/08/2021	BUNBURY MACHINERY	Ignition Switch Key-YanmarGL146010	157.85
MONO, M	18/08/2021	COLES EXPRESS 6952	Unleaded fuel for the tip generator	79.79
MONO, M	19/08/2021	D & T HARDWARE	Retic parts for gardensG115195	22.10
MONO, M	25/08/2021	COLES EXPRESS 6952	Unleaded fuel for the tip generator	80.82
MONO, M	31/08/2021	COLES EXPRESS 6952	Unleaded fuel for the tip generator	76.26
MONO, M Total				1,811.39
MORICE, J	16/09/2021	BRAECO SALES	Request by J Osman Pool Expense	82.98
MORICE, J Total				82.98
NIVEN, N	11/08/2021	PAYPAL *EBAY AU	Door counter for visitor centre	54.90
NIVEN, N	25/08/2021	PAYMATE*Splash Alley	Uniform Natasha Niven	303.29
NIVEN, N	2/09/2021	HALLS CREEK IGA EXPR	Picture hooks for hanging art in library	59.80
NIVEN, N	7/09/2021	EXPLORING EDEN BOOKS	Stock for visitor centre	182.84
NIVEN, N	10/09/2021	EXPLORING EDEN BOOKS	Books for visitor centre	243.89
NIVEN, N	20/09/2021	Quest Innaloo	Maryjo Koroï Dept. of Transport training accommodation and meals	1,003.66
NIVEN, N	25/09/2021	Quest Innaloo	Meals Maryjo Koroï Dept. of Transport training Perth	167.88
NIVEN, N Total				2,016.26

TOTAL OF CREDIT CARD TRANSACTIONS AUTHORISED AND PROCESSED SEPTEMBER 2021 \$27,384.37

9.4.3 Statement of Financial Activity for period ending 31 August 2021

ITEM NUMBER:	9.4.3
REPORTING OFFICER	Lloyd Barton, Director Corporate Services
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Acceptance of Monthly Statement of Financial Activity for the period ending 31 August 2021 (Appendix 9.4.3A).

2.0 Background

- 2.1 Regulation 34 of the Financial Management (Local Government) Regulations 1996 provides that a monthly statement of financial activity must be presented to Council.
- 2.2 The report must be presented at an Ordinary meeting of Council within 2 months after the end of the month to which the statement relates. Regulations prescribe the information that must be contained in the report.
- 2.3 The Statement of Financial Activity for the period ending 31 August 2021 is prepared by Moore Australia.

3.0 Comments

- 3.1 Council policy FIN 09 Variance Levels for Financial Reporting require a commentary for any variance of 10% or greater, subject to a minimum of \$50,000. Variances are now contained within the monthly presentation on the last page.
- 3.2 The Management Reports comply with LG Financial Regulations for what is required to be presented to Council. In the past the Shire has presented the Schedule presentation – but with this information the summaries and the graphs make for ease of reading.
- 3.3 The Financial Reports presented include the statutory requirements, being the Statement of Financial Activity (Variance and Nature and Type) and Note 1 showing the Net Current Assets. The various supporting notes also follow with the Variance explanations on the final page.
- 3.4 The expenditure and income graphs on page 2 indicate that actual operating revenue is ahead of budget and expenses are on budget (both revenue and expenses are slightly exceed budget). Capital revenue is under budget, but this is offset by minimal capital expenditure since the start of the financial year. The closing position is a surplus of \$2,979,502 versus a budgeted closing surplus of \$3,671,590.
- 3.5 Variances between actual income and expenditure compared to budgeted income and expenditure are set out on pages 6 & 7 with an explanation of

material variances (\$50,000 or 10%) provided on page 25. The material variances are due to;

Revenue from operating activities

- Rates income being less than anticipated/ modelled in the budget – this is addressed by a separate budget amendment report on the agenda
- Timing of grant income (Olabud Doogethu, general purpose funding, Roads to Recovery and Private Works)

Expenditure from operating activities

- Timing in the posting of expenditure being out of sync with the budget resulting in under expenditure (postings will be made in September)

Capital (Investing activities)

- Timing of grants recoups (Olabud Doogethu)
- Timing of disposal and purchase of assets (sale of old vehicles/plant and purchase of new vehicles/plant)

Finance activities

- Timing of transfer of reserves

3.6 On page 1 Moore Australia have recommended 3 high priority actions, 3 medium priority actions and one low priority action. The three high priority matters and two of the medium priority matters (Non-operating grant liabilities & Operating expenditure allocations in relation to public works) have now been resolved (refer 30 September Monthly Financial Statement report on the agenda).

In relation to the other recommendations:

- Monthly budget – adjustments have been made to budget allocations. Further precision is difficult given the uncertainty in the receipts of grant funding and recoups.
- Funding statements – this is simply highlighting that current opening deficit of the budget may change due the 2020/21 Annual Financial Statement completion/ audit process.

3.7 The closing position as at 31 August 2021 is a surplus of \$2,979,502. The Statement of Financial Activity and Net Current Asset statement reconcile.

4.0 Statutory Environment

4.1 Regulation 34 - Local Government (Financial Management) Regulations 1996

4.2 Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation –

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –
 - (a) annual budget estimates, considering any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing –
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown –
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be –
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

5.0 Strategic Implications

5.1 Objective:

4. Civic: Working together to strengthen leadership and effective governance.

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire

Civic - 4.1.2 Consistent and impartial application of Council policies and provision of services

Civic - 4.1.3 Council decisions are consistent, reliable and transparent.

6.0 Policy Implications

6.1 FIN 09 Variance Levels for Financial Reporting

7.0 Financial Implications

- 7.1 Revenues and Expenditure graphs are presented on page 2. These include a number of graphs comparing budget to actual providing a visual representation of how the Shire is tracking to Budget.
- 7.2 The Executive Summary is provided on page 3 showing a dashboard presentation of financial summaries of income and expenditure (both cash and non-cash) for the year to date.
- 7.3 The Net Current Asset Position is detailed in item c of Note 1 on page ten.
- 7.4 The Management reports (non-statutory) are provided to the Executive detailing a complete set of accounts and variances, and these are used by Managers to track monthly performance.

8.0 Sustainability Implications

- 8.1 Environmental
There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
- 8.2 Economic
There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.
- 8.3 Social
There are no significant identifiable social impacts arising from adoption of the officer's recommendation.
- 8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact - The current financial position is strong in terms of timing and financial performance against Budget and known events. The Financial reporting is excellent and comprehensive - meeting compliance under the LG Act and is an excellent management tool for Council and Management staff. The risk of not producing at this level would be extreme.		
	Risk regarded as low - in terms of reporting - to medium in terms of financial performance - which always requires due diligence.		
	Minor	Medium	High
Low (unlikely)	1	(2)	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	Low to medium
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A

Risk Control Measure	Continue producing high standard reports by continued association with Moore Australia - and taking the time to ensure the accuracy of the financial transaction records each and every month.
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9.0 Officers Recommendations

That Council:

Accept the Statement of Financial Activity for the period ended 31 August 2021 (Appendix 9.4.3A).

VOTING REQUIREMENT: Simple majority

Appendix:

9.4.3A - Statement of Financial Activity – 31/08/2021

This section left blank intentionally

23 September 2021

Mr Noel Mason
Chief Executive Officer
Shire of Halls Creek
PO Box 21
HALLS CREEK WA 6770

Dear Noel

COMPILATION REPORT TO THE SHIRE OF HALLS CREEK

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Halls Creek which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 August 2021. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

THE RESPONSIBILITY OF THE SHIRE OF HALLS CREEK

The Shire of Halls Creek are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

OUR RESPONSIBILITY

On the basis of information provided by the Shire of Halls Creek we have compiled the accompanying special purpose financial statements in accordance with the requirements of the *Local Government Act 1995*, associated Regulations and APES 315 *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Halls Creek provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The Local Government special purpose financial statements were compiled exclusively for the benefit the Shire of Halls Creek. We do not accept responsibility to any other person for the contents of the special purpose financial statements.



Russell Barnes
Director
[Moore Australia \(WA\) Pty Ltd](#)

23 September 2021

Mr Noel Mason
Chief Executive Officer
Shire of Halls Creek
PO Box 21
HALLS CREEK WA 6770

Dear Noel

ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 31 AUGUST 2021

We advise that we have completed the compilation of your Statutory Monthly Statement of Financial Activity (by Statutory Reporting Program) for the month ended 31 August 2021 and enclose our Compilation Report and Statements.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report. Other matters which arise during the course of our compilation that we wish to bring to your attention are raised in this report.

It should be appreciated that our procedures are designed primarily to enable us to compile the monthly financial statements and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and Council, which may exist. However, we aim to use our knowledge of the Shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Please note in order to meet legislative requirements, details and explanations of the material variances between the year to date actuals and year to date budget need to be completed by Shire staff, as required by *Local Government (Financial Management) Regulation 34(1) (d)*.

MATTERS FOR MANAGEMENT ATTENTION:

Please complete the Statutory Monthly Financial Statements by completing Note 16 – Major Variations by providing a comment for each item where the Council's YTD Budget and YTD Actual are over the variance threshold. These items are indicated with a ▼ or ▲.

We noted no other matters we wish to draw to management's attention.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely



Russell Barnes
Director
Moore Australia (WA) Pty Ltd

Agenda for Ordinary Meeting of the Council to be held on 21 October 2021

Topic	Item	First Identified	Explanation	Action Required	Priority
Trust	Closing balance	April 2021	The Tourism Operators trust balance is currently sitting in a negative position of \$2,073.	We recommend reviewing trust item balances to ensure appropriate controls and procedures are in place and the accuracy of Trust reporting.	High
Trust	Liabilities	June 2021	There is a Trust bank balance of \$31,652 and trust liabilities are \$31,328 creating an imbalance of \$324	We recommend trust liability accounts be reconciled to the cash held and transfers to and from trust made in a timely manner.	High
Bank accounts and Subsidiary Ledgers	Reconciliations	August 2021	We have not received bank reconciliation or subsidiary reconciliations for August 2021	<p>We recommend bank accounts and subsidiary ledgers be reconciled to the general ledger in a timely manner and prior to the preparation of the Monthly Statement of Financial Activity.</p> <p>As an essential control bank reconciliations should be signed and dated by the preparer and a reviewer independent of the preparation process.</p>	High
Non-operating grant	Liabilities	July 2021	A receipt of \$61,611 was processed as non-operating revenue for footpaths with no budget allocation for 21/22.	We recommend reviewing the revenue to determine whether a liability should be recognised.	Medium
Budget	Monthly Budget	July 2021	The year to date budget allocation used in this financial statement is estimated at 1/12 th of the annual budget.	We recommend budget allocations be reviewed and amended to ensure a more accurate presentation of year to date figures.	Medium
Operating expenditure	Allocations	August 2021	Public Works Overheads are over allocated by \$92,029.	We recommend the allocations be reviewed and adjusted (where appropriate) and ensure accurate recovery for Public works overheads.	Medium

Agenda for Ordinary Meeting of the Council to be held on 21 October 2021

Topic	Item	First Identified	Explanation	Action Required	Priority
Funding statements	Opening surplus	July 2021	At the time of preparing the attached Statement of Financial Activity, the Annual Financial Report has not been finalised, therefore the opening deficit may change from the current \$153,465 due to year end and audit adjustments.	None required.	Low



SHIRE OF HALLS CREEK

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 August 2021

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

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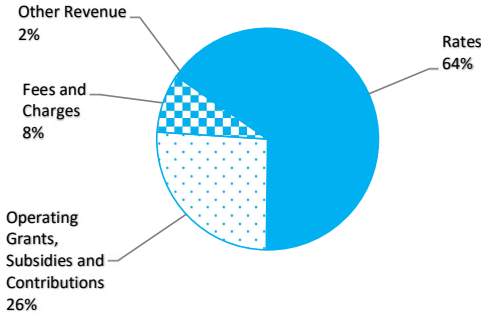
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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2021**

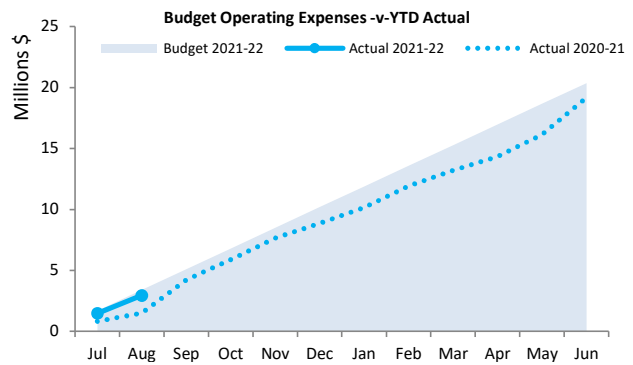
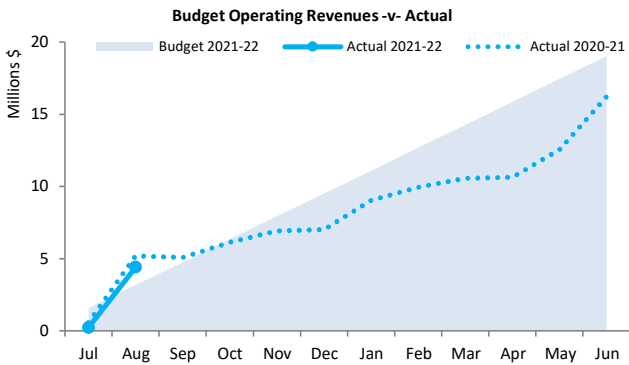
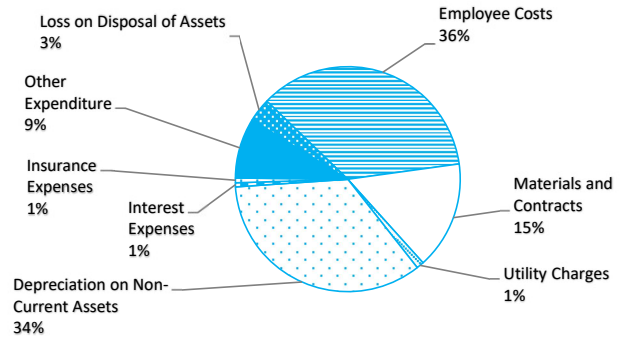
SUMMARY INFORMATION - GRAPHS

OPERATING ACTIVITIES

OPERATING REVENUE

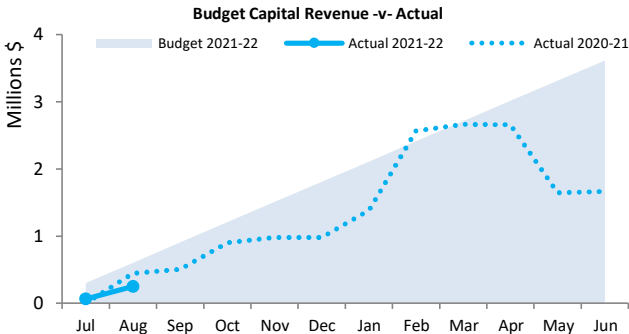


OPERATING EXPENSES

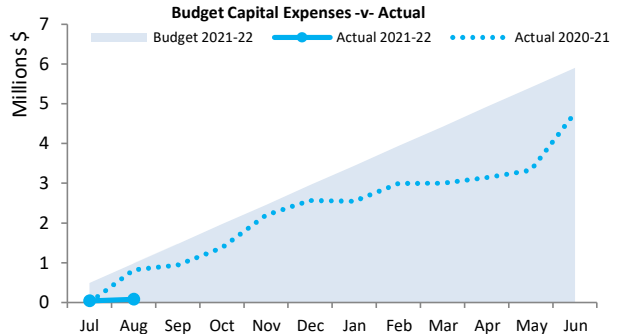


INVESTING ACTIVITIES

CAPITAL REVENUE



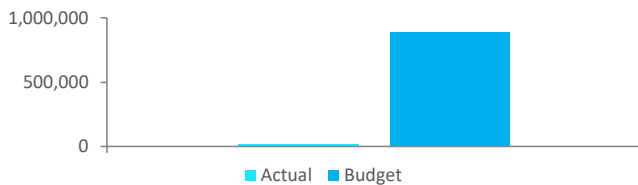
CAPITAL EXPENSES



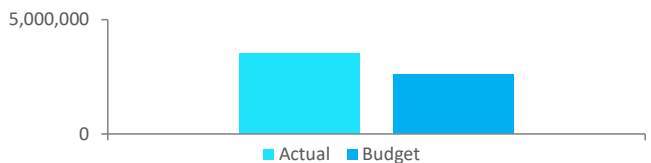
FINANCING ACTIVITIES

BORROWINGS

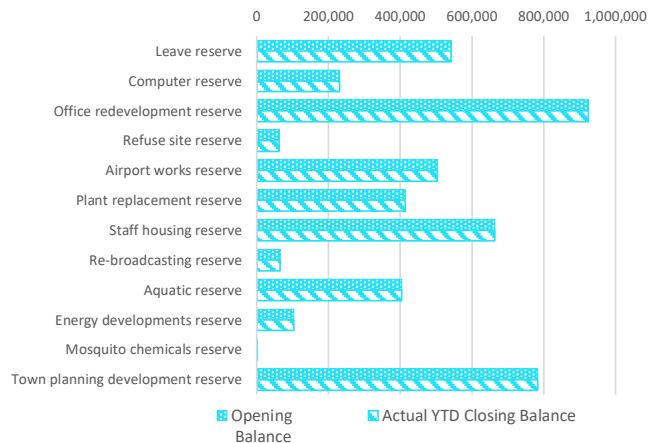
Principal Repayments



Principal Outstanding



RESERVES



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

MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 AUGUST 2021

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.08 M	\$0.08 M	\$0.13 M	\$0.05 M
Closing	\$0.00 M	\$3.67 M	\$2.98 M	(\$0.69 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$0.04 M	0.8%
Restricted Cash	\$4.70 M	99.2%
Total	\$4.74 M	

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.22 M	
0 to 30 Days		80.2%
30 to 90 Days		15.4%
Over 90 Days		4.5%
Total	\$0.58 M	

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$3.56 M	0.6%
Trade Receivable	\$0.73 M	
30 to 90 Days		21.8%
Over 90 Days		54.5%
Total	\$4.29 M	

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$4.08 M	\$3.31 M	\$2.62 M	(\$0.70 M)

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$2.82 M	
YTD Budget	\$3.29 M	(14.2%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$1.14 M	
YTD Budget	\$2.63 M	(56.6%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.38 M	
YTD Budget	\$0.28 M	36.4%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.24 M)	(\$0.38 M)	\$0.25 M	\$0.63 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.09 M	
Adopted Budget	\$0.05 M	190.3%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.08 M	
Adopted Budget	\$5.90 M	1.4%

Refer to Note 8 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.25 M	
Adopted Budget	\$3.62 M	6.9%

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.92 M)	\$0.66 M	(\$0.02 M)	(\$0.68 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.02 M
Interest expense	\$0.02 M
Principal due	\$3.50 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$4.70 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2021**

STATUTORY REPORTING PROGRAMS

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

**PROGRAM NAME AND OBJECTIVES
GOVERNANCE**

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

ACTIVITIES

Administration and operation of facilities and services to members of Council. Other costs relating to tasks of assisting elected members and ratepayers on matters which do not concern specific services.

GENERAL PURPOSE FUNDING

To provide adequate funding for the Shire's operation by maximising income from Rates, general purpose government grants, interest and other sources of revenue.

Raising of rates, collection of debts, general purpose funding and other funding activities.

LAW, ORDER, PUBLIC SAFETY

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

Supervision of various by-laws, fire prevention, emergency services and animal control.

HEALTH

To provide an operational framework for good community health.

Aboriginal Environmental Health Program - This scheme is part funded by the Health Department of WA, with the main aim being to ensure the delivery of environmental health services to Aboriginal communities, addressing specific needs and requirements of such communities.

Health Admin & Inspection - Expenditure related to the general administration and delivery of environmental services such as food inspections, issuing of licences such as stall-holder and hawker licences, and the general administration role as required by the Shire in accordance with the Health Act.

Pest Control and Analytical - Allocation to enable the Environmental Health Officer to undertake food sampling and other testing with relevant testing authorities in Perth. Allocation also for actions required for mosquito control.

EDUCATION AND WELFARE

Focuses on "breaking the cycle" for at-risk Aboriginal young people - ensuring they have a safe environment in which to make positive life choices.

The Shire of Halls Creek Olabud Doogethu service is a collaborative partnership with the Department of Prime Minister and Cabinet that focuses on ensuring Indigenous Australians grow up and live their lives in a safe home and community, Department of Corrective Services and the Department of Child Protection and Family Support.

HOUSING

Provision of adequate housing for Shire staff.

Maintenance and operations of staff housing, capital repairs and maintenance, as well as new construction.

COMMUNITY AMENITIES

Provide services required by the community.

Refuse collection services and refuse site maintenance, administration of the Shire's Town Planning function, maintenance and management of the Shire's Cemetery, public conveniences and certain community development projects.

RECREATION AND CULTURE

To establish and manage efficiently infrastructure and resources which will help the social development and well being of the community.

Maintenance and operation of Civic Halls, Sports Courts, Oval, Aquatic & Recreation Centre, Library, Rebroadcasting services and the culture background of Halls Creek such as the Trackers Hut.

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2021

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

TRANSPORT

To provide safe, effective transport services to the community.

Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets and the operation of the airport.

ECONOMIC SERVICES

To help promote the Shire and improve its economic well being.

Travel & Tourism & Area Promotion, Building Control, Post Office services and Economic Development.

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

Public Works Overheads - Costs associated with the employment of Works staff are included in this sub-program and are then re-allocated to the relevant service or programme through routine overheads recovery processes.

Plant Operation Costs - All costs associated with the operation of Council's plant fleet are assigned to this sub program, and throughout the year are reallocated to relevant work jobs assigned to this sub program, and throughout the year are reallocated to relevant work jobs on which the plant worked, to obtain accurate costs of that job. Items of plant which determine actual costs include fuels, oils, repairs and depreciation.

Salaries & Wages - This sub Programme identifies the total salaries and wages costs expected for the year and these are also reallocated throughout all sub Programmes during the financial year to reflect true costs.

Integrated Planning - The framework ensures all of the Shire's strategic planning policies are aligned and conform with the requirements of the Local Government Act. The five strategies, which form the framework must be regularly reviewed and the outcomes monitored annually.

Misc./Unclassified - This sub programme records both income and expense for goods/ services that cannot be allocated to a particular job or program.

Administration - All costs associated with the Shire's Administration, including staff, are assigned to this program. They are then re-allocated to the relevant programs to represent the administrative cost of that program/sub program.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	81,258	81,258	129,531	48,273	59.41%	
Revenue from operating activities							
General purpose funding - general rates	6	3,310,516	3,289,820	2,821,274	(468,546)	(14.24%)	▼
General purpose funding - other		4,189,000	1,040,990	522,396	(518,594)	(49.82%)	▼
Law, order and public safety		6,100	1,004	884	(120)	(11.95%)	
Health		298,886	49,804	87,850	38,046	76.39%	
Education and welfare		3,373,243	562,200	99,931	(462,269)	(82.23%)	▼
Community amenities		445,000	74,160	299,927	225,767	304.43%	▲
Recreation and culture		156,450	26,064	23,196	(2,868)	(11.00%)	
Transport		5,619,925	936,648	396,767	(539,881)	(57.64%)	▼
Economic services		561,625	93,590	101,330	7,740	8.27%	
Other property and services		1,077,500	179,578	77,543	(102,035)	(56.82%)	▼
		19,038,245	6,253,858	4,431,098	(1,822,760)		
Expenditure from operating activities							
Governance		(626,266)	(193,179)	(77,096)	116,083	60.09%	▲
General purpose funding		(375,689)	(62,606)	(37,180)	25,426	40.61%	
Law, order and public safety		(345,468)	(63,120)	(42,872)	20,248	32.08%	
Health		(593,891)	(104,760)	(64,111)	40,649	38.80%	
Education and welfare		(2,921,576)	(507,023)	(325,190)	181,833	35.86%	▲
Housing		0	(59,582)	0	59,582	100.00%	▲
Community amenities		(1,165,840)	(213,101)	(161,517)	51,584	24.21%	▲
Recreation and culture		(1,879,620)	(399,167)	(258,535)	140,632	35.23%	▲
Transport		(10,336,274)	(1,755,336)	(1,824,685)	(69,349)	(3.95%)	
Economic services		(1,260,042)	(234,022)	(133,705)	100,317	42.87%	▲
Other property and services		(864,958)	(248,912)	(12,745)	236,167	94.88%	▲
		(20,369,624)	(3,840,808)	(2,937,636)	903,172		
Non-cash amounts excluded from operating activities	1(a)	5,406,998	901,144	1,123,780	222,636	24.71%	
Amount attributable to operating activities		4,075,619	3,314,194	2,617,242	(696,952)		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	3,616,641	602,770	249,147	(353,623)	(58.67%)	▼
Proceeds from disposal of assets	7	45,000	0	85,623	85,623	0.00%	▲
Payments for property, plant and equipment and infrastructure	8	(5,902,680)	(982,438)	(80,994)	901,444	91.76%	▲
Amount attributable to investing activities		(2,241,039)	(379,668)	253,776	633,444		
Financing Activities							
Transfer from reserves	10	676,853	676,853	0	(676,853)	(100.00%)	▼
Repayment of debentures	9	(892,074)	(21,047)	(21,047)	0	0.00%	
Transfer to reserves	10	(1,700,617)	0	0	0	0.00%	
Amount attributable to financing activities		(1,915,838)	655,806	(21,047)	(676,853)		
Closing funding surplus / (deficit)	1(c)	0	3,671,590	2,979,502			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual 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 2021-22 year is \$50,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 AUGUST 2021

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies 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 EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

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

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	81,258	81,258	129,531	48,273	59.41%	
Revenue from operating activities							
Rates	6	3,310,516	3,289,820	2,821,274	(468,546)	(14.24%)	▼
Operating grants, subsidies and contributions	12	13,719,054	2,629,326	1,140,509	(1,488,817)	(56.62%)	▼
Fees and charges		1,674,725	279,068	380,627	101,559	36.39%	▲
Service charges		3,950	658	4,160	3,502	532.22%	
Interest earnings		47,000	7,828	4,917	(2,911)	(37.19%)	
Other revenue		283,000	47,158	78,411	31,253	66.27%	
Profit on disposal of assets	7	0	0	1,200	1,200	0.00%	
		19,038,245	6,253,858	4,431,098	(1,822,760)		
Expenditure from operating activities							
Employee costs		(6,997,618)	(1,220,165)	(1,045,435)	174,730	14.32%	▲
Materials and contracts		(5,606,563)	(931,620)	(456,163)	475,457	51.04%	▲
Utility charges		(567,160)	(94,440)	(31,627)	62,813	66.51%	▲
Depreciation on non-current assets		(5,337,998)	(889,644)	(1,012,688)	(123,044)	(13.83%)	▼
Interest expenses		(77,594)	(12,928)	(18,429)	(5,501)	(42.55%)	
Insurance expenses		(416,719)	(413,910)	(19,288)	394,622	95.34%	▲
Other expenditure		(1,296,972)	(266,601)	(254,544)	12,057	4.52%	
Loss on disposal of assets	7	(69,000)	(11,500)	(99,462)	(87,962)	(764.89%)	▼
		(20,369,624)	(3,840,808)	(2,937,636)	903,172		
Non-cash amounts excluded from operating activities	1(a)	5,406,998	901,144	1,123,780	222,636	24.71%	▲
Amount attributable to operating activities		4,075,619	3,314,194	2,617,242	(696,952)		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	3,616,641	602,770	249,147	(353,623)	(58.67%)	▼
Proceeds from disposal of assets	7	45,000	0	85,623	85,623	0.00%	▲
Payments for property, plant and equipment	8	(5,902,680)	(982,438)	(80,994)	901,444	91.76%	▲
Amount attributable to investing activities		(2,241,039)	(379,668)	253,776	633,444		
Financing Activities							
Transfer from reserves	10	676,853	676,853	0	(676,853)	(100.00%)	▼
Repayment of debentures	9	(892,074)	(21,047)	(21,047)	0	0.00%	
Transfer to reserves	10	(1,700,617)	0	0	0	0.00%	
Amount attributable to financing activities		(1,915,838)	655,806	(21,047)	(676,853)		
Closing funding surplus / (deficit)	1(c)	0	3,671,590	2,979,502			

KEY INFORMATION

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

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

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2021**

BASIS OF PREPARATION

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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 financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

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.

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.

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 21 September 2021

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	0	0	(1,200)
Less: Movement in liabilities associated with restricted cash		0	0	12,830
Add: Loss on asset disposals	7	69,000	11,500	99,462
Add: Depreciation on assets		5,337,998	889,644	1,012,688
Total non-cash items excluded from operating activities		5,406,998	901,144	1,123,780

(b) Adjustments to net current assets in the Statement of Financial Activity

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

		Last Year Closing 30 June 2021	This Time Last Year 31 August 2020	Year to Date 31 August 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(4,701,151)	(5,776,313)	(4,701,151)
Add: Borrowings	9	892,074	876,387	871,027
Add: Provisions - employee	11	469,938	500,610	482,768
Total adjustments to net current assets		(3,339,139)	(4,399,316)	(3,347,356)

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2	6,100,181	984,259	4,738,735
Financial assets at amortised cost	2	0	5,776,313	0
Rates receivables	3	495,488	3,480,320	3,559,942
Receivables	3	1,023,689	986,725	731,615
Other current assets	4	235,897	88,418	114,147
Less: Current liabilities				
Payables	5	(2,138,079)	(510,213)	(577,292)
Borrowings	9	(892,074)	(876,387)	(871,027)
Contract liabilities	11	(860,347)	0	(860,347)
Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	11	(26,147)	0	(26,147)
Provisions	11	(469,938)	(500,610)	(482,768)
Less: Total adjustments to net current assets	1(b)	(3,339,139)	(4,399,316)	(3,347,356)
Closing funding surplus / (deficit)		129,531	5,029,509	2,979,502

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
MUNICIPAL FUND - BANK ACCOUNT	Cash and cash equivalents	(310,730)	0	(310,730)	0	N/A	N/A	N/A
POST OFFICE - BANK ACCOUNT	Cash and cash equivalents	56,095	0	56,095	0	N/A	N/A	N/A
MUNICIPAL FUND - BANK (RESTRICTED M)	Cash and cash equivalents	291,485	0	291,485	0	N/A	N/A	N/A
RESERVES - BANK ACCOUNT	Cash and cash equivalents	0	4,701,150	4,701,150	0	Commonwealth	N/A	N/A
TRUST FUND - BANK ACCOUNT	Cash and cash equivalents	0	0	0	31,652	N/A	N/A	N/A
PETTY CASH FLOATS	Cash and cash equivalents	735	0	735	0	Cash on hand	Nil	Nil
Total		37,585	4,701,150	4,738,735	31,652			
Comprising								
Cash and cash equivalents		37,585	4,701,150	4,738,735	31,652			
		37,585	4,701,150	4,738,735	31,652			

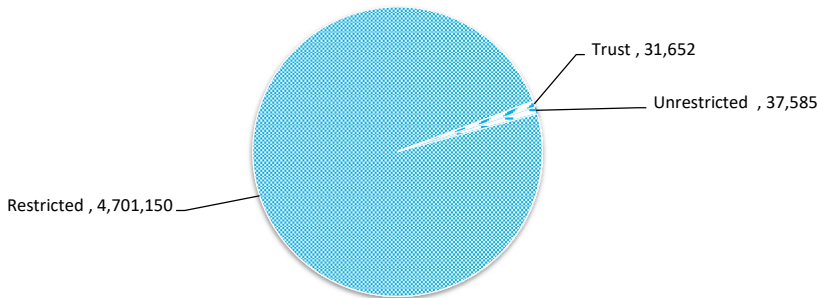
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less 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 net current assets.

The local government 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.

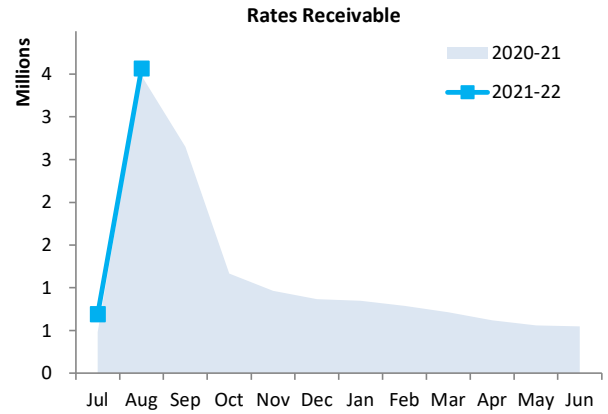
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2021	31 Aug 2021
	\$	\$
Gross rates in arrears previous year	538,570	691,947
Rates and interest levied	2,764,033	3,284,884
Less - collections to date	(2,414,197)	(23,971)
Gross rates collectable	691,947	3,756,401
Allowance for impairment of rates receivable	(196,459)	(196,459)
Net rates collectable	495,488	3,559,942
% Collected	73.1%	0.6%



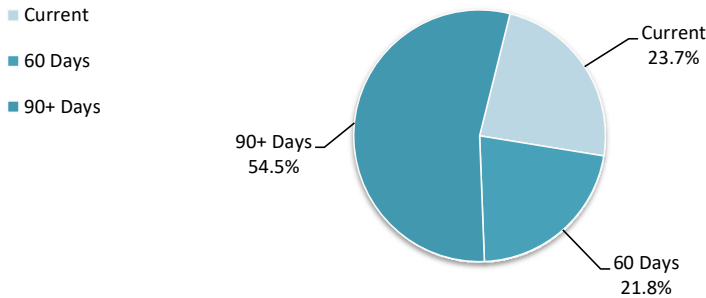
Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,035)	189,964	0	175,016	437,517	801,462
Percentage		23.7%	0%	21.8%	54.5%	
Balance per trial balance						
Sundry receivable						801,462
Increase in Allowance for impairment of receivables from contracts with customers						(70,870)
Other receivables						1,023
Total receivables general outstanding						731,615

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. 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 impairment of receivables is raised when there is objective evidence that they will not be collectible.

Accounts Receivable (non-rates)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 August 2021
	\$	\$	\$	\$
Other current assets				
Inventory				
Stock on hand	85,173	0	0	85,173
Other current assets				
Accrued income	150,724	0	(121,750)	28,974
Total other current assets	235,897	0	(121,750)	114,147
Amounts shown above include GST (where applicable)				

KEY INFORMATION

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021**

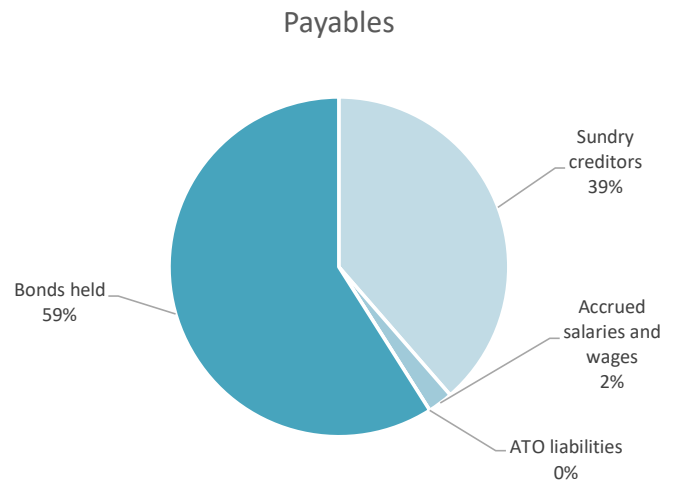
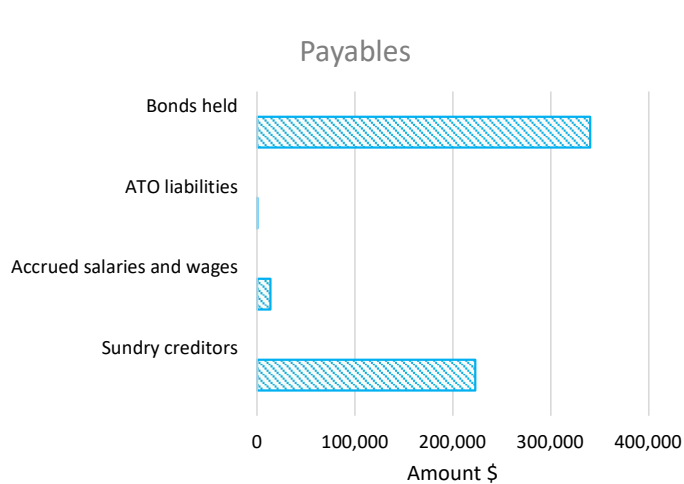
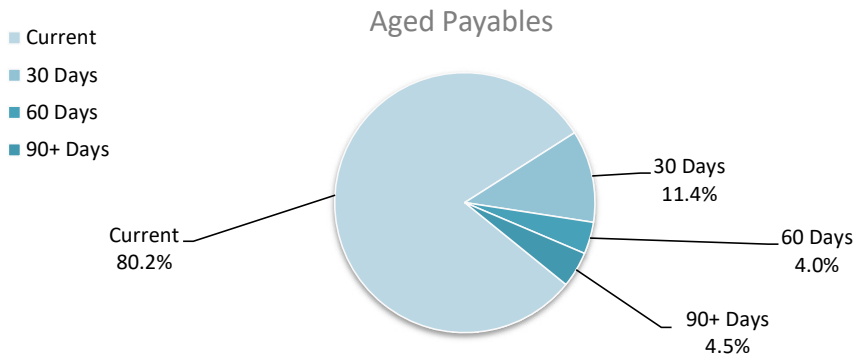
**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	138,658	19,789	6,838	7,711	172,996
Percentage		80.2%	11.4%	4%	4.5%	
Balance per trial balance						
Sundry creditors						222,930
Accrued salaries and wages						13,860
ATO liabilities						34
Bonds held						340,468
Total payables general outstanding						577,292

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.



Agenda for Ordinary Meeting of the Council to be held on 21 October 2021

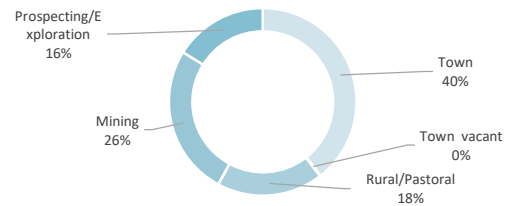
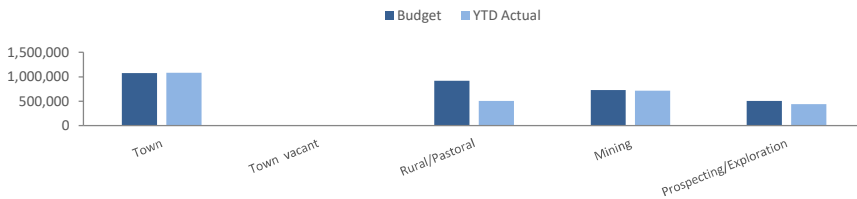
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Town	0.0847	333	12,687,328	1,074,744	0	0	1,074,744	1,081,241	0	482	1,081,723
Town vacant	0.151900	1	21,840	3,317	0	0	3,317	3,318	0	0	3,318
Unimproved value											
Rural/Pastoral	0.0437	27	20,984,462	915,972	0	0	915,972	705,768	0	(202,642)	503,126
Mining	0.364030	33	1,958,155	712,827	15,000	(136)	727,691	712,827	0	0	712,827
Prospecting/Exploration	0.227170	161	2,194,384	498,498	10,000	0	508,498	441,454	(462)	1,672	442,664
Sub-Total		555	37,846,169	3,205,358	25,000	(136)	3,230,222	2,944,608	(462)	(200,488)	2,743,658
Minimum payment	Minimum \$										
Gross rental value											
Town	834	4	21,840	3,336	0	0	3,336	3,336	0	0	3,336
Town vacant	1,072	18	45,760	19,296	0	0	19,296	17,152	0	0	17,152
Unimproved value											
Rural/Pastoral	871	20	61,600	17,420	0	0	17,420	17,420	0	0	17,420
Mining	833	6	6,800	4,998	0	0	4,998	4,998	0	0	4,998
Prospecting/Exploration	534	66	84,087	35,244	0	0	35,244	34,710	0	0	34,710
Sub-total		114	220,087	80,294	0	0	80,294	77,616	0	0	77,616
Total general rates							3,310,516				2,821,274

KEY INFORMATION

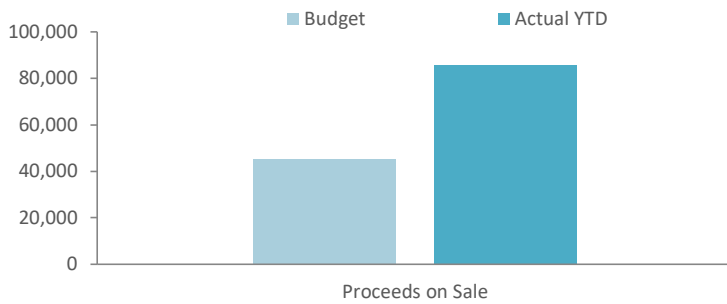
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2021 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
Transport									
	Plant and equipment	114,000	45,000	0	(69,000)	0	0	0	0
	Tennant Sentinel Sweeper P706	0	0	0	0	45,099	1,240	0	(43,859)
	CAT front end loader P302	0	0	0	0	59,099	25,455	0	(33,644)
	CAT Backhoe P301	0	0	0	0	23,149	13,727	0	(9,422)
	Mustang Skidsteer A7040	0	0	0	0	15,678	15,092	0	(586)
	Mobile Fridge/Freezer	0	0	0	0	0	909	909	0
	Accok 8 Wheeler P252	0	0	0	0	40,860	28,909	0	(11,951)
	Tandem Lawn Mower Trailer	0	0	0	0	0	291	291	0
		114,000	45,000	0	(69,000)	183,885	85,623	1,200	(99,462)



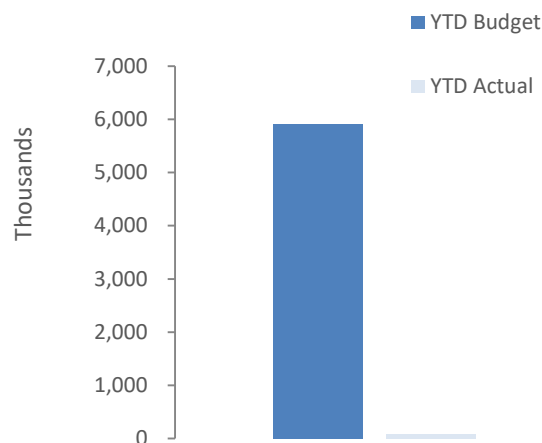
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	1,246,000	207,666	0	(207,666)
Furniture & Fittings	8,000	0	0	0
Plant & Equipment	908,000	151,330	34,324	(117,006)
Infrastructure Assets-Roads	3,434,975	572,496	0	(572,496)
Infrastructure Assets-Other	305,705	50,946	46,670	(4,276)
Payments for Capital Acquisitions	5,902,680	982,438	80,994	(901,444)
Total Capital Acquisitions	5,902,680	982,438	80,994	(901,444)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,616,641	602,770	249,147	(353,623)
Other (disposals & C/Fwd)	45,000	0	85,623	85,623
Cash backed reserves				
Leave reserve	3,000	541,972	0	(541,972)
Plant replacement reserve	200,000		0	0
Aquatic reserve	311,000		0	0
Town planning development reserve	162,853		0	0
Contribution - operations	1,564,186	(162,304)	(253,776)	(91,472)
Capital funding total	5,902,680	982,438	80,994	(901,444)

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.

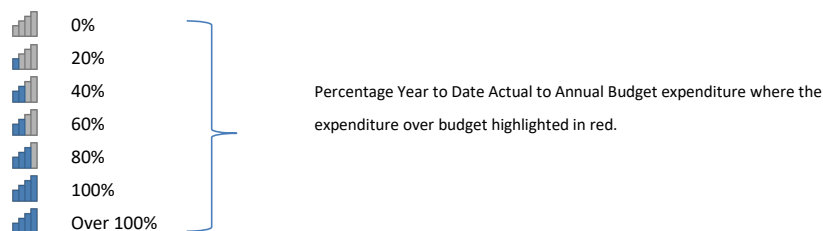


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

Level of completion indicators



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

Account Description		Adopted		Year to Date Actual	Variance (Under)/Over	
		Current Budget	Year to Date Budget			
Capital Expenditure						
Buildings						
	00112801	AQUATIC CONST CONSTN SWIM POOL	1,216,000	202,666	0	(202,666)
	00450724	PHONE SYSTEM UPGRADE	30,000	5,000	0	(5,000)
	Buildings Total		1,246,000	207,666	0	(207,666)
Infrastructure Assets-Other						
	00108701	CEMETERY IMPROVEMENTS	10,000	1,666	0	(1,666)
	00108707	PEGS	20,000	3,332	13,111	9,779
	00120501	FOOTPATH CONSTRUCTION	225,705	37,616	0	(37,616)
	00543704	DOG POUND - UPGRADE	50,000	8,332	33,559	25,227
	Infrastructure Assets-Other Total		305,705	50,946	46,670	(4,276)
Furniture & Fittings						
	00112832	GYM - EQUIPMENT	8,000	0	0	0
	Furniture & Fittings Total		8,000	0	0	0
Infrastructure Assets-Roads						
	00120000	ROADS - CAPITAL WORKS	3,434,975	572,496	0	(572,496)
	Infrastructure Assets-Roads Total		3,434,975	572,496	0	(572,496)
Plant & Equipment						
	00123750	HD PRESSURE WASHER	8,000	1,332	0	(1,332)
	00123758	PLANT (CAPITAL)	270,000	45,000	0	(45,000)
	00123759	SLASHER	15,000	2,500	0	(2,500)
	00123760	BACKHOE	285,000	47,500	0	(47,500)
	00123761	CAMP	0	0	34,324	34,324
	00450727	VEHICLE PURCHASES ADMIN	200,000	33,332	0	(33,332)
	00715702	VEHICLE PURCHASE (HEALTH)	130,000	21,666	0	(21,666)
	Plant & Equipment Total		908,000	151,330	34,324	(117,006)
	Grand Total		5,902,680	982,438	80,994	(901,444)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Housing										
Triplex	23	143,234	0	0	21,047	42,798	122,187	100,436	5,928	10,029
Housing Units	25	551,341	0	0		54,203	551,341	497,138	2,015	35,778
Transport										
Plant expenditure	26	2,825,230	0	0	0	795,073	2,825,230	2,030,157	10,487	31,787
Total		3,519,805	0	0	21,047	892,074	3,498,758	2,627,731	18,430	77,594
Current borrowings		892,074					871,027			
Non-current borrowings		2,627,731					2,627,731			
		3,519,805					3,498,758			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021**

OPERATING ACTIVITIES

NOTE 10

CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave reserve	541,972	0	0	0	0	(3,000)	0	538,972	541,972
Computer reserve	231,199	0	0	0	0	0	0	231,199	231,199
Office redevelopment reserve	924,553	0	0	0	0	0	0	924,553	924,553
Refuse site reserve	62,867	0	0	0	0	0	0	62,867	62,867
Airport works reserve	503,426	0	0	0	0	0	0	503,426	503,426
Plant replacement reserve	414,057	0	0	1,700,617	0	(200,000)	0	1,914,674	414,057
Staff housing reserve	664,020	0	0	0	0	0	0	664,020	664,020
Re-broadcasting reserve	65,977	0	0	0	0	0	0	65,977	65,977
Aquatic reserve	404,434	0	0	0	0	(311,000)	0	93,434	404,434
Energy developments reserve	103,646	0	0	0	0	0	0	103,646	103,646
Mosquito chemicals reserve	2,000	0	0	0	0	0	0	2,000	2,000
Town planning development reserve	783,000	0	0	0	0	(162,853)	0	620,147	783,000
	4,701,151	0	0	1,700,617	0	(676,853)	0	5,724,915	4,701,151

	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	1 July 2021				31 August 2021
	\$		\$	\$	\$
Other liabilities					
- Contract liabilities	860,347	0	0	0	860,347
- Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	26,147	0	0	0	26,147
Total other liabilities	886,494	0	0	0	886,494
Provisions					
Provision for annual leave	297,842	0	18,275	0	316,117
Provision for long service leave	139,222	0	0	0	139,222
Remediation costs	0	0	0	(5,445)	0
Time in lieu	32,874	0	0	0	27,429
Total Provisions	469,938	0	18,275	(5,445)	482,768
Total other current liabilities	1,356,432	0	18,275	(5,445)	1,369,262

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

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 remeasurements for changes in assumptions of obligations for 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.

Agenda for Ordinary Meeting of the Council to be held on 21 October 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021

NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2021			31 Aug 2021	31 Aug 2021			
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
GRANT - FAGS UNTIED WALGGC	0	0	0	0	0	3,400,000	850,000	427,699
GRANT - FAGS (ROADS FORMULA) OPERATING	0	0	0	0	0	714,000	178,500	89,780
Health								
GRANT - ABORIGINAL HEALTH	0	0	0	0	0	283,600	47,266	86,115
GRANT - DEPT OF HEALTH - MOSQUITO CONTROL CHEMICALS	0	0	0	0	0	3,786	630	0
DEPT HEALTH - TRAINING PROGRAM	56,400	0	0	56,400	56,400	0	0	0
Education and welfare								
GRANT INCOME OD HALLS CREEK A	0	0	0	0	0	375,000	62,500	0
GRANT - DPMC OLABUD DOOGETHU	0	0	0	0	0	825,000	137,500	0
GRANT - DEPARTMENT CHILD PROTECTION & FAMILY SUPPORT (DCPFS)								
OLABUD DOOGETHU	0	0	0	0	0	144,000	24,000	74,931
GRANT - LOTTERYWEST FOR NIGHT PATROL	0	0	0	0	0	154,000	25,666	0
GRANT OXFAM OD FRAMEWORK	0	0	0	0	0	20,000	3,332	(20,000)
GRANT DEPT OF JUSTICE REINVESTMENT	0	0	0	0	0	316,000	52,666	0
EKJP HOST AGREEMENT FUNDING	0	0	0	0	0	381,250	63,540	0
GRANT - NAVIGATOR PROGRAM	704,493	0	0	704,493	704,493	1,154,493	192,414	0
LOTTERY WEST - YOUTH SERVICES 20/21	381,250	0	0	381,250	381,250	0	0	0
Recreation and culture								
KDC - UPGRADE BASKETBALL COURTS	26,147	0	0	26,147	26,147	0	0	0
Transport								
GRANT - R2R GENERAL	0	0	0	0	0	500,000	83,332	388,999
GRANT - DIRECT (MAINT-RDS, STS, BRDIGES ETC)	0	0	0	0	0	197,925	32,986	0
FLOOD DAMAGE	0	0	0	0	0	4,900,000	816,666	0
SUBSIDY - STREET LIGHTING	0	0	0	0	0	5,000	832	0
Economic services								
REIMBURSEMENT & CONTRIBUTIONS - TRAINEESHIPS	0	0	0	0	0	6,000	1,000	10,000
	1,168,290	0	0	1,168,290	1,168,290	13,380,054	2,572,830	1,057,524
Operating contributions								
General purpose funding								
GRANT - FESA ESL ADMINISTRATION & CONTRIBUTIONS	0	0	0	0	0	4,000	666	0
Education and welfare								
PROJECT INCOME RINGER SOAK COURTS	0	0	0	0	0	0	0	45,000
Recreation and culture								
DOT LICENSING - COMMISSION	0	0	0	0	0	30,000	5,000	1,596
CONTRIBUTIONS - DOT (DPI) LICENSING WAGES	0	0	0	0	0	25,000	4,166	4,403
Economic services								
COMMISSIONS INCOME - TRAVEL & TOURISM CENTRE	0	0	0	0	0	20,000	3,332	7,023
COMMISSION INCOME - POST OFFICE	0	0	0	0	0	120,000	20,000	16,725
AUST POST FEES INCOME	0	0	0	0	0	140,000	23,332	8,238
	0	0	0	0	0	339,000	56,496	82,985
TOTALS	1,168,290	0	0	1,168,290	1,168,290	13,719,054	2,629,326	1,140,509

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD
	1 July 2021		(As revenue)	31 Aug 2021	31 Aug 2021	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Recreation and culture								
GRANT - SPLASHPARK	0	0	0	0	0	905,000	150,832	0
Transport								
GRANT - FAGS SPECIAL ACCESS ROADS NON-OPERATING	0	0	0	0	0	380,000	63,332	47,886
GRANT - MRWA SPECIAL ACCESS ROADS NON-OPERATING	0	0	0	0	0	133,333	22,222	0
GRANT - MRWA RRG/RPG NON-OPERATING	0	0	0	0	0	673,333	112,222	201,261
GRANT - LOCAL ROADS COMMUNITY INFRASTRUCTUF	0	0	0	0	0	1,524,975	254,162	0
	0	0	0	0	0	3,616,641	602,770	249,147

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021**

**NOTE 14
TRUST FUND**

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 31 Aug 2021
	\$	\$	\$	\$
Staff Housing bonds	2,296	0	0	2,296
BCITF	31,301	0	0	31,301
Tourist operators	(2,073)	0	0	(2,073)
Nomination Fees	80	0	0	80
Yariyili Artists	48	0	0	48
	31,652	0	0	31,652

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021**

**NOTE 15
EXPLANATION OF MATERIAL 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 Actual materially.

The material variance adopted by Council for the 2021-22 year is \$50,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
General purpose funding - rates	(468,546)	(14.24%) ▼				General rates raised are reduced due to UV valuation changes. Rates interims are more due to changes to the pastoral UV valuations
General purpose funding - other	(518,594)	(49.82%) ▼			Budget timing due to expected bolus in June of prepaid Grant	
Education and welfare	(462,269)	(82.23%) ▼			Grant income timing not in line with budget	
Community amenities	225,767	304.43% ▲	Budget timing different to actual			
Transport	(539,881)	(57.64%) ▼			Budget timing for R2R and flood damage claims different to actual	
Other property and services	(102,035)	(56.82%) ▼			Recoup for Private works on Duncan Road different to Budget timing.	
Expenditure from operating activities						
Governance	116,083	60.09% ▲	No postings to WALGA zone projects or insurance yet			
Education and welfare	181,833	35.86% ▲	Spend within program currently under budget for timing			
Housing	59,582	100.00% ▲	Insurance not posted yet			
Community amenities	51,584	24.21% ▲	Spend within program currently under budget for timing			
Recreation and culture	140,632	35.23% ▲	Insurance not posted yet			
Economic services	100,317	42.87% ▲	Spend within program currently under budget for timing			
Other property and services	236,167	94.88% ▲	Insurance not posted yet and spend within program currently under budget for timing			
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(353,623)	(58.67%) ▼			Grants not recouped in the expected time frame of the budget	
Proceeds from disposal of assets	85,623	0.00% ▲	Timing is not yet known for the disposal of the assets			
Payments for property, plant and equipment and infrastructure	901,444	91.76% ▲	Capital expenditure timing reliant on program			
Financing activities						
Transfer from reserves	(676,853)	(100.00%) ▼			Reserves transfers will occur as needed and permitted during the year. Timing as yet unknown.	

9.4.4 Statement of Financial Activity for period ending 30 September 2021

ITEM NUMBER:	9.4.4
REPORTING OFFICER	Lloyd Barton, Director Corporate Services
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Acceptance of Monthly Statement of Financial Activity for the period ending 30 September 2021 (Appendix 9.4.4A)

2.0 Background

- 2.1 Regulation 34 of the Financial Management (Local Government) Regulations 1996 provides that a monthly statement of financial activity must be presented to Council.
- 2.2 The report must be presented at an Ordinary meeting of Council within 2 months after the end of the month to which the statement relates. Regulations prescribe the information that must be contained in the report.
- 2.3 The Statement of Financial Activity for the period ending 30 September 2021 is prepared by Moore Australia.

3.0 Comments

- 3.1 Council policy FIN 09 Variance Levels for Financial Reporting require a commentary for any variance of 10% or greater, subject to a minimum of \$50,000. Variances are now contained within the monthly presentation on the last page.
- 3.2 The Management Reports comply with LG Financial Regulations for what is required to be presented to Council. In the past the Shire has presented the Schedule presentation – but with this information the summaries and the graphs make for ease of reading.
- 3.3 The Financial Reports presented include the statutory requirements, being the Statement of Financial Activity (Variance and Nature and Type) and Note 1 showing the Net Current Assets. The various supporting notes also follow with the Variance explanations on the final page.
- 3.4 The expenditure and income graphs on page 2 indicate that actual operating revenue and expenses are close to budget (both revenue and expenses are slightly exceed budget). Capital revenue is slightly under budget, which is more than offset by minimal capital expenditure since the start of the financial year. The closing position is a surplus of \$1,596,600 versus a budgeted closing surplus of \$3,117,831.
- 3.5 Variances between actual income and expenditure compared to budgeted income and expenditure are set out on pages 6 & 7 with an explanation of

material variances (\$50,000 or 10%) provided on page 25. The material variances are due to;

Revenue from operating activities

- Rates income being less than anticipated/ modelled in the budget – this is addressed by a separate budget amendment report on this agenda
- Timing of non-domestic rubbish collection fees – not collected yet
- Timing of grant recoups for (Olabud Doogethu & Roads to Recovery)

Expenditure from operating activities

- Cost savings (Olabud Doogethu and Recreation and Culture & Economic Services)
- Transport flood damage costs being higher than anticipated – this will be recovered through recoups.
- Timing of overhead cost allocation (costs are still to be allocated)

Capital (Investing activities)

Timing of grants recoups (Olabud Doogethu)

- Timing of disposal and purchase of assets (sale of old vehicles/plant and purchase of new vehicles/plant)

Finance activities

- Timing of transfer of reserves

3.6 On page 1 Moore Australia have recommended 1 high priority action and two medium priority actions and one low priority action. These matters are being progressed as follows:

- Trust liabilities – this matter has been addressed with the trust being balanced to zero.
- Operating Expenditure Allocations – this is timing matter and will be rectified.
- Monthly budget – adjustments have been made to budget allocations. Further precision is difficult given the uncertainty in the receipts of grant funding and recoups.
- Funding statements – this is simply highlighting that current opening deficit of the budget may change due the 2020/21 Annual Financial Statement completion/ audit process.

3.7 The closing position as at 30 September is a surplus of \$1,596,600. The Statement of Financial Activity and Net Current Asset statement reconcile.

4.0 Statutory Environment

4.1 Regulation 34 - Local Government (Financial Management) Regulations 1996

4.2 Financial activity statement required each month (Act s. 6.4)

- (1A) In this regulation —
committed assets means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (a) annual budget estimates, considering any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
- (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

5.0 Strategic Implications

5.1 Objective:

4. Civic: Working together to strengthen leadership and effective governance.

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire

Civic - 4.1.2 Consistent and impartial application of Council policies and provision of services

Civic - 4.1.3 Council decisions are consistent, reliable and transparent.

6.0 Policy Implications

6.1 FIN 09 Variance Levels for Financial Reporting

7.0 Financial Implications

7.1 Revenues and Expenditure graphs are presented on page 2. These include a number of graphs comparing budget to actual providing a visual representation of how the Shire is tracking to Budget.

7.2 The Executive Summary is provided on page 3 showing a dashboard presentation of financial summaries of income and expenditure (both cash and non-cash) for the year to date.

7.3 The Net Current Asset Position is detailed in item c of Note 1 on page ten.

7.4 The Management reports (non-statutory) are provided to the Executive detailing a complete set of accounts and variances, and these are used by Managers to track monthly performance.

8.0 Sustainability Implications

8.1 Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

8.2 Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

8.3 Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact - The Financial reporting is excellent and comprehensive - meeting compliance under the LG Act and is an excellent management tool for Council and Management staff. The risk of not producing at this level would be extreme.		
	Risk regarded as low - in terms of reporting - to medium in terms of financial performance - which always requires due diligence.		
	Minor	Medium	High
Low (unlikely)	1	(2)	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	Low to medium
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures

Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	Continue producing high standard reports by continued association with Moore Australia - and taking the time to ensure the accuracy of the financial transaction records each and every month.

9.0 Officers Recommendations

That Council:

Accept the Statement of Financial Activity for the period ended 30 September 2021 (Appendix 9.4.4A).

VOTING REQUIREMENT: Simple majority

Appendix:
9.4.4A - Statement of Financial Activity – 30/09/2021

This section left blank intentionally

12 October 2021

Mr Noel Mason
Chief Executive Officer
Shire of Halls Creek
PO Box 21
HALLS CREEK WA 6770

Dear Noel

COMPILATION REPORT TO THE SHIRE OF HALLS CREEK

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Halls Creek which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 30 September 2021. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

THE RESPONSIBILITY OF THE SHIRE OF HALLS CREEK

The Shire of Halls Creek are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

OUR RESPONSIBILITY

On the basis of information provided by the Shire of Halls Creek we have compiled the accompanying special purpose financial statements in accordance with the requirements of the *Local Government Act 1995*, associated Regulations and APES 315 *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Halls Creek provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The Local Government special purpose financial statements were compiled exclusively for the benefit the Shire of Halls Creek. We do not accept responsibility to any other person for the contents of the special purpose financial statements.



Russell Barnes
Director
[Moore Australia \(WA\) Pty Ltd](#)

12 October 2021

Mr Noel Mason
Chief Executive Officer
Shire of Halls Creek
PO Box 21
HALLS CREEK WA 6770

Dear Noel

ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2021

We advise that we have completed the compilation of your Statutory Monthly Statement of Financial Activity (by Statutory Reporting Program) for the month ended 30 September 2021 and enclose our Compilation Report and Statements.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report. Other matters which arise during the course of our compilation that we wish to bring to your attention are raised in this report.

It should be appreciated that our procedures are designed primarily to enable us to compile the monthly financial statements and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and Council, which may exist. However, we aim to use our knowledge of the Shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Please note in order to meet legislative requirements, details and explanations of the material variances between the year to date actuals and year to date budget need to be completed by Shire staff, as required by *Local Government (Financial Management) Regulation 34(1) (d)*.

MATTERS FOR MANAGEMENT ATTENTION:

Please complete the Statutory Monthly Financial Statements by completing Note 15 – Major Variations by providing a comment for each item where the Council's YTD Budget and YTD Actual are over the variance threshold. These items are indicated with a ▼ or ▲.

We noted no other matters we wish to draw to management's attention.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely



Russell Barnes
Director
Moore Australia (WA) Pty Ltd

Agenda for Ordinary Meeting of the Council to be held on 21 October 2021

Topic	Item	First Identified	Explanation	Action Required	Priority
Trust	Liabilities	June 2021	On 30 June 2021 there is a Trust bank balance of \$31,652 and trust liabilities are \$31,328 creating an imbalance of \$324	We recommend trust liability accounts be reconciled to the cash held and transfers to and from trust made in a timely manner.	High
Budget	Monthly Budget	July 2021	The year to date budget allocation used in this financial statement is estimated at 3/12 th of the annual budget.	We recommend budget allocations be reviewed and amended to ensure a more accurate presentation of year to date figures.	Medium
Operating expenditure	Allocations	September 2021	Plant operating costs are under allocated by \$90,497. Salaries and Wages are over allocated by \$3,283.	We recommend the allocations be reviewed and adjusted (where appropriate) and ensure accurate recovery for plant operating costs.	Medium
Funding statements	Opening surplus	July 2021	At the time of preparing the attached Statement of Financial Activity, the 2021 Annual Financial Report has not been finalised, therefore the opening surplus may change from the current \$129,528 due to year end and audit adjustments.	None required.	Low



SHIRE OF HALLS CREEK

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 30 September 2021

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

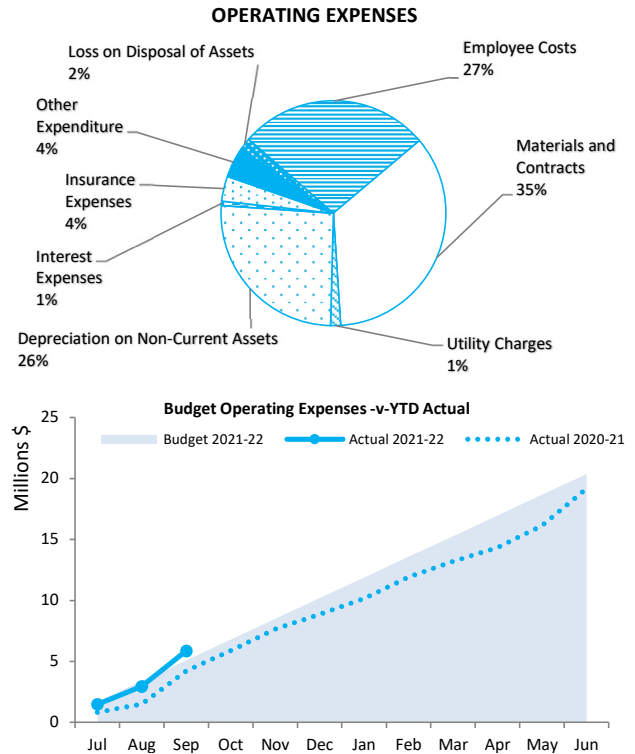
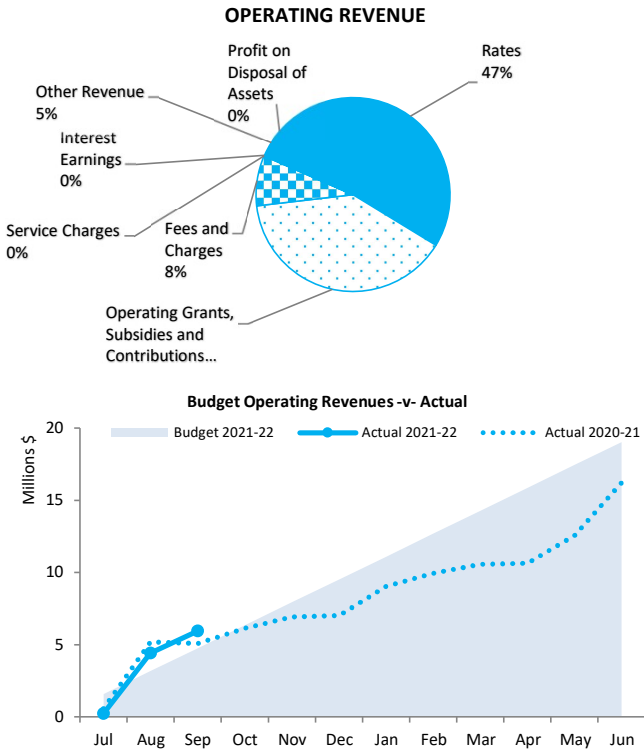
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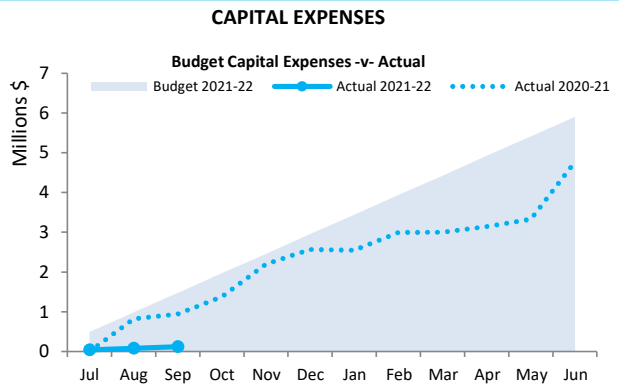
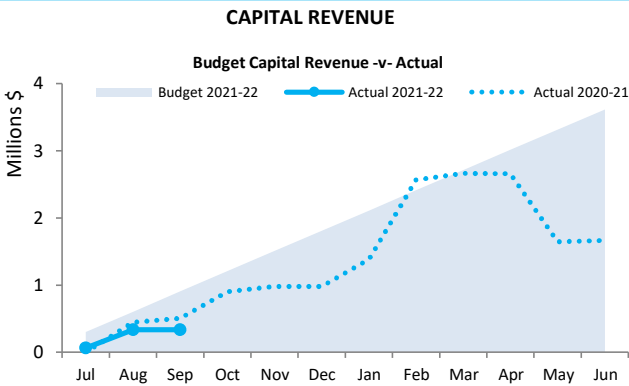
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

SUMMARY INFORMATION - GRAPHS

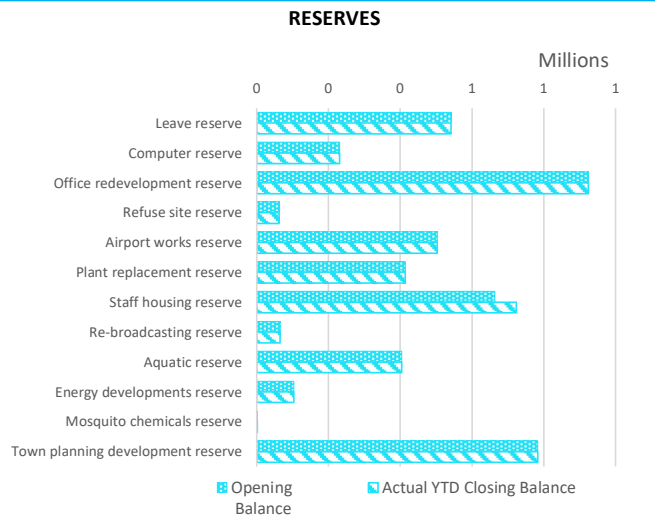
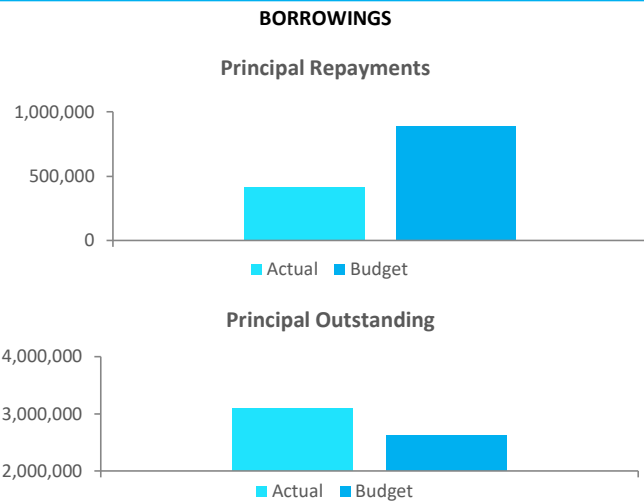
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.08 M	\$0.08 M	\$0.13 M	\$0.05 M
Closing	\$0.00 M	\$3.12 M	\$1.60 M	(\$1.52 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
		% of total
Unrestricted Cash	\$4.39 M	(5.6%)
Restricted Cash	(\$0.25 M)	
	\$4.64 M	105.6%

Refer to Note 2 - Cash and Financial Assets

Payables		
		% Outstanding
Trade Payables	\$1.35 M	
0 to 30 Days	\$0.92 M	56.7%
30 to 90 Days		42.3%
Over 90 Days		1%

Refer to Note 5 - Payables

Receivables		
		% Collected
Rates Receivable	\$4.09 M	
Trade Receivable	\$2.64 M	19.4%
30 to 90 Days	\$1.45 M	
Over 90 Days		1.5%
		45.2%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$4.08 M	\$3.35 M	\$1.73 M	(\$1.62 M)

Refer to Statement of Financial Activity

Rates Revenue		
		% Variance
YTD Actual	\$2.82 M	
YTD Budget	\$3.29 M	(14.3%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
		% Variance
YTD Actual	\$2.35 M	
YTD Budget	\$3.43 M	(31.5%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
		% Variance
YTD Actual	\$0.50 M	
YTD Budget	\$0.68 M	(26.7%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.24 M)	(\$0.57 M)	\$0.22 M	\$0.78 M

Refer to Statement of Financial Activity

Proceeds on sale		
		%
YTD Actual	\$0.09 M	
Adopted Budget	\$0.05 M	190.3%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
		% Spent
YTD Actual	\$0.12 M	
Adopted Budget	\$5.90 M	2.1%

Refer to Note 8 - Capital Acquisitions

Capital Grants		
		% Received
YTD Actual	\$0.25 M	
Adopted Budget	\$3.62 M	6.9%

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.92 M)	\$0.26 M	(\$0.48 M)	(\$0.74 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.42 M
Interest expense	\$0.04 M
Principal due	\$3.10 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$4.76 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2021

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

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

Administration and operation of facilities and services to members of Council. Other costs relating to tasks of assisting elected members and ratepayers on matters which do not concern specific services.

GENERAL PURPOSE FUNDING

To provide adequate funding for the Shire's operation by maximising income from Rates, general purpose government grants, interest and other sources of revenue.

Raising of rates, collection of debts, general purpose funding and other funding activities.

LAW, ORDER, PUBLIC SAFETY

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

Supervision of various by-laws, fire prevention, emergency services and animal control.

HEALTH

To provide an operational framework for good community health.

Aboriginal Environmental Health Program - This scheme is part funded by the Health Department of WA, with the main aim being to ensure the delivery of environmental health services to Aboriginal communities, addressing specific needs and requirements of such communities.

Health Admin & Inspection - Expenditure related to the general administration and delivery of environmental services such as food inspections, issuing of licences such as stall-holder and hawker licences, and the general administration role as required by the Shire in accordance with the Health Act.

Pest Control and Analytical - Allocation to enable the Environmental Health Officer to undertake food sampling and other testing with relevant testing authorities in Perth. Allocation also for actions required for mosquito control.

EDUCATION AND WELFARE

Focuses on "breaking the cycle" for at-risk Aboriginal young people - ensuring they have a safe environment in which to make positive life choices.

The Shire of Halls Creek Olabud Doogethu service is a collaborative partnership with the Department of Prime Minister and Cabinet that focuses on ensuring Indigenous Australians grow up and live their lives in a safe home and community, Department of Corrective Services and the Department of Child Protection and Family Support.

HOUSING

Provision of adequate housing for Shire staff.

Maintenance and operations of staff housing, capital repairs and maintenance, as well as new construction.

COMMUNITY AMENITIES

Provide services required by the community.

Refuse collection services and refuse site maintenance, administration of the Shire's Town Planning function, maintenance and management of the Shire's Cemetery, public conveniences and certain community development projects.

RECREATION AND CULTURE

To establish and manage efficiently infrastructure and resources which will help the social development and well being of the community.

Maintenance and operation of Civic Halls, Sports Courts, Oval, Aquatic & Recreation Centre, Library, Rebroadcasting services and the culture background of Halls Creek such as the Trackers Hut.

TRANSPORT

To provide safe, effective transport services to the community.

Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets and the operation of the airport.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

STATUTORY REPORTING PROGRAMS

ECONOMIC SERVICES

To help promote the Shire and improve its economic well being.

Travel & Tourism & Area Promotion, Building Control, Post Office services and Economic Development.

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

Public Works Overheads - Costs associated with the employment of Works staff are included in this sub-program and are then re-allocated to the relevant service or programme through routine overheads recovery processes.

Plant Operation Costs - All costs associated with the operation of Council's plant fleet are assigned to this sub program, and throughout the year are reallocated to relevant work jobs assigned to this sub program, and throughout the year are reallocated to relevant work jobs on which the plant worked, to obtain accurate costs of that job. Items of plant which determine actual costs include fuels, oils, repairs and depreciation.

Salaries & Wages - This sub Programme identifies the total salaries and wages costs expected for the year and these are also reallocated throughout all sub Programmes during the financial year to reflect true costs.

Integrated Planning - The framework ensures all of the Shire's strategic planning policies are aligned and conform with the requirements of the Local Government Act. The five strategies, which form the framework must be regularly reviewed and the outcomes monitored annually.

Misc./Unclassified - This sub programme records both income and expense for goods/ services that cannot be allocated to a particular job or program.

Administration - All costs associated with the Shire's Administration, including staff, are assigned to this program. They are then re-allocated to the relevant programs to represent the administrative cost of that program/sub program.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	81,258	81,258	129,528	48,270	59.40%	
Revenue from operating activities							
Governance		0	0	196	196	0.00%	
General purpose funding - general rates	6	3,310,516	3,291,903	2,821,274	(470,629)	(14.30%)	▼
General purpose funding - other		4,189,000	1,047,235	525,784	(521,451)	(49.79%)	▼
Law, order and public safety		6,100	1,506	991	(515)	(34.20%)	
Health		298,886	74,706	95,793	21,087	28.23%	
Education and welfare		3,373,243	843,300	100,418	(742,882)	(88.09%)	▼
Community amenities		445,000	373,742	306,943	(66,799)	(17.87%)	▼
Recreation and culture		156,450	39,096	120,448	81,352	208.08%	▲
Transport		5,619,925	1,404,972	1,590,010	185,038	13.17%	▲
Economic services		561,625	140,385	120,705	(19,680)	(14.02%)	
Other property and services		1,077,500	269,367	277,673	8,306	3.08%	
		19,038,245	7,486,212	5,960,235	(1,525,977)		
Expenditure from operating activities							
Governance		(626,266)	(234,474)	(133,355)	101,119	43.13%	▲
General purpose funding		(375,689)	(93,909)	(76,186)	17,723	18.87%	
Law, order and public safety		(345,468)	(91,338)	(77,040)	14,298	15.65%	
Health		(593,891)	(153,650)	(119,392)	34,258	22.30%	
Education and welfare		(2,921,576)	(748,440)	(603,134)	145,306	19.41%	▲
Community amenities		(1,165,840)	(308,345)	(298,394)	9,951	3.23%	
Recreation and culture		(1,879,620)	(547,170)	(462,549)	84,621	15.47%	▲
Transport		(10,336,274)	(2,613,414)	(3,580,419)	(967,005)	(37.00%)	▼
Economic services		(1,260,042)	(336,562)	(252,799)	83,763	24.89%	▲
Other property and services		(864,958)	(364,019)	(249,472)	114,547	31.47%	▲
		(20,369,624)	(5,491,321)	(5,852,740)	(361,419)		
Non-cash amounts excluded from operating activities	1(a)	5,406,998	1,351,716	1,621,664	269,948	19.97%	▲
Amount attributable to operating activities		4,075,619	3,346,607	1,729,159	(1,617,448)		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	3,616,641	904,155	250,797	(653,358)	(72.26%)	▼
Proceeds from disposal of assets	7	45,000	0	85,623	85,623	0.00%	▲
Payments for property, plant and equipment and infrastructure	8	(5,902,680)	(1,473,657)	(121,122)	1,352,535	91.78%	▲
Amount attributable to investing activities		(2,241,039)	(569,502)	215,298	784,800		
Financing Activities							
Transfer from reserves	10	676,853	676,853	0	(676,853)	(100.00%)	▼
Repayment of debentures	9	(892,074)	(417,385)	(417,385)	0	0.00%	
Transfer to reserves	10	(1,700,617)	0	(60,000)	(60,000)	0.00%	▼
Amount attributable to financing activities		(1,915,838)	259,468	(477,385)	(736,853)		
Closing funding surplus / (deficit)	1(c)	0	3,117,831	1,596,600			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual 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 2021-22 year is \$50,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2021

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies 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 EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

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

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	81,258	81,258	129,528	48,270	59.40%	
Revenue from operating activities							
Rates	6	3,310,516	3,291,903	2,821,274	(470,629)	(14.30%)	▼
Operating grants, subsidies and contributions	12	13,719,054	3,429,739	2,348,494	(1,081,245)	(31.53%)	▼
Fees and charges		1,674,725	681,104	499,162	(181,942)	(26.71%)	▼
Service charges		3,950	987	4,160	3,173	321.48%	
Interest earnings		47,000	11,742	7,405	(4,337)	(36.94%)	
Other revenue		283,000	70,737	278,540	207,803	293.77%	▲
Profit on disposal of assets	7	0	0	1,200	1,200	0.00%	
		19,038,245	7,486,212	5,960,235	(1,525,977)		
Expenditure from operating activities							
Employee costs		(6,997,618)	(1,797,826)	(1,607,312)	190,514	10.60%	▲
Materials and contracts		(5,606,563)	(1,396,930)	(2,056,138)	(659,208)	(47.19%)	▼
Utility charges		(567,160)	(141,660)	(84,935)	56,725	40.04%	▲
Depreciation on non-current assets		(5,337,998)	(1,334,466)	(1,501,866)	(167,400)	(12.54%)	▼
Interest expenses		(77,594)	(19,392)	(35,522)	(16,130)	(83.18%)	
Insurance expenses		(416,719)	(414,190)	(211,155)	203,035	49.02%	▲
Other expenditure		(1,296,972)	(369,607)	(256,350)	113,257	30.64%	▲
Loss on disposal of assets	7	(69,000)	(17,250)	(99,462)	(82,212)	(476.59%)	▼
		(20,369,624)	(5,491,321)	(5,852,740)	(361,419)		
Non-cash amounts excluded from operating activities	1(a)	5,406,998	1,351,716	1,621,664	269,948	19.97%	▲
Amount attributable to operating activities		4,075,619	3,346,607	1,729,159	(1,617,448)		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	3,616,641	904,155	250,797	(653,358)	(72.26%)	▼
Proceeds from disposal of assets	7	45,000	0	85,623	85,623	0.00%	▲
Payments for property, plant and equipment	8	(5,902,680)	(1,473,657)	(121,122)	1,352,535	91.78%	▲
Amount attributable to investing activities		(2,241,039)	(569,502)	215,298	784,800		
Financing Activities							
Transfer from reserves	10	676,853	676,853	0	(676,853)	(100.00%)	▼
Repayment of debentures	9	(892,074)	(417,385)	(417,385)	0	0.00%	
Transfer to reserves	10	(1,700,617)	0	(60,000)	(60,000)	0.00%	▼
Amount attributable to financing activities		(1,915,838)	259,468	(477,385)	(736,853)		
Closing funding surplus / (deficit)	1(c)	0	3,117,831	1,596,600			

KEY INFORMATION

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

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

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

BASIS OF PREPARATION

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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 financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

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.

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.

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 October 2021

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	0	0	(1,200)
Less: Movement in liabilities associated with restricted cash		0	0	21,536
Add: Loss on asset disposals	7	69,000	17,250	99,462
Add: Depreciation on assets		5,337,998	1,334,466	1,501,866
Total non-cash items excluded from operating activities		5,406,998	1,351,716	1,621,664

(b) Adjustments to net current assets in the Statement of Financial Activity

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

		Last Year Closing 30 June 2021	This Time Last Year 30 September 2020	Year to Date 30 September 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(4,701,151)	(5,776,312)	(4,761,151)
Add: Borrowings	9	892,074	465,092	474,689
Add: Provisions - employee	11	469,938	514,569	491,474
Total adjustments to net current assets		(3,339,139)	(4,796,651)	(3,794,988)

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2	6,100,181	7,098,999	4,394,633
Rates receivables	3	495,487	2,649,200	2,635,851
Receivables	3	1,023,690	335,814	1,452,113
Other current assets	4	235,897	80,906	114,147
Less: Current liabilities				
Payables	5	(2,138,081)	(1,310,657)	(1,352,498)
Borrowings	9	(892,074)	(465,092)	(474,689)
Contract liabilities	11	(860,348)	(66,833)	(860,348)
Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	11	(26,147)	0	(26,147)
Provisions	11	(469,938)	(514,569)	(491,474)
Less: Total adjustments to net current assets	1(b)	(3,339,139)	(4,796,651)	(3,794,988)
Closing funding surplus / (deficit)		129,528	3,011,117	1,596,600

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
MUNICIPAL FUND - BANK ACCOUNT	Cash and cash equivalents	(316,354)	0	(316,354)	0	CBA	Variable	Nil
POST OFFICE - BANK ACCOUNT	Cash and cash equivalents	69,102	0	69,102	0	NA	NA	NA
RESERVES - BANK ACCOUNT	Cash and cash equivalents	0	4,641,150	4,641,150	0	CBA	Variable	Nil
PETTY CASH FLOATS	Cash and cash equivalents	735	0	735	0	Cash on hand	Nil	Nil
Total		(246,517)	4,641,150	4,394,633	0			
Comprising								
Cash and cash equivalents		(246,517)	4,641,150	4,394,633	0			
		(246,517)	4,641,150	4,394,633	0			

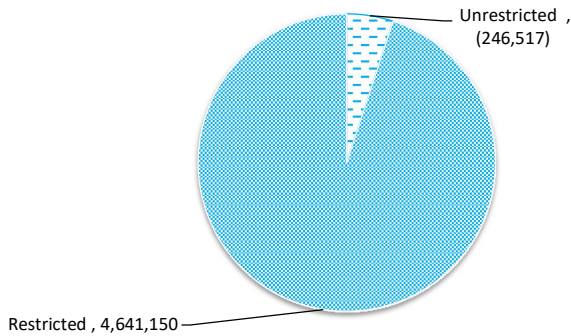
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less 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 net current assets.

The local government 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.

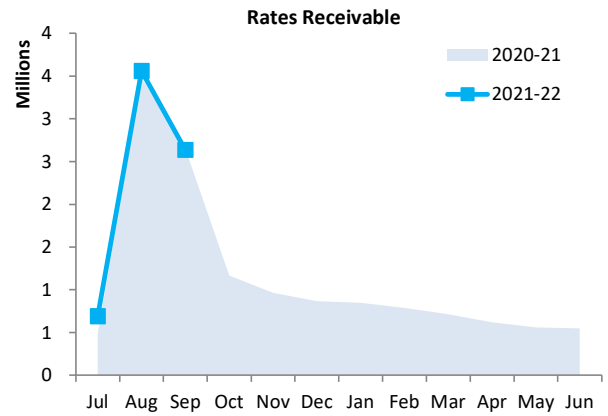
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2021	30 Sep 2021
	\$	\$
Gross rates in arrears previous year	538,570	691,946
Levied this year	2,764,033	2,821,274
Less - collections to date	(2,414,198)	(680,910)
Gross rates collectable	691,946	2,832,310
Allowance for impairment of rates receivable	(196,459)	(196,459)
Net rates collectable	495,487	2,635,851
% Collected	73.1%	19.4%

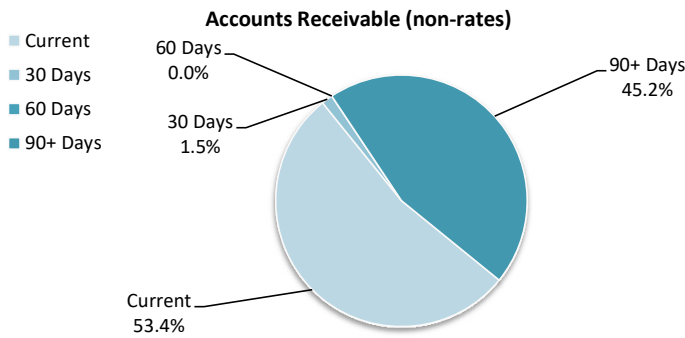


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,063)	715,878	19,497	0	605,355	1,338,667
Percentage		53.4%	1.5%	0%	45.2%	
Balance per trial balance						
Sundry receivable						1,338,667
GST receivable						184,316
Increase in Allowance for impairment of receivables from contracts with customers						(70,870)
Total receivables general outstanding						1,452,113

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. 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 impairment of receivables is raised when there is objective evidence that they will not be collectible.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 30 September 2021
	\$	\$	\$	\$
Other current assets				
Inventory				
Stock on hand	85,173	0	0	85,173
Other current assets				
Accrued income	150,724	0	(121,750)	28,974
Total other current assets	235,897	0	(121,750)	114,147
Amounts shown above include GST (where applicable)				

KEY INFORMATION

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

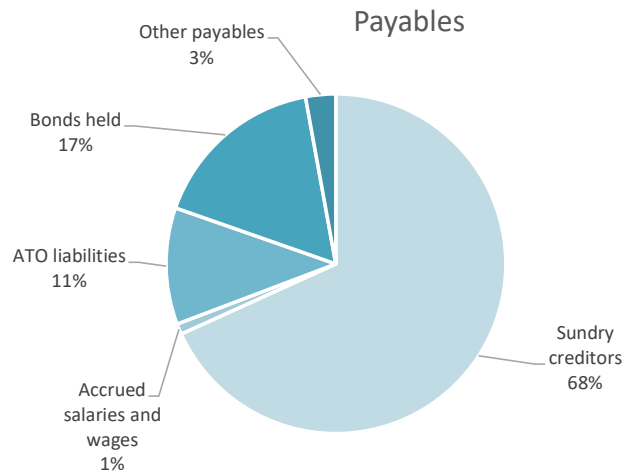
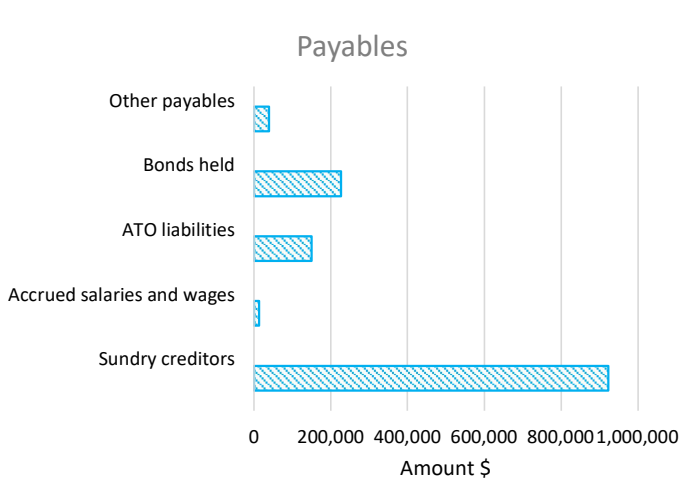
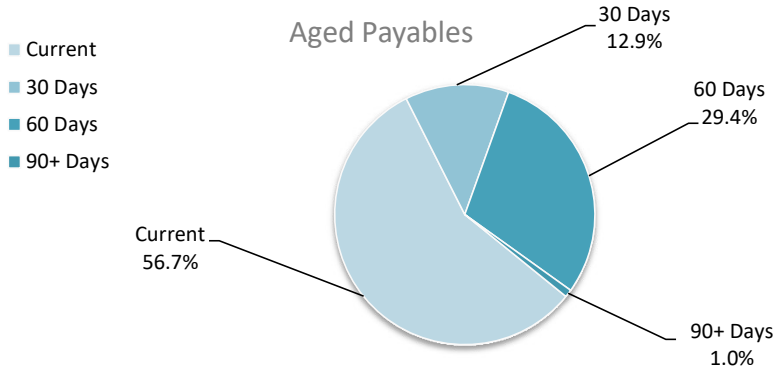
**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	523,488	118,968	271,207	8,870	922,533
Percentage		56.7%	12.9%	29.4%	1%	
Balance per trial balance						
Sundry creditors						922,533
Accrued salaries and wages						13,860
ATO liabilities						150,189
Bonds held						226,969
Other payables						38,947
Total payables general outstanding						1,352,498

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.



Agenda for Ordinary Meeting of the Council to be held on 21 October 2021

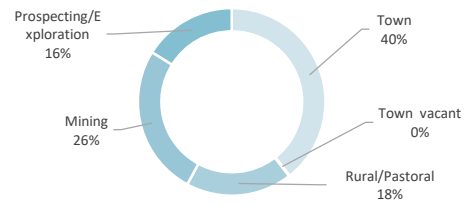
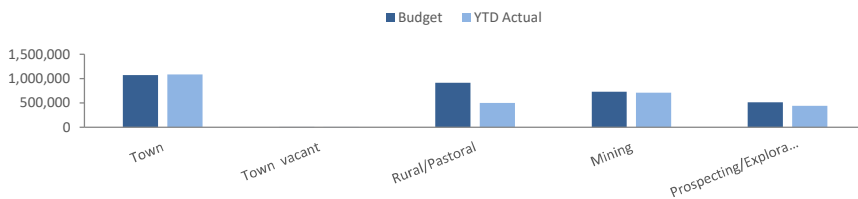
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Town	0.0847	333	12,687,328	1,074,744	0	0	1,074,744	1,081,241	0	482	1,081,723
Town vacant	0.151900	1	21,840	3,317	0	0	3,317	3,318	0	0	3,318
Unimproved value											
Rural/Pastoral	0.0437	27	20,984,462	915,972	0	0	915,972	705,768	0	(202,642)	503,126
Mining	0.364030	33	1,958,155	712,827	15,000	(136)	727,691	712,827	0	0	712,827
Prospecting/Exploration	0.227170	161	2,194,384	498,498	10,000		508,498	441,454	(462)	1,672	442,664
Sub-Total		555	37,846,169	3,205,358	25,000	(136)	3,230,222	2,944,608	(462)	(200,488)	2,743,658
Minimum payment	Minimum \$										
Gross rental value											
Town	834	4	21,840	3,336	0	0	3,336	3,336	0	0	3,336
Town vacant	1,072	18	45,760	19,296	0	0	19,296	17,152	0	0	17,152
Unimproved value											
Rural/Pastoral	871	20	61,600	17,420	0	0	17,420	17,420	0	0	17,420
Mining	833	6	6,800	4,998	0	0	4,998	4,998	0	0	4,998
Prospecting/Exploration	534	66	84,087	35,244	0	0	35,244	34,710	0	0	34,710
Sub-total		114	220,087	80,294	0	0	80,294	77,616	0	0	77,616
Total general rates							3,310,516				2,821,274

KEY INFORMATION

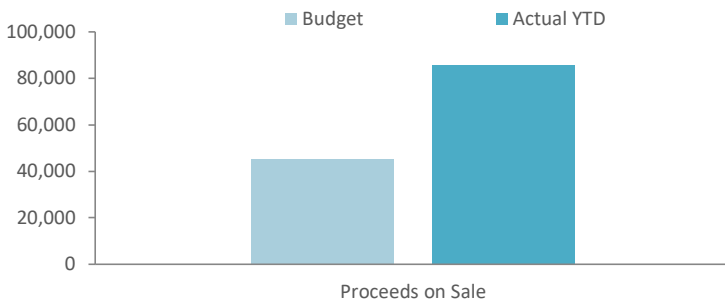
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2021 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
Transport									
	Plant and equipment	114,000	45,000	0	(69,000)	0	0	0	0
	Tennant Sentinel Sweeper P706	0	0	0	0	45,099	1,240	0	(43,859)
	CAT front end loader P302	0	0	0	0	59,099	25,455	0	(33,644)
	CAT Backhoe P301	0	0	0	0	23,149	13,727	0	(9,422)
	Mustang Skidsteer A7040	0	0	0	0	15,678	15,092	0	(586)
	Mobile Fridge/Freezer	0	0	0	0	0	909	909	0
	Accok 8 Wheeler P252	0	0	0	0	40,860	28,909	0	(11,951)
	Tandem Lawn Mower Trailer	0	0	0	0	0	291	291	0
		114,000	45,000	0	(69,000)	183,885	85,623	1,200	(99,462)



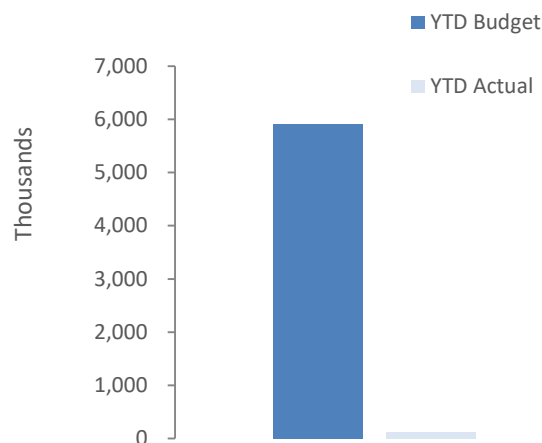
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	1,246,000	311,499	7,200	(304,299)
Furniture & Fittings	8,000	0	0	0
Plant & Equipment	908,000	226,995	34,883	(192,112)
Infrastructure Assets-Roads	3,434,975	858,744	0	(858,744)
Infrastructure Assets-Other	305,705	76,419	79,039	2,620
Payments for Capital Acquisitions	5,902,680	1,473,657	121,122	(1,352,535)
Total Capital Acquisitions	5,902,680	1,473,657	121,122	(1,352,535)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,616,641	904,155	250,797	(653,358)
Other (disposals & C/Fwd)	45,000	0	85,623	85,623
Cash backed reserves				
Leave reserve	3,000	0	0	0
Plant replacement reserve	200,000	0	0	0
Aquatic reserve	311,000	0	0	0
Town planning development reserve	162,853	0	0	0
Contribution - operations	1,564,186	569,502	(215,298)	(784,800)
Capital funding total	5,902,680	1,473,657	121,122	(1,352,535)

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.

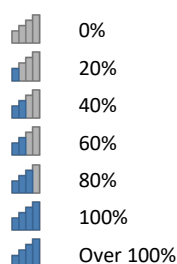


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)**

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further

Account Description		Adopted		Year to Date Actual	Variance (Under)/Over	
		Current Budget	Year to Date Budget			
Capital Expenditure						
Buildings						
	00112801	AQUATIC CONST CONSTN SWIM POOL	1,216,000	303,999	7,200	(296,799)
	00450724	PHONE SYSTEM UPGRADE	30,000	7,500	0	(7,500)
	Buildings Total		1,246,000	311,499	7,200	(304,299)
Furniture & Fittings						
	00112832	GYM - EQUIPMENT	8,000	0	0	0
	Furniture & Fittings Total		8,000	0	0	0
Plant & Equipment						
	00123750	HD PRESSURE WASHER	8,000	1,998	0	(1,998)
	00123758	PLANT (CAPITAL)	270,000	67,500	0	(67,500)
	00123759	SLASHER	15,000	3,750	0	(3,750)
	00123760	BACKHOE	285,000	71,250	0	(71,250)
	00123761	CAMP	0	0	34,883	34,883
	00450727	VEHICLE PURCHASES ADMIN	200,000	49,998	0	(49,998)
	00715702	VEHICLE PURCHASE (HEALTH)	130,000	32,499	0	(32,499)
	Plant & Equipment Total		908,000	226,995	34,883	(192,112)
Infrastructure Assets-Roads						
	00120000	ROADS - CAPITAL WORKS	3,434,975	858,744	0	(858,744)
	Infrastructure Assets-Roads Total		3,434,975	858,744	0	(858,744)
Infrastructure Assets-Other						
	00108701	CEMETERY IMPROVEMENTS	10,000	2,499	0	(2,499)
	00108707	PEGS	20,000	4,998	13,358	8,360
	00114707	CAPITAL - CIVIC HALL BASKETBALL COURTS	0	0	6,697	6,697
	00120501	FOOTPATH CONSTRUCTION	225,705	56,424	0	(56,424)
	00543704	DOG POUND - UPGRADE	50,000	12,498	58,985	46,487
	Infrastructure Assets-Other Total		305,705	76,419	79,039	2,620
	Grand Total		5,902,680	1,473,657	121,122	(1,352,535)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Housing										
Triplex	23	143,234	0	0	21,047	42,798	122,187	100,436	5,928	10,029
Housing Units	25	551,341	0	0	0	54,203	551,341	497,138	2,015	35,778
Transport										
Plant expenditure	26	2,825,230	0	0	396,338	795,073	2,428,892	2,030,157	27,580	31,787
Total		3,519,805	0	0	417,385	892,074	3,102,420	2,627,731	35,523	77,594
Current borrowings		892,074					474,689			
Non-current borrowings		2,627,731					2,627,731			
		3,519,805					3,102,420			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

OPERATING ACTIVITIES

NOTE 10

CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave reserve	541,972	0	0	0	0	(3,000)	0	538,972	541,972
Computer reserve	231,199	0	0	0	0	0	0	231,199	231,199
Office redevelopment reserve	924,553	0	0	0	0	0	0	924,553	924,553
Refuse site reserve	62,867	0	0	0	0	0	0	62,867	62,867
Airport works reserve	503,426	0	0	0	0	0	0	503,426	503,426
Plant replacement reserve	414,057	0	0	1,700,617	0	(200,000)	0	1,914,674	414,057
Staff housing reserve	664,020	0	0	0	60,000	0	0	664,020	724,020
Re-broadcasting reserve	65,977	0	0	0	0	0	0	65,977	65,977
Aquatic reserve	404,434	0	0	0	0	(311,000)	0	93,434	404,434
Energy developments reserve	103,646	0	0	0	0	0	0	103,646	103,646
Mosquito chemicals reserve	2,000	0	0	0	0	0	0	2,000	2,000
Town planning development reserve	783,000	0	0	0	0	(162,853)	0	620,147	783,000
	4,701,151	0	0	1,700,617	60,000	(676,853)	0	5,724,915	4,761,151

	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	1 July 2021				30 September 2021
	\$		\$	\$	\$
Other liabilities					
- Contract liabilities	860,348	0	0	0	860,348
- Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	26,147	0	0	0	26,147
Total other liabilities	886,495	0	0	0	886,495
Provisions					
Provision for annual leave	297,842	0	25,164	0	323,006
Provision for long service leave	139,222	0	0	0	139,222
Time in lieu	32,874	0	0	(3,628)	29,246
Total Provisions	469,938	0	25,164	(3,628)	491,474
Total other current liabilities	1,356,433	0	25,164	(3,628)	1,377,969

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

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 remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract 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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021

NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue
	1 July 2021		(As revenue)	30 Sep 2021	30 Sep 2021			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
GRANT - FAGS UNTIED WALGGC	0	0	0	0	0	3,400,000	850,000	427,699
GRANT - FAGS (ROADS FORMULA) OPERATING	0	0	0	0	0	714,000	178,500	89,780
Health								
GRANT - ABORIGINAL HEALTH	0	0	0	0	0	283,600	70,899	86,115
DEPT HEALTH - MOSQUITO CONTROL CHEMICALS	0	0	0	0	0	3,786	945	7,758
DEPT HEALTH - TRAINING PROGRAM	56,400	0	0	56,400	56,400	0	0	0
Education and welfare								
GRANT INCOME OD HALLS CREEK A	0	0	0	0	0	375,000	93,750	0
GRANT - DPMC OLABUD DOOGETHU	0	0	0	0	0	825,000	206,250	0
GRANT - DEPARTMENT CPFS OLABUD DOOGETHU	0	0	0	0	0	144,000	36,000	75,418
GRANT - LOTTERYWEST FOR NIGHT PATROL	0	0	0	0	0	154,000	38,499	0
GRANT OXFAM OD FRAMEWORK	0	0	0	0	0	20,000	4,998	(20,000)
GRANT DEPT OF JUSTICE REINVESTMENT	0	0	0	0	0	316,000	78,999	0
EKJP HOST AGREEMENT FUNDING	0	0	0	0	0	381,250	95,310	0
GRANT - NAVIGATOR PROGRAM	704,493	0	0	704,493	704,493	1,154,493	288,621	0
LOTTERYWEST - YOUTH SERVICES 20/21	381,250	0	0	381,250	381,250	0	0	0
Recreation and culture								
GRANT - BASKETBALL COURTS CIVIC HALL UPGRADE	26,147	0	0	26,147	26,147	0	0	0
Transport								
GRANT - R2R GENERAL	0	0	0	0	0	500,000	124,998	388,999
GRANT - DIRECT (MAINT-RDS, STS, BRDIGES ETC)	0	0	0	0	0	197,925	49,479	0
DR FAWA - FLOOD DAMAGE (INCOME)	0	0	0	0	0	4,900,000	1,224,999	1,188,555
SUBSIDY - STREET LIGHTING	0	0	0	0	0	5,000	1,248	0
Economic services								
REIMBURSEMENT & CONTRIBUTIONS - TRAINEESHIPS	0	0	0	0	0	6,000	1,500	10,000
	1,168,290	0	0	1,168,290	1,168,290	13,380,054	3,344,995	2,254,324
Operating contributions								
General purpose funding								
FESA ESL ADMIN & CONTRIBUTIONS	0	0	0	0	0	4,000	999	0
Education and welfare								
PROJECT INCOME RINGER SOAK COURTS	0	0	0	0	0	0	0	45,000
Recreation and culture								
DOT LICENSING - COMMISSION	0	0	0	0	0	30,000	7,500	3,017
CONTRIBUTIONS - DOT (DPI) LICENSING WAGES	0	0	0	0	0	25,000	6,249	8,806
Economic services								
COMMISSIONS TRAVEL & TOURISM CENTRE	0	0	0	0	0	20,000	4,998	7,802
COMMISSION INCOME - POST OFFICE	0	0	0	0	0	120,000	30,000	21,308
AUST POST FEES INCOME	0	0	0	0	0	140,000	34,998	8,237
	0	0	0	0	0	339,000	84,744	94,170
TOTALS	1,168,290	0	0	1,168,290	1,168,290	13,719,054	3,429,739	2,348,494

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD
	1 July 2021		(As revenue)	30 Sep 2021	30 Sep 2021	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Recreation and culture								
GRANT - SPLASHPARK	0	0	0	0	0	905,000	226,248	0
Transport								
GRANT - FAGS SPECIAL ACCESS ROADS NON-OPERATING	0	0	0	0	0	380,000	94,998	47,886
GRANT - MRWA SPECIAL ACCESS ROADS NON-OPERATING	0	0	0	0	0	133,333	33,333	0
GRANT - MRWA RRG/RPG NON-OPERATING	0	0	0	0	0	673,333	168,333	202,911
GRANT - LOCAL ROADS COMMUNITY INFRASTRUCTURE	0	0	0	0	0	1,524,975	381,243	0
	0	0	0	0	0	3,616,641	904,155	250,797

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**NOTE 14
TRUST FUND**

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 30 Sep 2021
	\$	\$	\$	\$
Staff Housing bonds	2,296	0	(2,296)	0
BCITF	31,301	0	(31,301)	0
Tourist operators	(2,073)	2,073	0	0
Nomination Fees	80	0	(80)	0
Yariyili Artists	48	0	(48)	0
	31,652	2,073	(33,725)	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**NOTE 15
EXPLANATION OF MATERIAL 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 Actual materially.

The material variance adopted by Council for the 2021-22 year is \$50,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
General purpose funding - rates	(470,629)	(14.30%) ▼				Rates raised less than model
General purpose funding - other	(521,451)	(49.79%) ▼			Federal monthly budget split	
Education and welfare	(742,882)	(88.09%) ▼			Timing of grant recoups	
Community amenities	(66,799)	(17.87%) ▼			Timing of non-domestic refuse charges	
Recreation and culture	81,352	208.08% ▲		CRC rental charges more than budgeted		
Transport	185,038	13.17% ▲		Timing of R2R Grant		
Expenditure from operating activities						
Governance	101,119	43.13% ▲	Admin allocations are less than budgeted			
Education and welfare	145,306	19.41% ▲	Costs are generally less than expected year to date budget			
Recreation and culture	84,621	15.47% ▲	Costs are generally less than expected year to date budget			
Transport	(967,005)	(37.00%) ▼			Flood damage costs higher than expected compared to year to date budget	
Economic services	83,763	24.89% ▲	Costs are generally less than expected year to date budget			
Other property and services	114,547	31.47% ▲	Timing of overhead costs and allocation drivers			
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(653,358)	(72.26%) ▼			Timing of grant recoups	
Proceeds from disposal of assets	85,623	0.00% ▲			Timing of disposal of assets	
Payments for property, plant and equipment and infrastructure	1,352,535	91.78% ▲			Timing of purchases of assets	
Financing activities						
Transfer from reserves	(676,853)	(100.00%) ▼			Timing of reserve transfers	
Transfer to reserves	(60,000)	0.00% ▼			Timing of reserve transfers	

9.4.5 Budget Amendment – Rates Revenue

ITEM NUMBER:	9.4.5
REPORTING OFFICER:	Lloyd Barton, Director Corporate Services
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 An amendment to the 2021-22 Budget due to a decrease in rural rates levied.

2.0 Background

- 2.1 On August 19, 2021 Council adopted its 2021-22 Budget. This included a total rates revenue of \$3,310,516 (includes \$25k Interim rates). This revenue was derived by multiplying the rate-in-the dollar (differential) for each rating category by the land valuation for the respective category. The land valuation is set by the Valuer General.
- 2.2 Actual rates revenue is fixed at the time of issuing the rates notices, following the adoption of the budget. There is usually some variation between the rate revenue forecast and adopted in the budget compared to the actual rates collected, as the valuation of land can vary until the rates notices are issued. Changes include the development of land, the issue or cancelation of tenements and the Valuer General's decisions on objections (lease and land holders can seek a review of the Valuer General's decision on valuations).
- 2.3 With the issuing of the rates notices on the 31 August 2021 the actual yield of rates has been confirmed as \$2,821,274 (refer September Statement). This is \$489,242 less than what was adopted in the budget. The reasons for the lower yield are:
- The number and degree of the Valuer General's decision on objections in relation to rural/ pastoral lease values (through interim schedules) which significantly reduced the valuation of such leases by \$4.8 million over the course of the budget process; and
 - The need to include in the calculation rate credits totalling \$196,258 in the 2021-22 rates notices as a result of the Valuer General's decision to back date valuation objections to the beginning of the 2020-21 financial year. The Shire was not in a position to amend the previously used rate in the dollar because we had committed to zero increases following COVID.
- 2.4 A budget amendment is required to address the shortfall in actual rates levied. The net effect will be offset against the Budget planned transfer of funds to the plant reserve in the year. The transfer will be amended from \$1,700,617 to \$1,211,375. (Appendix 9.4.5A).

3.0 Comments

- 3.1 The significant increase in Rural/Pastoral lease valuations in 2020 and consequent progressive release of objection decisions by the Valuer General (from May to August 2021) at the same time as the Shire was preparing its budget for the 2021/22 financial year has made rate forecasting challenging. The variation in valuations has been a lot more extreme than in a normal year. In light of the low actual rates yield compared to the budget, staff undertook a review of the rates modelling used. A summary of the models at various milestones in the budget process are set out below:

Budget Milestone	Rates Differential Rural Pastoral Properties	Valuation of Rural / Pastoral	Forecast rates revenue Rural/ Pastoral (excluding minimum payments)	Total forecast rates revenue
May Council Meeting – Proposed Rates Differentials	0.03565	\$16,231,097 ⁽¹⁾	\$578,639	\$2,923,910
22 July Council Meeting – Objections to Proposed Rates Differentials	0.03565	\$20,984,462	\$748,096	\$3,117,778
19 August Council Meeting – Adoption of budget	0.04365	\$20,984,462	\$915,972	\$3,310,516
24 August Rates Notice Verification	0.04365	\$16,168,804	\$705,768	\$3,022,224 (but reduced by \$196,258 credit resulting in a rates take of \$2,825,966)

⁽¹⁾ estimated based on verbal advice from the Valuer General

- 3.2 The key factor was the higher Pastoral/Rural valuations from interim schedules used to model the rates for reports to Council on the 22 July (to consider objections) and 19 August 2021 (to adopt the budget), compared to the final valuations when issuing the rates notices.
- 3.3 In 2020/21, \$396,615 was derived in rates from the rural/pastoral sector.

A key (2 year) objective of Council for 2021-22 was to re-balance the rates contributions from the various sectors (Mining, Exploration and Prospecting, Town & Rural Pastoral) to approximately 1/3, 1/3, 1/3. September's Financial Statement graphs the current rate yield at 42% mining, 40% town and 18% rural. With the Shire aim of again increasing rural rates in 2023 by another

25%, and a re-valuation of GRV rates in 2023, we push rating closer to the 33% contribution aim for each sector.

4.0 Statutory Environment

4.1 Local Government Act 1995

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

5.0 Strategic Implications

5.1 Objective:

4. Civic: Working together to strengthen leadership and effective governance.

5.2 Outcome:

Civic - 4.10 Improved business planning and performance

5.3 Strategy:

Civic - 4.1.5 Provide effective administration of Council and Council committees

6.0 Policy Implications

6.1 Nil.

7.0 Financial Implications

7.1 The rates modelling used in the Budget creation was always likely to be incorrect based on the speed to which the VG Office was approving appeals and reviewing claims on the 2021 rural valuations. In anticipation of changes to rate collections, in adopting the 2022 Budget, more than the normal level of transfers to reserves were included in anticipation. Drawing now to make the corrections has little impact on actual.

8.0 Sustainability Implications

8.1 Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

8.2 Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

8.3 Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact Reduction in rates income and expenditure in relation to the transfer of funds to the plant reserve.		
	Minor	Medium	High
Low (unlikely)	(1)	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	Low - following Budget amendment
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	Make Budget amendment to rate collections once rates levied.

9.0 Officers Recommendations

That:

Council approves a 2021/22 Budget amendment by reducing GL310001 rates levied amount by \$489,242 to \$2,821,274. This be offset by a reduction in the transfer to Plant Reserve by \$489,242.

VOTING REQUIREMENT: Absolute Majority

Appendix:

9.4.5A - Statement of Rating Information – Financial year ending 30 June 2022

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STATEMENT OF RATING INFORMATION
For The Financial Year Ending 30 JUN 2022

PARTICULARS	RATEABLE VALUE \$,000	RATE IN \$ (C.)	YIELD \$	MINIMUMS NO.	YIELD \$	TOTAL \$
General Rate GRV						
RESIDENTIAL	12764	8.4710	1081241	4	3336	1084577
Back Rates	22		3318	16	17152	20470
	-----		482	--	482	-----
Total GRV	12786		1084558	20	20488	1105529
	-----		-----	--	-----	-----
General Rate UV						
RURAL /PASTORAL RATES	16169	4.3650	705768	20	17420	723188
MINING	1958	36.4030	712827	6	4998	717825
PROSPECTING & EXPLORATIO	1943	22.7170	441454	65	34710	476164
Interim Rates			-462		-462	
Back Rates			-196258		-196258	
	-----		-----	--	-----	-----
Total UV	20070		1859588	91	57128	1720458
	-----		-----	--	-----	-----
Total Rates Levied						2825987
	-----		-----	--	-----	-----

9.5 COMMITTEE MEETINGS

9.5.1 Minutes – Cemetery Advisory Committee – 9 September 2021

ITEM NUMBER:	9.5.1
REPORTING OFFICER:	Dianne Rowbottom, Executive Assistant
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	21 October 2021
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 A Cemetery Advisory Committee meeting was held on 9 September 2021, and therefore Council are required to receive and note the Minutes of this Committee meeting.

2.0 Background

2.1 Nil.

3.0 Comments

3.1 The Minutes of the Cemetery Advisory Committee Meeting are now presented (Appendix 9.5.1A) to Council for information.

4.0 Statutory Environment

2.1 *Local Government Act 1995*

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

5.0 Strategic Implications

5.1 Objective:

4. Civic: Working together to strengthen leadership and effective governance.

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire.

6.0 Policy Implications

6.1 Nil.

7.0 Financial Implications

7.1 There are no financial implication in respect to this report.

8.0 Sustainability Implications

8.1 Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

8.2 Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

8.3 Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact - In receipt of the Minutes - low to medium risk		
	Minor	Medium	High
Low (unlikely)	1	(2)	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	Minutes are presented to Council on regular basis.

9.0 Officers Recommendation

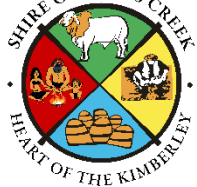
That:

The Minutes of the meeting of the Cemetery Advisory Committee held on 9 September 2021 (Appendix 9.5.1A) be received.

VOTING REQUIREMENTS: Simple Majority

Appendix:

9.5.1A - Minutes - Cemetery Advisory Committee – 9 September 2021



CEMETERY ADVISORY COMMITTEE MEETING

9 SEPTEMBER 2021

MINUTES

The meeting was opened at 2.04pm by Cr Rosemary Stretch.

1. RECORD OF ATTENDANCE/ APOLOGIES

1.1 Attendance:

Committee Members

Cr Rosemary Stretch (Chair)
Cr Bonnie Edwards
Jeanette Swan
Musa Mono (DHRS)

Officers

Dean Graham (Senior EHO)
Dianne Rowbottom (EA)

1.2 Apologies:

Lyn (Jim) Craig
Absent: Sandra Butters

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RESOLUTION: CAC 2021/003

Moved: Musa Mono

Seconded: Jeannette Swan

That the minutes of the meeting of the Cemetery Advisory Committee held on 2 June 2021 be confirmed as a true and correct record of the meeting.

CARRIED: 4/4

RESOLUTION: CAC 2021/004

Moved: Jeannette Swan

Seconded: Musa Mono

That the minutes of the meeting of the Cemetery Advisory Committee held on 3 March 2021 be confirmed as a true and correct record of the meeting.

CARRIED: 4/4

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

4. GENERAL BUSINESS

4.1 Cemetery Maintenance

Musa advised the Committee that the cemetery maintenance budget for 2021/22 has reduced to \$23,500 from \$25,000. This maintenance budget is allocated for the new Halls Creek cemetery, old Halls Creek cemetery and the Red Hill cemetery.

The Shire will re-advertise for the cemetery maintenance contractor. There are other contractors interested in town.

4.2 Capex Projects 2021/22

Grave marking peg project – Musa advised the Committee that \$20,000 was budgeted to this project. The grave markings have now been completed with \$7,000 left over. This may assist to boost the cemetery maintenance budget.

Drinking water at the gazebo's – Budget for the drinking fountain is \$10,000. The Shire will advertise for a contractor throughout the Kimberley to complete the works. A quote was obtained to get an idea of the potential costs of the works to be included into the budget. Advertisement will be completed and an updated will be reported at the next Committee meeting.

During the installation of grave marking pegs, it was found that 10 numbers were missing. Jeannette asked Dean if the 10 plot numbers had been ordered?

Action: Jeannette will email Dean the plot numbers to be ordered.

4.3 Memorial Wall

Musa advised that the project has been completed. Currently there are metal sheets over the niche wall, this is not the covers that will be used. The plaques that will be used are at the Shire office. If people want to use the niche, the plaques will be issued to the family to get engraved before installation. Waterproof glue will also be given to the family.

4.4 Pet Cemetery – Gate Signage

Dean has contacted the art gallery to produce the gate sign. The art gallery director was going to send Dean a picture of the car bonnet artwork once completed, not yet received. Once the sign is installed, we need to advertise to the community that the cemetery is now available to be used.

Action: Dean to follow up sign artwork.

4.5 Burial Plot – Preparation Costs

Dean informed the Committee that the contractor Spinifex has increased burial plot graves from \$850 to \$1100. Dean recommends that the Committee agrees to re-advertise the contract to pursue and obtain cheaper quotes from other contractors. The Committee agreed to re-advertise.

Musa noted that he discussed the option of the Shire purchasing a digger with the CEO. Potentially a good option, however with Shire staff turnover, it will be difficult to train staff as they will need the appropriate tickets.

5. CORRESPONDENCE

Nil.

6. OTHER ITEMS

Jeannette queried the decision to top up old graves with soil. In March 2020, the Committee agreed to do this however it was not completed. Is there a budget to do this work?

Musa noted that plots are owned by the families who purchase the plots. Flat graves are easier to maintain.

Dean noted that approx. 400 graves do not have headstones.

Cr Bonnie Edwards noted that at the last CAC meeting it was discussed that the Shire would ask community members on NAIDOC week about where their families are buried. This should still happen to avoid peoples' graves being dug up.

Cr Bonnie Edwards mentioned that people are putting items on gravestones as they can not afford a headstone. This is making the cemetery look unpleasant. Can we encourage people to save money to purchase real headstones for their families?

Musa noted that this was done a few years ago, affordable headstone demonstrations were discussed. It was encouraged with families.

Cr Bonnie Edwards suggest that footpaths be established in between each grave because people keep walking over grave sites. Suggest walking paths like the Shire of Wyndham.

Musa and Dean to go to Wyndham.

Jeannette requested for confirmation regarding topping up of old flat graves. The Committee did agree to this in March 2020. Can we go back to Council to get the money to complete this project?

Dean advised that we need to advertise for an expression of interest to assess the cost involved to complete the works/project. Will need to be incorporated into 22/23 budget.

Action: Advertised expression of interest to obtain cost estimates to be incorporated into 22/23 Budget. Update to be presented at the next CAC meeting.

Jeannette queried if the boob tree on one of the graves at the cemetery is still there? It should be removed before it gets bigger.

Action: Dean to check and organise for the town crew to remove the boob tree.

Jeannette noted the excess of dirt around graves at the new cemetery and the recent burial at the old cemetery. Thought we were not longer having burials at the old cemetery?

Musa advised that only the lower half of the old cemetery is closed, except where grave sites have been reserved. The top half of the cemetery, past the Gazebo is still in use and still has available space. Excess dirt can be included in the scope of works for the maintenance advertisement.

Jeannette suggested that it could be the undertaker that reminds the families to put the dirt back into the grave before they leave. Can it be tidied up before the wet season?

Jeannette asked if the shade cloth was installed at the gazebos?

Dean advised it is 50% complete. The town crew is short staffed at the moment, will be completed once the town crew establishment is full.

7. NEXT MEETING

Scheduled for 1 December 2021.

9. CLOSURE OF MEETING

The Chairperson closed the meeting at 3.05pm.

10. CERTIFICATION

I, _____, hereby certify that the Minutes of the Cemetery Advisory Committee held on 9 September 2021 are confirmed as a true and accurate record.

SIGNED: _____ DATED: __/__/__

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

11. NEW DECISIONS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil.

12. MATTERS BEHIND CLOSED DOORS

Nil.

13. CLOSURE OF MEETING