

AGENDA

ORDINARY COUNCIL MEETING

An Ordinary Meeting of the Shire of Halls Creek will be held at **4.30pm on Thursday 25 July 2019** in the Council Chambers, 7 Thomas Street, Halls Creek.

Noel Mason
Chief Executive Officer

Date

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

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Notes for Members of the Public

PUBLIC QUESTION TIME

The Shire of Halls Creek welcomes you in attending any Shire meeting.

The Shire sets aside a period of 'Public Question Time' to enable a member of the public to put questions. 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.

2018 COUNCIL MEETING DATES

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

January Council in Recess

Thursday 21 February 2019 4.00pm	Council Chambers, Halls Creek
Thursday 21 March 2019 4.00pm	Council Chambers, Halls Creek
Thursday 18 April 2019 11.00am	Warmun Community
Thursday 16 May 2019 4.30pm	Council Chambers, Halls Creek
Thursday 20 June 2019 4.30pm	Council Chambers, Halls Creek
Thursday 25 July 2019 4.30pm	Council Chambers, Halls Creek
Thursday 15 August 2019 4.30pm	Council Chambers, Halls Creek
Thursday 19 September 2019 4.30pm	Balgo Community
Thursday 24 October 2019 4.30pm	Council Chambers, Halls Creek
Thursday 21 November 2019 4.30pm	Council Chambers, Halls Creek Thursday
12 December 2019 4.30pm	Council Chambers, Halls Creek

Council's Audit Committee meets when required. Details of these meetings are advised as appropriate.

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 25 July 2019**

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To be held at the conclusion of the Concept Forum commencing at 3.00pm. The Agenda Forum provides an opportunity for Elected Members to ask questions and seek additional information to that provided within the Council reports listed on the agenda.

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**CONFIDENTIAL ATTACHMENTS
DISTRIBUTED SEPARATELY**

9.4.2B	Confidential Schedule of sundry creditor accounts paid by authority detailed	Provided to Councillors on request as a confidential attachment
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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.

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

2.1 Attendance

Shire President
Deputy President
Councillors

Cr Malcolm Edwards
Cr Chris Loessl
Cr Trevor Bedford
Cr Virginia O'Neil
Cr Rosemary Stretch
Cr Bonnie Edwards
Cr Brett Perkins

Chief Executive Officer
Director Corporate Services
Director Health & Regulatory Services
Director Infrastructure Assets
Director Youth & Community Development
Director Executive Services
Manager of Finance
Economic Development Manager

Noel Mason
Lloyd Barton
Musa Mono
Phil Burgess
Margaret Glass
Kellie Gill
Kim Chua
Matthew Hobson

2.2 Leave of Absence (previously approved)

Nil at the time of preparing the agenda.

2.3 Apologies

Nil at the time of preparing the agenda.

2.4 Late Arrivals

2.5 Declaration of Interests

Councillor/Staff Member	Item No.	Interest	Comments
Nil at the time of preparing the agenda.			

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 writing this agenda.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil at the time of preparing the agenda.

6. PETITIONS / DEPUTATIONS / PRESENTATIONS

Horizon Power will make a presentation to the Council regarding the Warmun Centralised Solar Power Project which will see Horizon Power installing a solar farm in Warmun.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Officer's Recommendation

That Council confirms the minutes of the Ordinary Council Meeting held 20 June 2019 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.hallscreek.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. REPORTS OF OFFICERS AND COMMITTEES

9.1. CHIEF EXECUTIVE OFFICER

9.1.1 Delegations to the Chief Executive Officer

ITEM NUMBER:	9.1.1
REPORTING OFFICER:	Noel Mason, Chief Executive Officer
SENIOR OFFICER	NA
MEETING DATE:	25 July 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 To reaffirm the delegations to the Chief Executive Officer.

2.0 Background

2.1 The Council last reviewed the Shire's Delegations to the CEO at the Ordinary Meeting on 16 November 2017 and then reaffirmed the Delegations to the new CEO at the meeting held 13 December 2018.

2.2 Since the formal review, the Shire of Halls Creek Policy Manual (June 2019) and the Administrative Procedures and Procedures Manual (this meeting - July 2019) have been adopted, therefore a complete re-write of the Delegation Register was required. This work has now been completed for Council adoption.

2.4 A copy of the new Delegations to the CEO is appended along with the break-up of delegations to officers for reference.

3.0 Comments

3.1 The recent Moore Stephens Report following the CCC Investigations raised some comments in respect to the delegations contained in the Delegations Register. As a consequence, the Delegations Register required a major review to ensure the delegations were legal and still relevant.

3.2 This work has now been completed and is presented in the WALGA endorsed template for ease of understanding and presentation.

3.3 All old delegations were assessed for relevance; all new Policy delegations were included along with previous Council resolutions that resulted in a delegation being created. The compilation of all this material results in the Delegation Register now presented.

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 Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO ²⁹

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

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

6.0 Policy Implications

6.1 There are no policy implications to the Shire in respect to the recommendation of this report.

7.0 Financial Implications

7.1 There are no financial implications to the Shire in respect to the recommendation of 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

The adoption of the recommendation of this report will result in a low risk to the Shire as the delegations to the CEO will be appropriately authorised.

Officer's Recommendations

That:

- 1. Pursuant to *Section 5.42 of the Local Government Act 1995*, Council adopts the delegations of authority to the Chief Executive Officer and accepts the exercise of the powers and the discharge of the duties as detailed in the Delegations Register (as appended 9.1.1A).**
- 2. The delegation of authority to the Chief Executive Officer in point 1 above is subject to the conditions imposed by *Section 5.43 of the Local Government Act 1995* and the conditions contained in part 2 of the Delegations Register.**
- 3. The Chief Executive Officer issue sub delegation notifications to staff in accordance with the requirements of the *Local Government Act 1995*.**

VOTING REQUIREMENT: Absolute Majority

Appendix:

1. Appendix 9.1.1A - Shire of Halls Creek Delegations Register to the Chief Executive Officer as at 25 July 2019

Delegation Register

Shire of Halls Creek



APPENDIX 9.1.1A



Shire of Halls Creek

DELEGATIONS REGISTER

1 July 2019

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INTRODUCTION

Purpose of Delegating Authority

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire of Halls Creek commitment to a strong customer service focus.

The Delegated Authority Register details the head of power for each delegation, including legislation and Council policies, to enable easier cross-referencing. The Register will be reviewed on an annual basis in accordance with the requirements of s. 5.46 of the *Local Government Act 1995*, with the coordination of the review to be performed by the Chief Executive Officer.

Legislation

The *Local Government Act 1995* allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the *Local Government Act 1995*, except for those listed in s. 5.43.

All delegations made by the Council must be by Absolute Majority [s. 5.42(1)].

Apart from the *Local Government Act 1995*, its regulations and the Shire of Halls Creek's local laws created under the Act, a number of other pieces of legislation also provide for the delegation of authority by the Council including (but not limited to):

- *Building Act 2011*
- *Bush Fires Act 1954*;
- *Caravan Parks and Camping Grounds Act 1995*;
- *Control of Vehicles (Off-road Areas) Act 1978*;
- *Dog Act 1976*;
- *Environmental Protection Act 2005*;
- *Food Act 2008*;
- *Freedom of Information Act 1992*;
- *Health Act 1991*;
- *Land Administration Act 1997*;
- *Litter Act 1979*;
- *Local Government (Miscellaneous Provisions) Act 1960*;
- *Planning and Development Act 2005*; and
- *Strata Titles Act 1985*.

Note – Reference to an Act also includes any associated regulations and/or Shire of Halls Creek local laws that may be established under that Act.

Delegation by the Chief Executive Officer

Many of the pieces of legislation (including the *Local Government Act 1995*) which provide for delegation of authority by Council to the Chief Executive Officer also allow the

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Chief Executive Officer to further delegate a particular power or powers to another employee. Usually this delegation must be made in writing, and must include any conditions or limitations placed by Council on the original delegation. The Chief Executive Officer may also place additional conditions or limitations on the delegation as he or she considers necessary.

The Chief Executive Officer may also delegate the exercise of any power or the discharge of any duty granted under the *Local Government Act 1995* by right of his or her position as Chief Executive Officer, other than the power of delegation itself [s.5.44].

Under s. 5.46(1) and s. 5.46(2) of the *Local Government Act 1995*, a Register of Delegations relevant to the Chief Executive Officer and other Shire employees is to be kept and reviewed at least once in every financial year. Officers are also required to keep certain records whenever they exercise a power or duty which has been delegated to them [s. 5.46(3)].

This record must contain the following information [Reg. 19 – *Local Government (Administration) Regulations 1996*]:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or discharge of the duty.

Officers with delegated powers are responsible for ensuring that the requirements of Reg. 19 are complied with.

A person to whom a power is delegated is considered to be a 'designated employee' under s. 5.74(b) of the *Local Government Act 1995* and is required to complete a Primary Return when commencing in the position and an Annual Return for each financial year thereafter.

Acting Through Another Person

Local Government Act 1995 – Section 5.45 (2)

Nothing in this Division (Division 4 – Local Government Employees) is to be read as preventing –

(a) a local government from performing any of its functions by acting through a person other than the CEO; or

(b) a CEO from performing any of his or her functions by acting through another person.

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The key difference between a delegation and "acting through" is that a delegate exercises the delegated decision-making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

This difference is reinforced by s. 56 of the *Interpretation Act 1984*, which states:

56. "May" imports a discretion, "shall" is imperative

- (1) *Where in a written law the word "may" is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.*
- (2) *Where in a written law the word "shall" is used in conferring a function, such work shall be interpreted to mean that the function so conferred must be performed.*

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1. ADMINISTRATION

1.1 PREPARATION AND EXECUTION OF DOCUMENTS

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42, 5.44, 9.49 and 9.49A, 9.54</i>
Power exercised or duty delegated	<i>Local Government (Administration) Regulations 1996 – Reg. 32</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
Compliance Links	
Policy Reference	A5 Common seal – Affixing of

Delegation:

To the Chief Executive Officer to prepare and execute documents in the exercise of other delegated authorities, or to give effect to a resolution of the Council.

The preparation of documents and affixing of the Shire Common Seal when required.

Conditions and exceptions:

Minimum reporting requirements: The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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1.2 OBTAINING LEGAL ADVICE

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government (Administration) Regulations 1996 – Reg. 32 Local Government Act 1995 – s. 3.18</i>
Delegation to	CEO
CEO Subdelegation	CEO has power to delegate all or any part of this delegation, other than the power of delegation itself.
Compliance Links	Appointment of Shire Solicitors via WALGA Procurement Panel
Policy Reference	A8 Legal Advice, Representations & Cost Reimbursement A11 Procurement of Goods and Services Policy A6 Complaint Handling

Delegation:

To the Chief Executive Officer to obtain from an appropriate solicitor or Law Firm such legal advice and opinion as is deemed necessary in the exercise of the management of the local government.

To obtain legal advice in respect to determine a complaint and to manage the Shire response.

To obtain legal advice to the value of \$5000 in connection to the support of claims for financial or other assistance from members and staff.

Conditions and exceptions:

Procurement arrangements may have already appointed a Solicitor under contract. Any decision to use alternate solicitors would require reference to Council.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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1.3 APPROVAL OF MINOR VARIATIONS TO CONTRACTS ENTERED INTO BY COUNCIL

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s.3.18 and 9.49B Local Government (Functions and General) Regulations 1996 – Reg. 20</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	A11 – Procurement of Goods and Services

Delegation:

To the Chief Executive Officer to approve minor variations to contracts entered into by Council where the contract allows minor variation to occur.

Conditions and exceptions:

All authorities in respect of purchasing, acquisition of properties, entering contracts, appointment of staff, engagement of consultants etc. are subject to adequate financial provision being available within the Council Budget.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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1.4 POWERS OF ENTRY UPON LAND

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s. 3.28 to s. 3.36</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Health & Regulatory Services Manager Senior Environmental Health Officer Senior Ranger Ranger
Compliance Links	<i>Local Government Act 1995 Part 3 Division 3 Subdivision 3, and specifically s. 3.31 General procedure for entering property</i>
Policy Reference	Numerous Policies apply

Delegation:

To the Chief Executive Officer to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.

Conditions and exceptions:

Notice of entry conditions may apply, 24 hours - Section 3.32 Local Government Act 1995

Emergency entry requirements – Section 3.34 Local Government Act 1995

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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1.5 NATIVE TITLE CLAIMS – PARTY TO CLAIMS

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s. 3.18</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	A10 Native Title

Delegation:

To the Chief Executive Officer to register an interest in any Native Title Claim affecting the Shire so that the Shire may become a party to the Native Title Application.

To the Chief Executive Officer to attend Native Title Claim mediations, to which the Shire is a party, convened by the Federal Court to represent the Shire’s interests and to take all action necessary to facilitate agreement of a final Minute of Proposed Consent Determination for each claim.

Conditions and exceptions:Final Proposed Minutes of Consent Determinations will be reported to Council for final agreement and authority to sign on behalf of the Shire.

Statute Reference:

Native Title (State Provisions) Act 1999 (WA)

Native Title Act 1993 (Cwth)

Native Title Amendment Act 2007 (Cwth)

Native Title Amendment (Technical Amendments) Act 2007 (Cwth)

Minimum reporting requirements:

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The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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1.6 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42</i>
Power exercised or duty delegated	<i>Local Government Act 1995 (s.3.18, s.5.36(1)(a))</i>
Delegation to	CEO – To appoint the Director Corporate Services as Acting CEO when time does not permit for the Council to confirm an appointment.
CEO Subdelegation	Nil
Compliance Links	To ensure an officer is acting at all times in the position of CEO.
Policy Reference	HR6 - Acting Chief Executive Officer

Delegation:

To the Chief Executive Officer to appoint the Director Corporate Services (DCS) to act in the capacity of Acting Chief Executive Officer during absences of the Chief Executive Officer.

Conditions and exceptions:

The position of Acting Chief Executive Officer can only be conferred by the Chief Executive Officer to the Director of Corporate Services.

The Chief Executive Officer must report to Council any intended absences and Council will determine the appointment of the Acting Chief Executive Officer. On those occasions when this is not possible, the Chief Executive Officer can exercise this delegation.

In instances where it is necessary for an appointment to be made at short notice, then Councillors are to be advised of that appointment as soon as possible.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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1.7 LODGING OF OBJECTIONS TO THE GRANTING OF MINING TENEMENTS

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s.5.46</i>
Delegation to	CEO
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	

Delegation:

To the Chief Executive Officer to lodge objections to the granting of mining tenements that may affect Council property. The Chief Executive Officer is further delegated authority to negotiate/impose appropriate conditions to be applied to the granting of any mining tenement in order to protect Council's interest in that property. Where the granting of a tenement may/will affect the interest of a third-party, other than the Council/Shire, the Chief Executive Officer is delegated authority to advise the Mines Department and applicant that the Shire approves the application in-principle on the condition that no other objections are received.

Conditions and exceptions:

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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1.8 DETERMINING THE OCCUPANCY AND MAINTENANCE OF STAFF ACCOMMODATION

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s.3.18</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	APOG A15 – Housing – Staff Rentals

Delegation:

To the Chief Executive Officer to determine the occupancy and maintenance of staff accommodation.

Conditions and exceptions:

In determining the occupancy of staff accommodation, any Council dwellings not immediately required for staff accommodation may be rented to other parties, but only on a periodic monthly basis. Any non-staff tenancy or lease exceeding one month will require Council approval.

In determining maintenance requirements for staff accommodation, must be in accordance with Shire Budget.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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1.9 RESPOND TO REQUESTS FOR COMMENT ON PROPOSED RESTRICTED AREA APPLICATIONS

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s.3.18</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Director Health & Regulatory Services
Compliance Links	
Policy Reference	A9 Liquor Control – Restricted Area Reg Applications

Delegation:

To the Chief Executive Officer to provide a response to the Dept. of Racing, Gaming and Liquor for comments on proposed Restricted Area Regulation alcohol applications.

Conditions and exceptions:

Applications must form part of or have been submitted with a Planning Application that has been determined or will be determined by the Council.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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1.10 TERMINATION PAYMENTS – SEVERANCE PAYMENTS

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s.5.50</i>
Delegation to	CEO
Statutory Power to sub-delegate	Nil
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	HR9 Termination payments – Severance Payments

Delegation:

To the Chief Executive Officer, the authority to determine and make a severance payment;

- a) to any employee of the Shire as a result of a termination matter that does not relate to an employee being made redundant (e.g. dismissal).
- b) a severance payment as a result of a redundancy proposal;
- c) a severance payment as the result of a boundary change or amalgamation.

Conditions and exceptions:

All termination payments as a result of a dismissal must only be in accordance with provisions contained in the appropriate employment Award and in all events, cannot exceed 3 months base rate for the individual.

Council determines a decision that involves a severance payment to the Chief Executive Officer and shall not exceed the limits established in LGA s 5.50(1) and S5.50(2).

A severance payment will not be made to an employee who:

- a) Is redeployed within the Shire of Halls Creek;
- b) Is dismissed for misconduct;
- c) Is employed on either a temporary or casual basis;
- d) Is under probation.

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All settlements and terminations shall be by signed agreement.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2. FINANCE

2.1 PROCUREMENT GOODS AND SERVICES

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 s. 6.8</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Nil
Compliance Links	<i>Local Government (Functions and General) Regulations 1996 – Part 4 Division 2</i> <i>Local Government (Functions and General) Regulations 1996 r. 31 Anti-avoidance provision for Act s. 3.58</i>
Policy Reference	A11 Procurement of Goods and Services A12 Regional Price Preference Policy

Delegation:

To the Chief Executive Officer to Purchase supplies, services or assets in accordance with the budget and the Shire’s procurement policy. This includes the calling of RFT and RFQ, acceptance of procurement plans and determination of selection criteria and weightings with the authority to accept tenders up to the value limit of \$150,000.

Conditions and exceptions:

- I. All authorities in respect of purchasing, acquisition of properties, entering contracts, appointment of staff, engagement of consultants etc. are subject to adequate provision being available within the Shire Budget.
- II. The Chief Executive Officer is authorised pursuant to Section 5.43 (b) of the Local Government Act 1995 to accept any tender up to the value of \$150,000.
- III. The Chief Executive Officer shall not purchase any goods or services where the value of the order exceeds \$150,000 or \$250,000 for an Aboriginal Corporation.
- IV. Tenders for amounts exceeding \$150,000 shall be referred to the Council for consideration of the Procurement Plan and determination of the selection criteria.

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Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.2 PROCUREMENT GOODS AND SERVICES – Duncan Gordon Road Project 2019

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s. 5.43(b) 6.12(1)(b) and (c) and s.6.12(3)</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Nil
Compliance Links	<i>Local Government (Functions and General) Regulations 1996 – Part 4 Division 2 Local Government (Functions and General) Regulations 1996 r. 31 Anti-avoidance provision for Act s. 3.58</i>
Policy Reference	A11 Procurement of Goods and Services A12 Regional Price Preference Policy

Delegation:

To the Chief Executive Officer to for the Procurement of Goods and Services for the MRWA/Shire Duncan Gordon Road project in 2019 – 2024. Authorising the Chief Executive Officer to authorise Procurement Plans for the calling of Tenders including details of the selection criteria and weightings and to approve the selection criteria and finalise the Procurement Plan for Tender advertising. To the Chief Executive Officer to accept and award tenders up to the value limit of \$500,000 for the MRWA/Shire Duncan Gordon Road project in 2019 – 2024.

Conditions and exceptions:

Tender Procurement Plans for amounts exceeding \$500,000 shall be referred to the Council for consideration and the determination of the selection criteria and weightings¹

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s. 5.43(b) 6.12(1)(b) and (c) and s.6.12(3)</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	As listed
Compliance Links	<i>Local Government (Functions and General) Regulations 1996 – Part 4 Division 2 Local Government (Functions and General) Regulations 1996 r. 31 Anti-avoidance provision for Act s. 3.58</i>
Policy Reference	A11 Procurement of Goods and Services A12 Regional Price Preference Policy F1 Corporate Credit Cards

Delegation:

To the Chief Executive Officer to authorise staff as listed to expend funds of the Shire to the maximum amount as detailed, either on a Shire of Halls Creek Purchase Order or a Shire of Halls Creek Business Credit Card;

	Purchase Order	Credit Card
Director Corporate Services	\$10,000	\$10,000
Director Infrastructure Assets	\$10,000	\$10,000
Director Executive Services	\$10,000	\$10,000
Director Youth & Community Development	\$10,000	\$10,000
Director Economic Development	\$ 2,000	\$ 2,000
Director Health & Regulatory Services	\$10,000	\$10,000
Tourism Manager	\$10,000	\$10,000
Manager of Finance	\$10,000	Nil
Records Manager	\$ 3,000	Nil
Senior Environmental Health Officer	\$ 5,000	\$ 2,000
Senior Ranger	\$ 3,000	Nil

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Regional Program Manager (Youth)	\$ 2,500	Nil
Post Office Manager	\$ 5,000	Nil
Works Supervisor	\$ 5,000	Nil
Operations Officer	\$ 5,000	Nil
OSH, Training & Administration Officer	\$ 5,000	Nil
Health Promotions Officer	\$ 5,000	Nil
Case Intervention Officer Regional	\$ 4,000	\$ 4,000
CEO Administration IPB Project Officer	\$ 3,000	Nil
Customer Service Officer – Multi Role 1	\$ 3,000	Nil
Case Intervention Officer	\$ 1,000	Nil

Conditions and exceptions:

In accordance with Shire policy, Credit Card acquittal is required within 30 days of purchase.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.4 FEES AND CHARGES - DISCOUNTS

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s. 6.12(1) (b) and (c) and s. 6.12(3)</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Director Corporate Services Manager of Finance Director Youth and Community Development Director Infrastructure Assets
Compliance Links	
Policy Reference	F2 Fees and Charges – Discounts

Delegation:

To the Chief Executive Officer to determine requests and approve discounts in accordance with the Policy (F2) where a request for a reduced fee has been received.

Conditions and exceptions:

Details of discounts issued to be reported to the Manager of Finance for inclusion in the Shire of Halls Creek contributions record.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.5 FINANCIAL INVESTMENTS

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s. 6.12(1) (b) and (c) and s. 6.12(3)</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Director Corporate Services
Compliance Links	<i>Local Government Act 1995 – s. 6.14 (2) (a), Trustees Act 1962 Part III, S 18,19,20 and Local Government (Financial Management) Regulations 1996.</i>
Policy Reference	F3 Financial Investments

Delegation:

To the Chief Executive Officer to determine the investment and renew investments of surplus Shire funds from the Shire’s Municipal and Reserve bank accounts in accordance with Policy F3 Financial Investments.

Conditions and exceptions:

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.6 RATES – PROCEDURE FOR UNPAID RATES

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s. 6.12(1) (b) and (c) and s. 6.12(3)</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	F4 - RATES – PROCEDURE FOR UNPAID RATES

Delegation:

To the Chief Executive Officer to determine the granting of an extension of time to pay rates or the acceptance of a payment plan by any ratepayer.

Conditions and exceptions:

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.7 WRITE OFFS – RATES AND SUNDRY DEBTORS

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s. 6.12(1) (b) and (c) and s. 6.12(3)</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	F5 Write -Off – Rates and Sundry Debtors

Delegation:

To the Chief Executive Officer to undertake legal action to wind-up a rates or sundry debtor enterprises, companies or organisations if the recoverable debt after legal action still remains unpaid.

Conditions and exceptions:

Delegation does not apply to the bankruptcy of an individual.

Exception being those prescribed circumstances by Regulation that do not permit a local government to write off debt.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.8 DISPOSING OF SURPLUS PROPERTY

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s. 3.58 and Regulation</i>
Delegation to	CEO
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	

Delegation:

To the Chief Executive Officer to dispose of surplus property and assets in accordance with the LG Act up to the value limit of \$20,000.

Conditions and exceptions:

Advertising and tender provisions apply.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.9 RATES AND SERVICE CHARGES

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s.6.49 and s. 6.50</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	

Delegation:

To the Chief Executive Officer to determine the date that a rate or service charge becomes due and payable in accordance with Section 6.50 of the Local Government Act 1995, and entering into an agreement in accordance with Section 6.49 of the Local Government Act 1995 for the payment of rates and service charges.

Conditions and exceptions:

That the date determined is not less than 35 days after the issue of the rate notice S 6.50 (2)

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.10 LODGEMENT OF CAVEATS ON LAND – RATES IN ARREARS

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – S. 6.64(3)</i>
Delegation to	CEO
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	Nil

Delegation:

To the Chief Executive Officer to lodge caveats on land where the rates are in arrears in accordance with *Local Government Act 1995, s 6.64* where it is considered that the interests of the Shire should be protected and to withdraw caveats once arrears of rates have been settled.

Conditions and exceptions:

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.11 CONSIDERATION OF CLAIMS AGAINST COUNCIL

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – S. 6.8</i>
Delegation to	CEO
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	

Delegation:

To the Chief Executive Officer to determine the level of consideration of claims against the Shire for property damage, where the claim does not exceed the insurance policy excess levels. This delegation extends to the authority to accept or deny liability on behalf of the Shire.

Conditions and exceptions:

Acceptance of claims against the Shire for property damage is limited to the value of the Shire's relevant insurance excess amount, and then only upon receipt of an appropriate release form.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.12 MAKING SUBMISSIONS FOR GRANTS OR SUBSIDIES

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – S. 6.8</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	APOG A14 - Not to apply for grants on behalf of others

Delegation:

To the Chief Executive Officer to make submissions for grants and/or subsidies from State and Commonwealth Governments or other funding agencies, where:

- I. a project/service/activity has already been included in the annual budget or forward capital works plan or long-term financial plan, and the grant funding (if the application is successful) will reduce the Shire’s own-source funding required to do something that the Shire has already planned to be done; or
- II. Where the grant applied for (with an approved budgeted input from the Shire, if required) will meet the full cost of an activity which is “core business” (or a statutory obligation) for the Shire.

Conditions and exceptions:

Submissions for grants and grant funding is to be in accordance with the Shire's established strategic objectives. Grants are not to be accepted unless any matching resources have been budgeted for, or acceptance of the grant has been authorised by the Council.

Minimum reporting requirements:

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The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.13 REFUNDS TO VISITOR CENTRE CUSTOMERS

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – S. 6.8, s. 6.12(1)(b) and (c) and s.6.12(3)</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Director of Corporate Services (DCS) Manager of Finance
Compliance Links	
Policy Reference	

Delegation:

To the Chief Executive Officer to make refunds to Visitor Centre customers from Shire funds in circumstances where the operator concerned has refused a refund, and the CEO or sub delegate is satisfied that the refusal is unreasonable in the circumstances of the particular case.

Conditions and exceptions:

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.14 WAIVE OR GRANT CONCESSIONS ON MONEY OWED TO THE SHIRE

Legislative authority to Delegate	<i>Local Government Act 1995 – s. 5.42 and 5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – s. 6.12(1)(b) and (c) and s. 6.12(3)</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	

Delegation:

To the Chief Executive Officer to waive or grant concessions in relation to any amount of money, or write off any amount of money which is owed to the Shire; and

To determine any conditions that may be applicable to the granting of a concession under subsection 6.12(1)(b).

Conditions and exceptions:

The maximum amount to be written off under this delegation is \$1,000.00.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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3. LAW, ORDER AND PUBLIC SAFETY

3.1 BUSH FIRES ACT 1954 - APPOINT BUSHFIRE CONTROL OFFICER

Legislative authority to Delegate	<i>Bush Fires Act 1954 - s.48</i>
Power exercised or duty delegated	<i>Bush Fires Act 1954 - s.38</i>
Delegation to	CEO
CEO Subdelegation	Nil.
Compliance Links	<i>Bush Fires Act 1954, Bush Fires Regulations 1954, Bush Fires (Infringements) Regulations 1978</i>
Policy Reference	APOG RS1 Bushfire Administration

Delegation:

To the Chief Executive Officer to act as or appoint the Deputy Chief Bush Fire Control Officer, Bush Fire Control Officer/s and Dual Bushfire Control Officers for the Shire of Halls Creek.

Conditions and exceptions:

To be eligible, for appointment, the applicant must have attended or be willing to attend a Fire Control Officers Course conducted by the BFB before being able to act in the position.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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3.2 VARIATION OF PROHIBITED AND RESTRICTED BURNING TIMES

Legislative authority to Delegate	<i>Bush Fires Act 1954 - s.17(10)</i>
Power exercised or duty delegated	<i>Bush Fires Act 1954 - s.17(7), 17(8) and 18(5)</i>
Delegation to	Shire President Chief Bush Fire Control Officer
CEO Subdelegation	Nil
Compliance Links	<i>Bush Fires Act 1954 - s.17(7), 17(8) and 18(5)</i>
Policy Reference	

Delegation:

To the Shire President and Chief Bush Fire Control Officer (jointly), pursuant to subsection 17 (10) of the Bush Fires Act 1954, the authority to vary the prohibited burning times pursuant to subsections 17 (7) and (8) of the Bush Fires Act.

Conditions and exceptions:

The Shire President and Chief Bush Fire Control Officer are to consult with the Regional Manager of the Department of Parks and Wildlife before exercising this delegated authority.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

Record to be placed on appropriate file and local public notice given in accordance with s.18(a)(iii).

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3.3 ISSUING INFRINGEMENT NOTICES AND INITIATION OF PROSECUTION

Legislative authority to Delegate	<i>Local Government Act 1995, Bush Fires Act 1954 – s.59(3), Dog Act 1976, Health Act 1911, Bush Fires Act 1954, Litter Act 1979, Cemeteries Act 1986, Shire of Halls Creek Local Laws</i>
Power exercised or duty delegated	<i>Local Government Act 1995 – S. 6.9(4)</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Director Health and Regulatory Services (DHRS) Environmental Health Officer Senior Ranger Ranger
Compliance Links	
Policy Reference	RS2 Cat Ownership Limit – Cat Control RS3 Dog Control – Attacks RS4 Dog Ownership Limit – Dog Control

Delegation:

To the Chief Executive Officer to issue infringement notices and initiate prosecutions on behalf of the Shire under the Local Government Act 1995, Dog Act 1976, Health Act 1911, Bush Fires Act 1954, Litter Act 1979, Cemeteries Act 1986, the Shire's Local Laws and any other legislation in respect of which the Shire has an obligation or a duty of enforcement including authority to subdelegate under s10AB Dog Act 1976 and s45 Cat Act 2011.

Conditions and exceptions:

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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3.4 IMPOUNDMENT OF VEHICLES ANIUMALS & GOODS

Legislative authority to Delegate	<i>Local Government Act 1995 – s.5.42 and s.5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 - S 3.39 – 3.48</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Director Health and Regulatory Services (DHRS)
Compliance Links	
Policy Reference	

Delegation:

To the Chief Executive Officer to impound vehicles, animals and goods in accordance with Sections 3.39 to 3.48 of the Local Government Act 1995.

Conditions and exceptions:

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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3.5 DISPOSAL OF IMPOUNDED VEHICLES, ANIMALS OR GOODS

Legislative authority to Delegate	<i>Local Government Act 1995 – s.5.42 and s.5.44</i>
Power exercised or duty delegated	<i>Local Government Act 1995 - S 3.47 and 3.58, Part 4 of the Local Government (Functions and General) Regulations</i>
Delegation to	CEO
Statutory Power to sub-delegate	5.44 of the Local Government Act 1995
CEO Subdelegation	Director Health and Regulatory Services (DHRS)
Compliance Links	
Policy Reference	

Delegation:

To the Chief Executive Officer to dispose of any vehicles, animals or goods that have been impounded/seized/confiscated under the provisions of Section 3.47 and 3.58 of the Local Government Act 1995.

Conditions and exceptions:

The disposal of impounded vehicles, animals and goods pursuant to delegation (3.5) above is subject to advertising requirements and the calling of public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations where applies.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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3.6 APPOINTMENT OF AUTHORISED OFFICERS

Legislative authority to Delegate	<i>Local Government Act 1995 – s 9.10</i>
Power exercised or duty delegated	<i>Local Government Act 1995 - S 3.24</i>
Delegation to	CEO
Statutory Power to sub-delegate	Nil
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	HR10 Appointment Authorised Officers by CEO

Delegation:

To the Chief Executive Officer to appoint authorised persons to administer and enforce the following Acts, Regulations and Local Laws, that may include the authority to instigate action in any Court of competent jurisdiction in relation to exercising any of the powers as an Authorised Person conferred in:

- Appointed as an Environmental Health Officer under s.17 of the *Public Health Act 2016*,
- Appointed as an Authorised Officer under s.24 of the *Public Health Act 2016*,
- r.15D(5) of the *Health (Asbestos) Regulations 1995*,
- s.122(1) and S126(6), (7) & (13) of the *Food Act 2008*,
- s26 of the *Litter Act 1979*,
- s.3.24 of the *Local Government Act 1995*,
- s. 499 of the *Local Government (Misc. Provisions) Act 1960*,
- s. 17 of the *Caravan Parks and Camping Grounds Act 1995*,
- s. 48 of the *Cat Act 2011*,
- s. 10AA & s 11 of the *Dog Act 1976*,
- s. 38 of the *Bushfires Act 1954*,
- s. 38(3) of the *Control of Vehicles (Off Road Areas) Act 1978*,
- s.228 of the *Planning and Development Act 2005*,
- s.96(3) of the *Building Act 2011* and;

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- the Shire of Halls Creek Local Law – *Fencing 2017*.
- the Shire of Halls Creek Local Law – *Cemeteries 2015*.
- the Shire of Halls Creek Local Law – *Dogs 2015*.
- the Shire of Halls Creek Local Law – *Public Places 2017*.
- the Shire of Halls Creek Local Law – *Health 2002*.
- Permission to Consume liquor in Shire Premises.

Conditions and exceptions:

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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3.7 APPLICATIONS – CAT FOSTER CARERS

Legislative authority to Delegate	<i>Local Government Act 1995</i>
Power exercised or duty delegated	<i>Local Government Act 1995 - S 3.8</i>
Delegation to	CEO
Statutory Power to sub-delegate	Nil
CEO Subdelegation	Nil
Compliance Links	
Policy Reference	RS2 Cat Ownership Limit – Cat Control

Delegation:

To the Chief Executive Officer to determine applications and set terms and conditions pursuant to the Cat Foster Carers provisions of the Cat Act 2011 and Cat regulations 2012.

Conditions and exceptions:

Such determination will only be possible following a report and recommendation being made by the Shire Rangers.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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3.8 APPLICATIONS – OWNERSHIP OF MORE THAN 2 DOGS

Legislative authority to Delegate	<i>Local Government Act 1995</i>
Power exercised or duty delegated	<i>Local Government Act 1995 - S 3.8</i>
Delegation to	CEO
Statutory Power to sub-delegate	Yes - RS4 Dog Ownership Limit – Dog Control
CEO Subdelegation	Director Health and Regulatory Services (DHRS)
Compliance Links	
Policy Reference	RS4 Dog Ownership Limit – Dog Control

Delegation:

To the Chief Executive Officer to determine applications to keep more than 2 dogs over the age of 3 months and set terms and conditions on the application pursuant to the provisions of the *Dog Act 1976* and the *Shire of Halls Creek Dog Local Law 2002*.

Conditions and exceptions:

Such determination will only be possible following a report and recommendation being made by the Shire Rangers and/or recommendation of the Director Health and Regulatory Services (DHRS).

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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4. PLANNING, BUILDING, HEALTH

4.1 TOWN PLANNING

Legislative authority to Delegate	<i>Local Government Act 1995</i>
Power exercised or duty delegated	<i>Local Government Act 1995 - S 3.8</i>
Delegation to	CEO
CEO Subdelegation	Director Health & Regulatory Services (DHRS)
Compliance Links	
Policy Reference	Shire of Halls Creek Town Planning Scheme 2 Town Planning - Deemed Provisions Strata Title Act Planning and Development (Local Planning Schemes) Regulations 2015

Delegation:

To the Chief Executive Officer to approve a residential development application for Grouped Dwellings within the residential zone of the current Town Planning Scheme where the application is assessed to be a "D" - discretionary use as per Clause 3.2.2 Zoning Table of same town planning scheme.¹

To approve minor development applications, valued at less than \$30,000, under the Town Planning Scheme where the application is assessed to be a "P"- permitted or "D" - discretionary use as per Clause 3.2.2 Zoning Table of same town planning scheme, or under the Interim Development Order.

Pursuant to the provisions of Section 24 of the Strata Titles Act 1985, the Chief Executive Officer to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act, provided that the buildings shown on the strata plan are first inspected to ensure compliance with the Local Planning Scheme, Health and other Council requirements.

To determine the method of advertising and the persons notified for an application for development approval for those applications set out in Schedule 2, Part 8, Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015.

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Conditions and exceptions:

In regards Strata certificate, the Health and Regulatory Services Manager must provide written certification of compliance with all local planning scheme requirements, and is of the opinion that the buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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5. INFRASTRUCTURE ASSETS & WORKS

5.1 TEMPORARY ROAD CLOSURE

Legislative authority to Delegate	<i>Local Government Act 1995</i>
Power exercised or duty delegated	<i>Local Government Act 1995 - S 3.50 or 3.50A</i>
Delegation to	CEO
CEO Subdelegation	Director Infrastructure Assets (DIA)
Compliance Links	
Policy Reference	

Delegation:

To the Chief Executive Officer to approve the temporary closure of thoroughfares wholly or partially in accordance with Section 3.50 and/or 3.50A of the *Local Government Act 1995*.

Conditions and exceptions:

Public Notice, access and plans kept as required in accordance with the *Local Government Act 1995*.

Minimum reporting requirements:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995. The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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NOTES

- i Except as otherwise indicated, these authorities were delegated by Resolution no. 2008/110 on 17 July 2008.
- ii authority to subdelegate under s10AB Dog Act 1976 and s45 Cat Act 2011 added by Resolution no. 2015/062 on 20 August 2015.
- iii Section 11 of the Dog Act was added by Resolution no. 2009/171 on 15 October 2009.
- iv The Litter Act was added by Resolution no. 2009/171 on 15 October 2009.
- v Section 38 of the Bush Fires Act was added by Resolution no. 2009/171 on 15 October 2009.
- vi Regulation 6 of the Caravan Park and Camping Ground Regulations was added by Resolution no. 2009/171 on 15 October 2009.
- vii Authority to appoint authorised officers as required by the Food Act 2008 was added by Resolution no. 2010/200 on 21 October 2010.
- viii Authority to make submissions for grants was amended by Resolution no. 2012/100 on 19 July 2012.
- ix Authority to appoint, as well as act, was granted by Resolution no. 2014/41 on 21 August 2014.
- x Authority to vary the prohibited burning times was added by Resolution no. 2009/171 on 15 October 2009.
- xi Authority to make refunds to Visitor Centre customers was added by Resolution no. 2010/146 on 17 July 2010.
- xiii Authority to approve development applications for Grouped Dwellings within the residential zone in certain circumstances was added by Resolution no. 2011/107 on 21 July 2011. iii Authority to approve advertising applications lodged pursuant to Policy no. BLD 10 was added by Resolution no. 2013/02 on 21 February 2013.
- xiv Authority to open the tip on public holidays granted by Resolution no. 2015/015 on 19 March 2015
- xv Authority to assign Street Addressing Policy granted by Resolution no. 2015/021 on 24 April 2015
- xvi Authority limit increase from \$2,000 to \$20,000 was granted by Resolution no. 2014/41 on 21 August 2014.
- xvii Authority limit increase from \$1,000 to \$100,000 was granted by Resolution no. 2014/41 on 21 August 2014.
- xviii Authority by Council to accept tenders up to a value of \$150,000; and
 Authority to purchase any goods or services where the value of the order exceeds \$150,000, and up to \$250,000 if the goods are purchased on behalf of an Aboriginal Corporation; further;
 Authority to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act was granted by Resolution no. 2015/109 on 19 November 2015
- xix Authority to approve minor development applications, valued at less than \$30,000, under the Town Planning Scheme was granted by Resolution no. 2016/104 on 15 December 2016
- xx Authorise and determine the method of advertising and the persons notified for an application for development approval for those applications set out in Schedule 2, Part 8, Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015, was granted by Resolution no. 2017/000 on 16 November 2017

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- xxi Determine any application for extra mass permits on any road within the Shire, recommending approval or refusal, with or without conditions, for referral to Main Roads WA. was granted by Resolution no. 2017/000 on 16 November 2017
- xxii Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer, together with the Shire President, has authorisation to the value of \$15,000 with the power to make such an authorisation delegated to the CEO and Shire President in writing under section 5.42 of the Local Government Act 1995. The use of this delegation shall require explicit dual authorisation from both the Chief Executive Officer and the Shire President and Council shall be advised immediately should the delegation be exercised, was granted by Resolution no. 2017/000 on 16 November 2017
- xxiii Authority to attend Native Title Claim mediations, to which the Shire is a party, convened by the Federal Court to represent the Shire's interests and to take all action necessary to facilitate agreement of a final Minute of Proposed Consent Determination for each claim. Final Proposed Minutes of Consent Determinations will be reported to Council for final agreement and authority to sign on behalf of the Shire. Resolution no. 2017/000 on 16 November 2017
- xxiv Amended for the Duncan Road and Gordon Downs Road upgrading project and consistency with Policy A11 Procurement of Goods and Services. Resolution no 2019/075 on 20 June 2019.

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CEO SUB-DELEGATIONS

4. POWERS OF ENTRY UPON LAND

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s. 3.28 s.
Delegate/s:	Director Health & Regulatory Services Senior Environmental Health Officer Senior Ranger Ranger
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. To exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.
CEO Conditions on this Delegation:	a. Notice of entry conditions may apply, 24 hours - Section 3.32 Local Government Act 1995 Emergency entry requirements – Section 3.34 Local Government Act 1995
Express Power to Sub-Delegate:	Nil.

Compliance Links:

Record Keeping:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995.

The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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1.9 RESPOND TO REQUESTS FOR COMMENT ON PROPOSED RESTRICTED AREA APPLICATIONS

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s. 3.18 <i>Shire of Halls Creek Policy Manual - A9 Liquor Control – Restricted Area Reg Applications</i>
Delegate/s:	Director Health & Regulatory Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. To provide a response to the Dept. of Racing, Gaming and Liquor for comments on proposed Restricted Area Regulation alcohol applications.
CEO Conditions on this Delegation:	a. Applications must form part of or have been submitted with a Planning Application that has been determined or will be determined by the Council.
Express Power to Sub-Delegate:	Nil.

Compliance Links:

Record Keeping:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995.

The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer		
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s. s. 5.43(b) s. 6.12(1)(b) (c) s.6.12(3)		
Express Power or Duty Delegated:	Authorise staff to expend Shire funds to the maximum prescribed limit.		
Delegate/s:		Purchase Order	Credit Card
	Director Corporate Services	\$10,000	\$10,000
	Director Infrastructure Assets	\$10,000	\$10,000
	Director Executive Services	\$10,000	\$10,000
	Director Youth & Community Development	\$10,000	\$10,000
	Director Economic Development	\$ 2,000	\$ 2,000
	Director Health & Regulatory Services	\$10,000	\$10,000
	Tourism Manager	\$10,000	\$10,000
	Manager of Finance	\$10,000	Nil
	Records Manager	\$ 3,000	Nil
	Senior Environmental Health Officer	\$ 5,000	\$ 2,000
	Senior Ranger	\$ 3,000	Nil
	Regional Program Manager (Youth)	\$ 2,500	Nil
	Post Office Manager	\$ 5,000	Nil
	Works Supervisor	\$ 5,000	Nil
	Operations Officer	\$ 5,000	Nil
	OSH, Training & Administration Officer	\$ 5,000	Nil
	Health Promotions Officer	\$ 5,000	Nil
	Case Intervention Officer Regional	\$ 4,000	\$ 4,000
	CEO Administration IPB Project Officer	\$ 3,000	Nil
	Customer Service Officer – Multi Role 1	\$ 3,000	Nil
	Case Intervention Officer	\$ 1,000	Nil
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Shire of Halls Creek Policy applies; A11 Procurement of Goods and Services A12 Regional Price Preference Policy F1 Corporate Credit Cards		
CEO Conditions on this Delegation:	a.		
Express Power to Sub-Delegate:	Nil.		

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Compliance Links:

Record Keeping:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995.

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2.4 FEES AND CHARGES – DISCOUNTS

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s. 6.12(1)(b) (c) s.6.12(3)
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s. 3.18 <i>Shire of Halls Creek Policy Manual - A9 Liquor Control – Restricted Area Reg Applications</i>
Delegate/s:	Director Corporate Services Manager of Finance Director Youth & Community Development Director Infrastructure Assets
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. To the listed Directors and Manager to determine requests and approve discounts in accordance with the Policy (F2) where a request for a reduced fee has been received; Director Corporate Services, Manager of Finance, Director Youth and Community Development (Recreation Centre/Aquatic Centre), Director Infrastructure Assets (Works).
CEO Conditions on this Delegation:	a. Details of discounts issued to be reported to the Manager of Finance for inclusion in the Shire of Halls Creek contributions record.
Express Power to Sub-Delegate:	Nil.

Compliance Links:

Record Keeping:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995.

The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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2.5 FINANCIAL INVESTMENTS

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s. 6.12(1)(b) (c) s.6.12(3)
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s. 3.18 <i>Shire of Halls Creek Policy Manual - A9 Liquor Control – Restricted Area Reg Applications</i>
Delegate/s:	Director Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. To the Chief Executive Officer to determine the investment and renew investments of surplus funds from the Shire’s Municipal and Reserve bank accounts in accordance with Policy F3 Financial Investments.
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.

Compliance Links:

Record Keeping:

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2.13 REFUNDS TO VISITOR CENTRE CUSTOMERS

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s. 6.12(1)(b) (c) s.6.12(3)
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s. 3.18 <i>Shire of Halls Creek Policy Manual - A9 Liquor Control – Restricted Area Reg Applications</i>
Delegate/s:	Director Corporate Services Manager of Finance
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make refunds to Visitor Centre customers from Shire funds in circumstances where the operator concerned has refused a refund, and the CEO or sub delegate is satisfied that the refusal is unreasonable in the circumstances of the particular case.
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.

Compliance Links:

Record Keeping:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995.

The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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3.3 ISSUING INFRINGEMENT NOTICES AND INITIATION OF PROSECUTION

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995, Bush Fires Act 1954 – s.59(3), Dog Act 1976, Health Act 1911, Bush Fires Act 1954, Litter Act 1979, Cemeteries Act 1986, Shire of Halls Creek Local Laws</i>
Express Power or Duty Delegated:	Local Government Act 1995: s. 3.18 <i>Shire of Halls Creek Policy Manual;</i> <i>RS2 Cat Ownership Limit – Cat Control</i> <i>RS3 Dog Control – Attacks</i> <i>RS4 Dog Ownership Limit – Dog Control</i>
Delegate/s:	Director Corporate Services Manager of Finance
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. To the CEO to issue infringement notices and initiation of prosecutions on behalf of the Shire under the Local Government Act 1995, Dog Act 1976, Health Act 1911, Bush Fires Act 1954, Litter Act 1979, Cemeteries Act 1986, the Shire's Local Laws and any other legislation in respect of which the Shire has an obligation or a duty of enforcement including authority to subdelegate under s10AB Dog Act 1976 and s45 Cat Act 2011.
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.

Compliance Links:

Record Keeping:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995.

The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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3.4 IMPOUNDMENT OF GOODS

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995 – s.5.42 and s.5.44
Express Power or Duty Delegated:	Local Government Act 1995 - S 3.39 – 3.48
Delegate/s:	Director Health and Regulatory Services (DHRS)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Impounding of goods in accordance with Sections 3.39 to 3.48 of the Local Government Act 1995.
CEO Conditions on this Delegation:	a. The disposal of impounded vehicles, animals and goods is subject to the calling of public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations.
Express Power to Sub-Delegate:	Nil.

Compliance Links:

Record Keeping:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995.

The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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3.5 DISPOSAL OF IMPOUNDED VEHICLES, ANIMALS OR GOODS

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995 – s.5.42 and s.5.44
Express Power or Duty Delegated:	Local Government Act 1995 - S 3.47 and 3.58, Part 4 of the Local Government (Functions and General) Regulations
Delegate/s:	Director Health and Regulatory Services (DHRS)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Disposal of any vehicles, animals or goods that have been impounded/seized/confiscated under the provisions of Section 3.47 and 3.58 of the Local Government Act 1995.
CEO Conditions on this Delegation:	a. The disposal of impounded vehicles, animals and goods pursuant to delegation (3.5) above is subject to advertising requirements and the calling of public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations where applies.
Express Power to Sub-Delegate:	Nil.

Compliance Links:

Record Keeping:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995.

The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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3.8 APPLICATIONS – OWNERSHIP OF MORE THAN 2 DOGS

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Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995 - S 3.8
Express Power or Duty Delegated:	Shire of Halls Creek Policy Manual - RS4 Dog Ownership Limit – Dog Control
Delegate/s:	Director Health and Regulatory Services (DHRS)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. To the Chief Executive Officer to determine applications to keep more than 2 dogs over the age of 3 months and set terms and conditions on the application pursuant to the provisions of the Dog Act 1976 and the Shire of Halls Creek Dog Local Law 2002.
CEO Conditions on this Delegation:	a. Such determination will only be possible following a report and recommendation being made by the Shire Rangers and/or recommendation of the Director Health and Regulatory Services (DHRS).
Express Power to Sub-Delegate:	Nil.

Compliance Links:

Record Keeping:

The Chief Executive Officer must cause records to be kept relating to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995.

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4.1 TOWN PLANNING

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995 - S 3.8
Express Power or Duty Delegated:	Shire of Halls Creek Town Planning Scheme 2, Town Planning - Deemed Provisions, Strata Title Act, Planning and Development (Local Planning Schemes) Regulations 2015.
Delegate/s:	Director Health and Regulatory Services (DHRS)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. To the Chief Executive Officer, the authority to approve a residential development application for Grouped Dwellings within the residential zone of the current Town Planning Scheme where the application is assessed to be a "D" - discretionary use as per Clause 3.2.2 Zoning Table of same town planning scheme.¹ 2. Authority to approve minor development applications, valued at less than \$30,000, under the Town Planning Scheme where the application is assessed to be a "P"- permitted or "D" - discretionary use as per Clause 3.2.2 Zoning Table of same town planning scheme, or under the Interim Development Order. 3. Pursuant to the provisions of Section 24 of the Strata Titles Act 1985, the Chief Executive Officer is authorised to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act, provided that the buildings shown on the strata plan are first inspected to ensure compliance with the Local Planning Scheme, Health and other Council requirements. 4. Authorise and determine the method of advertising and the persons notified for an application for development approval for those applications set out in Schedule 2, Part 8, Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015.
CEO Conditions on this Delegation:	a. In regards Strata certificate, the Health and Regulatory Services Manager must provide written certification of compliance with all local planning scheme requirements, and is of the opinion that the buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act.
Express Power to Sub-Delegate:	Nil.

Compliance Links:

Record Keeping: The Chief Executive Officer must cause records to be kept relating

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to the sub delegation of authorities as required by section 5.46 (1) of the Local Government Act 1995.

The Officer must keep records relating to the exercised delegation as required by section 5.46 (3) of the Local Government Act 1995.

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5.1 TEMPORARY ROAD CLOSURE

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995 - S 3.50 and 5.50A</i>
Express Power or Duty Delegated:	Temporary Road Closure
Delegate/s:	Director Infrastructure Assets (DIA)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. To approve the temporary closure of thoroughfares wholly or partially in accordance with Section 3.50 and/or 3.50A of the <i>Local Government Act 1995</i> .
CEO Conditions on this Delegation:	a. Public Notice, access and plans kept as required in accordance with the <i>Local Government Act 1995</i> .
Express Power to Sub-Delegate:	Nil.

Compliance Links:

Record Keeping:

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STAFF LISTING BY POSITION

1. DIRECTOR HEALTH & REGULATORY SERVICES

- 1.4 POWERS OF ENTRY UPON LAND
- 1.9 RESPOND TO REQUESTS FOR COMMENT ON PROPOSED RESTRICTED AREA APPLICATIONS
- 2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS
- 3.3 ISSUING INFRINGEMENT NOTICES AND INITIATION OF PROSECUTION
- 3.4 IMPOUNDMENT OF GOODS
- 3.5 DISPOSAL OF IMPOUNDED VEHICLES, ANIMALS OR GOODS
- 3.8 APPLICATIONS – OWNERSHIP OF MORE THAN 2 DOGS
- 4.1 TOWN PLANNING

2. DIRECTOR CORPORATE SERVICES

- 2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS
 - Director Corporate Services Purchase Orders \$10,000, Credit Card \$10,000
- 2.4 FEES AND CHARGES – DISCOUNTS
- 2.5 FINANCIAL INVESTMENTS
- 2.13 REFUNDS TO VISITOR CENTRE CUSTOMERS

3. DIRECTOR INFRASTRUCTURE ASSETS

- 2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS
 - Director Infrastructure Assets Purchase Orders \$10,000, Credit Card \$10,000
- 2.4 FEES AND CHARGES – DISCOUNTS
- 5.1 TEMPORARY ROAD CLOSURE

4. DIRECTOR EXECUTIVE SERVICES

- 2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS
 - Director Infrastructure Assets Purchase Orders \$10,000, Credit Card \$10,000

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5. DIRECTOR YOUTH & COMMUNITY DEVELOPMENT

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Director Infrastructure Assets Purchase Orders \$10,000, Credit Card \$10,000

2.4 FEES AND CHARGES – DISCOUNTS

6. ECONOMIC DEVELOPMENT MANAGER

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Economic Development Manager Purchase Orders \$2,000 Credit Card \$2,000

7. MANAGER OF FINANCE

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Manager of Finance Purchase Orders \$10,000 Credit Card Nil

2.4 FEES AND CHARGES – DISCOUNTS

2.13 REFUNDS TO VISITOR CENTRE CUSTOMERS

8. TOURISM MANAGER

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Tourism Manager Purchase Orders \$10,000 Credit Card \$10,000

9. RECORDS MANAGER

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Records Manager Purchase Orders \$ 3,000 Credit Card Nil

10 REGIONAL PROGRAM MANAGER (YOUTH)

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Regional Program Manager (Youth) Purchase Orders \$2,500 Credit Card Nil

11. POST OFFICE MANAGER

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Post Office Manager Purchase Orders \$5,000 Credit Card Nil

12. WORKS SUPERVISOR

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2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Works Supervisor Purchase Orders \$5,000 Credit Card Nil

13. SENIOR ENVIRONMENTAL HEALTH OFFICER

1.4 POWERS OF ENTRY UPON LAND

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Senior Environmental Health Officer Purchase Orders \$5,000 Credit Card \$2,000

3.3 ISSUING INFRINGEMENT NOTICES AND INITIATION OF PROSECUTION

14. OPERATIONS OFFICER

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Operations Officer Purchase Orders \$5,000 Credit Card Nil

15. OSH, TRAINING & ADMINISTRATION OFFICER

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- OSH, Training & Administration Officer Purchase Orders \$5,000 Credit Card Nil

16. HEALTH PROMOTIONS OFFICER

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Health Promotions Officer Purchase Orders \$5,000 Credit Card Nil

17. SENIOR RANGER

1.4 POWERS OF ENTRY UPON LAND

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Senior Ranger Purchase Orders \$3,000 Credit Card Nil

3.3 ISSUING INFRINGEMENT NOTICES AND INITIATION OF PROSECUTION

18. CASE INTERVENTION OFFICER

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2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Case Intervention Officer Regional Purchase Orders \$4,000 Credit Card \$4,000

19. CEO ADMINISTRATION IBA PROJECT OFFICER

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- CEO Administration IPB Project Officer Purchase Order \$3,000 Credit Card Nil

20. RANGER

1.4 POWERS OF ENTRY UPON LAND

3.3 ISSUING INFRINGEMENT NOTICES AND INITIATION OF PROSECUTION

21. CUSTOMER SERVICE OFFICER – MULTI ROLE 1

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Customer Service Officer – Multi Role 1 \$3,000 Credit Card Nil

22. CASE INTERVENTION OFFICER

2.3 PROCUREMENT GOODS AND SERVICES – PURCHASE ORDERS AND CREDIT CARDS

- Case Intervention Officer Purchase Order \$1,000 Credit Card Nil

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9.1.2 SoHC Procedure Manual (APOG)

ITEM NUMBER:	9.1.2
REPORTING OFFICER:	Noel Mason, Chief Executive Officer
SENIOR OFFICER	NA
MEETING DATE:	25 July 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 Adoption of the Shire of Halls Creek procedure manual following review.

2.0 Background

2.1 As a result of the Dept. Local Government and Communities Implementation Action Plan (IAP) adopted by Shire in December 2018 and the recommendations of the Moore Stephens Regulation 17 Audit report conducted in 2018, a complete re-write of the Shire of Halls Creek policies was required.

2.2 The Policy Manual was re-written and Council adopted the completed version at the May Ordinary Council Meeting and came into effect 1 July 2019.

2.3 The new policy framework utilises a more contemporary Local Government approach whereby many of the past "policies" are now presented as procedures. For this reason, a procedures manual (Administrative Procedures and Operational Guidelines APOG Manual) has now been compiled.

2.4 The objectives of the Council's APOG are:

- a) to provide Council with a formal written record of all procedures;
- b) to provide employees with precise direction in how to act in accordance with Council's wishes;
- c) to enable employees to act promptly in an acknowledged manner within parameters that the CEO and Council would find acceptable, but without reference to Council or the CEO, in the case of instructions to staff actions;
- d) to allow Councillors to be knowledgeable in how the Administration will act in relation to procedure matters;
- e) to enable a record of Council procedure actions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- f) to enable ratepayers to obtain immediate advice on matters of Council practice.

- 2.5 The Shire has never operated utilising both a Policy and Procedure framework. Previously Shire policies were the only guiding instruction to staff; this is now supported with the APOG.

3.0 Comments

- 3.1 The Shire of Halls Creek APOG Manual has been prepared to assist Council and staff to administer the Shire. The creation of Procedure sits in the realm of the Council and the CEO and is the documented record as to how staff will act. It is not intended to be finite, on each and every occasion staff use the APOG, they will be testing the listed procedures to ensure they are still relevant and applicable to the required processes of the Shire.
- 3.2 For this reason, the APGO is acknowledged as a live document, and wherever possible this manual will be tested by day to day operations. The APOG and the procedures within form the basis of the administrative decision making and action taking without reference to the Council for a decision before they can be enacted. It also enables Councillors and staff to readily answer questions raised by electors, the public and stakeholders about the usual business of the Shire.
- 3.3 Whilst it is highly possible that the processes of the procedures are adjusted and amended during use, new updated procedures will result. The APOG Manual is constantly updated, maintaining the Shire's most recent view on how it will conduct business. The other guiding documents establishing the principles of doing business are established in the Code of Conduct and the Customer Service Charter, but the APOG is not set in stone like Shire Policy.
- 3.4 Obviously, with these constant changes and the need to keep the documents relevant, the APOG is submitted to Council every two years for viewing and consideration. The APOG Manual in this instance as a new document needs to be used before we fully understand the gaps in the information. It is proposed in the first review, to present the APOG to Council again in June 2020. New procedures will be crafted wherever staff find gaps, and therefore the APOG may be in a change mode for the next 12 months.
- 3.5 Operational procedures provide a guide on the best way to conduct the operations. Therefore, procedure can sometimes be an expression of principle, culture and process and not a direct account of what the Council believes must be the order of the day on each and every subject matter.
- 3.6 Procedure can be misinterpreted as having legal status like a statute or local law but this is not the case. More accurately, it is a stated combination of the what/how/where and when that the Council would like to see apply in its business practice. Whilst case law may apply to some of the administrative elements, the APOG Manual sits as an acknowledgment of Council that this will be our best-known approach to business at this point in time. Whilst having the status of being adopted, received or acknowledged by a Council resolution, the effect of such is

that the APOG is the current interpretation of business practice and can change by a rewrite of the procedure.

- 3.7 The Councillors have not had the opportunity to workshop the APOG Manual, though many of the procedure fall directly out of the Policy Manual adoption. In the case of all Human Resource procedures, these are the compilation of additional practice directly relating to the HR Policy adopted that support the policy framework.

It is not intended to review the procedures in any great detail, they will be adjusted and amended as we proceed, and presented again to Council in June 2020.

- 3.8 Following the acceptance of the APOG Manual, the final remaining action in terms of Policy, Procedure and Process as required by the IAP, is the documentation of the major Shire processes. Draft formats of process documentation are being prepared now, and should be available in September 2019.

PROCEDURES LIST

ADMINISTRATION

- A1 ACKNOWLEDGEMENT AND WELL WISHES FROM THE SHIRE
- A2 AGENDA & MINUTES - DELIVERY
- A3 ADVERTISING - STATUTORY AND GENERAL
- A4 BRANDING – SHIRE LOGOS
- A5 COUNCIL CHAMBERS – USE OF
- A6 COUNCIL MEETING – GUEST SPEAKERS
- A7 COUNCIL MINUTES DISTRIBUTION, RELEASE, BINDING, STORAGE OF
- A8 COUNCIL - WELCOME TO HALLS CREEK EVENT
- A9 BUDGET PREPARATION
- A10 CASUAL HIRERS LIABILITY
- A11 COMMUNITY CONSULTATION AND COMMUNICATION
- A12 COMMUNITY ENGAGEMENT STRATEGY
- A13 COMMUNITY STRATEGIC PLANNING OUTCOMES
- A14 GRANTS – SHIRE NOT TO APPLY ON BEHALF OF ORGANISATIONS
- A15 HOUSING – STAFF RENTALS
- A16 INFORMATION TECHNOLOGY (IT) – DATA
- A17 INFORMATION TECHNOLOGY (IT) COMMUNICATION EQUIPMENT USE
- A18 IT & SOCIAL MEDIA – USE OF
- A19 OCCUPATIONAL SAFETY & HEALTH

FINANCE

- FIN1 PAYMENTS
- FIN2 RATING ADMINISTRATION
- FIN3 VARIANCE LEVELS FOR FINANCIAL REPORTING
- FIN4 EXPENSE CLAIMS – PROMPT LODGEMENT

GOVERNANCE

- G1 REMOVAL OF ELECTION AND POLITICAL SIGNAGE

HEALTH AND REGULATORY SERVICES

- HLT1 MOBILE FOOD VENDING VEHICLES AND TEMPORARY FOOD STALLS
- HLT2 REFUSE SITE OPERATIONS
- HLT3 RUBBISH BINS – RESPONSIBILITY OF PROPERTY OWNER

HLT4 FIREARMS STORAGE AND USE

HUMAN RESOURCES

- HR1 DRUGS AND ALCOHOL
- HR2 EMPLOYMENT MEDICAL
- HR3 EMPLOYEE ASSISTANCE PROGRAM (EAP)
- HR4 EMPLOYMENT – POLICE CLEARANCE
- HR5 FLEXIBLE WORK ARRANGEMENTS
- HR6 GENERAL BENEFITS – PERMANENT EMPLOYEES
- HR7 GRIEVANCE PROCEDURES
- HR8 INDUCTION OF NEW EMPLOYEES
- HR9 LONG SERVICE RECOGNITION
- HR10 LOSS OF DRIVERS LICENSE
- HR11 PERFORMANCE MANAGEMENT – STAFF
- HR12 PROTECTIVE CLOTHING – OUTSIDE STAFF
- HR13 SECONDARY EMPLOYMENT
- HR14 STAFF UNIFORMS
- HR15 STUDY LEAVE
- HR16 SEXUAL HARASSMENT
- HR17 TRAVEL AND OUT OF DISTRICT ALLOWANCES
- HR18 WORKPLACE BULLYING
- HR19 WORKPLACE TRAINING AND DEVELOPMENT
- HR20 VEHICLES – PRIVATE USE

COMMUNITY SERVICES

- RS1 BUSHFIRE ADMINISTRATION
- RS2 BUSHFIRE CONTROL - FIREBREAKS & PROPERTY CLEANUP
- RS3 BUSHFIRE CONTROL- SHIRE PLANT FOR USE OF
- RS4 BUSHFIRE CONTROL - SUSTENANCE
- RS5 DOMESTIC WASTE
- RS6 FOOD SAFETY COMPLIANCE & ENFORCEMENT PRACTICE
- RS7 SEACONTAINERS USE OF – TOWN PLANNING
- RS8 SECOND HAND DWELLINGS – USE OF – BUILDING CONTROL
- RS9 TEMPORARY ACCOMMODATION
- RS10 UNAUTHORISED STRUCTURES – BUILDING CONTRO

WORKS

- W1 ASSET MANAGEMENT
- W2 CROSSOVERS – RESIDENTIAL PROPERTIES
- W3 CROSSOEVES – COMMERCIAL AND INDUSTRIAL
- W4 GENERAL - WORKS PRACTICES
- W5 GRAVEL SUPPLIES
- W6 ROADS – CLEARING
- W7 ROADS - DAMAGE TO
- W8 ROADSIDE MARKERS – MANAGEMENT OF
- W9 STORMWATER DRAINAGE
- W10 STREET TREES
- W11 STREETScape – IMPROVEMENTS
- W12 ROADSIDE BURNING
- W13 USAGE OF LIVESTOCK GRIDS & INSTALLATION

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

Strategy:

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

Strategy:

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

Strategy:

Civic - 4.1.3 Council decisions are consistent, reliable and transparent

Strategy:

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

6.0 Policy Implications

6.1 No significant policy actions arise from acceptance of the report.

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 is no specific risk associated with the adoption of this report.

Each Procedure item bring to the Shire an element of risk, though the overall impact of having documented Procedures is as an attempt to minimise risks to the organisation.

Staff will now be preparing Procedures for operational matters not already covered, and this greatly reduces the risk to the Shire in terms of consistency of approach and application of practice.

Training and development of staff to comprehend the APOG Manual and its application poses a risk if delayed.

This section left blank intentionally

Officer's Recommendations

That:

- 1. The Shire of Halls Creek Administrative Procedures and Operational Guidelines Manual be received acknowledging the following Shire procedures:**

ADMINISTRATION

- A1 ACKNOWLEDGEMENT AND WELL WISHES FROM THE SHIRE**
- A2 AGENDA & MINUTES - DELIVERY**
- A3 ADVERTISING - STATUTORY AND GENERAL**
- A4 BRANDING – SHIRE LOGOS**
- A5 COUNCIL CHAMBERS – USE OF**
- A6 COUNCIL MEETING – GUEST SPEAKERS**
- A7 COUNCIL MINUTES DISTRIBUTION, RELEASE, BINDING, STORAGE OF**
- A8 COUNCIL - WELCOME TO HALLS CREEK EVENT**
- A9 BUDGET PREPARATION**
- A10 CASUAL HIRERS LIABILITY**
- A11 COMMUNITY CONSULTATION AND COMMUNICATION**
- A12 COMMUNITY ENGAGEMENT STRATEGY**
- A13 COMMUNITY STRATEGIC PLANNING OUTCOMES**
- A14 GRANTS – SHIRE NOT TO APPLY ON BEHALF OF ORGANISATIONS**
- A15 HOUSING – STAFF RENTALS**
- A16 INFORMATION TECHNOLOGY (IT) – DATA**
- A17 INFORMATION TECHNOLOGY (IT) COMMUNICATION EQUIPMENT USE**
- A18 IT & SOCIAL MEDIA – USE OF**
- A19 OCCUPATIONAL SAFETY & HEALTH**

FINANCE

- FIN1 PAYMENTS**
- FIN2 RATING ADMINISTRATION**
- FIN3 VARIANCE LEVELS FOR FINANCIAL REPORTING**
- FIN4 EXPENSE CLAIMS – PROMPT LODGEMENT**

GOVERNANCE

- G1 REMOVAL OF ELECTION AND POLITICAL SIGNAGE**

HEALTH AND REGULATORY SERVICES

- HLT1 MOBILE FOOD VENDING VEHICLES AND TEMPORARY FOOD STALLS**
- HLT2 REFUSE SITE OPERATIONS**
- HLT3 RUBBISH BINS – RESPONSIBILITY OF PROPERTY OWNER**
- HLT4 FIREARMS STORAGE AND USE**

HUMAN RESOURCES

- HR1 DRUGS AND ALCOHOL**
- HR2 EMPLOYMENT MEDICAL**
- HR3 EMPLOYEE ASSISTANCE PROGRAM (EAP)**
- HR4 EMPLOYMENT – POLICE CLEARANCE**
- HR5 FLEXIBLE WORK ARRANGEMENTS**
- HR6 GENERAL BENEFITS – PERMANENT EMPLOYEES**
- HR7 GRIEVANCE PROCEDURES**
- HR8 INDUCTION OF NEW EMPLOYEES**
- HR9 LONG SERVICE RECOGNITION**
- HR10 LOSS OF DRIVERS LICENSE**

- HR11 PERFORMANCE MANAGEMENT – STAFF
- HR12 PROTECTIVE CLOTHING – OUTSIDE STAFF
- HR13 SECONDARY EMPLOYMENT
- HR14 STAFF UNIFORMS
- HR15 STUDY LEAVE
- HR16 SEXUAL HARASSMENT
- HR17 TRAVEL AND OUT OF DISTRICT ALLOWANCES
- HR18 WORKPLACE BULLYING
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- W12 ROADSIDE BURNING
- W13 USAGE OF LIVESTOCK GRIDS & INSTALLATION

2. Note that all previous Procedures be rescinded effective immediately.
3. The Chief Executive Officer to transition the new Shire of Halls Creek APOG Manual into operation giving appropriate notice to the public of the changes, with information posted on Shire Website.
4. The APOG be presented for Council consideration in June 2020. The Staff to adopt final version of the APOG accepted procedures after minor changes including formatting, page and procedure numbering and inclusion of the resolution adopting the procedure adoption in the final production.
5. Additional APOG procedures for acknowledgement by Council will be submitted to Council in June 2020.

VOTING REQUIREMENT: Simple Majority

Appendix:

9.1.2A -APOG Manual July 2019 (*Provided under separate cover*)

9.1.3 Return to Shire Operated Road Plant and Road Crew

ITEM NUMBER:	9.1.3
REPORTING OFFICER:	Noel Mason, Chief Executive Officer
SENIOR OFFICER	NA
MEETING DATE:	25 July 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 To consider the Business Case Report prepared by ATEA Consulting titled *Shire of Halls Creek, In House Road Construction and Maintenance*. To assess the strategic and financial implications of a shift into Shire owned road plant.
- 1.2 To grant approval to proceed with the planned capital plant purchases as part of the 2019/2020 Budget implementation, and to time the purchase of the plant and the expansion of the Shire workforce so that the immediate work phases of the Duncan Gordon Road project with Main Roads WA can be undertaken, noting that the primary works will commence in February/March 2020.
- 1.3 That the Shire time the expansion of the Construction workforce over the next 12 months so as to achieve the greatest local involvement in the Duncan Gordon Road project and to maximise aboriginal employment outcomes during the phased works available.

2.0 Background

- 2.1 The April Concept Forum discussed the possibility of the Shire returning to Shire operated road plant and crew, off the back of Federal Government funding announcements for the Tanami Road, commencing in 2022/23. The aim being to make the most of private works potential at that time and to use the intervening time to develop a works crew and expend into roadworks plant over time.
- 2.2 The Shire was driven by economic development, local job incentives and aboriginal employment outcomes after commitments from the Federal Government to require a high local content and aboriginal employment in all roadworks programs.
- 2.3 Somewhat as a surprise, the WA State Budget announcements for \$50m funding on the Duncan Gordon Road to service/improve Northern Minerals Brown's Range road access commencing in 2019/2020, necessitated an urgent rethink of the timings for Shire involvement.
- 2.4 At the Shires request, Greenfields Engineering provided a preliminary assessment of the proposal to expend the roads crew and undertake road

works in the Shire's own right and this was presented to the May Ordinary Council Meeting as a late item. The result of the Greenfield's assessment was that a Business Case be prepared to aid consideration of the proposal. This assessment was required to be incorporated and framed in the proposed 2019/20 Shire Budget, and this has been undertaken.

- 2.5 The final determination to proceed with plant and gang expansion is now required, as this impacts Budget considerations. The Shire Budget workshop on the 9 July 2019, considered the draft ATEA report, the financial implications, the workforce issues and the workforce development implications at length. To this point, consensus amongst Councillors has been to await the Business Case and make a decision in light of the impacts on Budget.

3.0 Comments

- 3.1 The ATEA report Executive Summary and Recommendation positively reinforces the view that an in-house model to deliver road maintenance and construction is affordable and provides the Shire the opportunity to promote the Halls Creek economy with greater local employment.

Federal and State government funding streams into the Halls Creek region for the Duncan Gordon and Tanami Roads, is guaranteed during a 9-year window exceeding \$15m per annum. Agrimin's mine development at Lake McKay and the State via MRWA are wishing to speed up the works and could narrow the timeframe 1-2 years, but either way, without change, we know that a 7-9 years of work is ahead. This is a \$15m - \$17m annual commitment to works.

In addition, Agrimin and Northern Minerals may require additional work from the Shire to upgrade access roads to tie into this work. Preliminary discussion suggests the Shire is well placed to take some of this work in 2022/23.

- 3.2 The ATEA report discusses Shire capacity to do the works. The MRWA as Principal contractor to the Shire, is required to work in accordance with the Federal Safety Commission Accreditation standards, therefore a much higher standard of compliance, safety standards and reporting is required over the project. As an example, to get plant an employee on the job, a Certificate 3 in Civil Construction and the Basic Road Traffic Safety course is required, as well as a White Card and the particular plant operators' certificate.

The Shire's original thoughts of utilising the expansion into road crew and plant early as a means of establishing a workforce training and development crew is justified. Expecting the MRWA or a contractor to take this role, will significantly reduce the likelihood of having high levels of local content and indigenous employment. Existing Shire road construction funding will be used as the training component, and in this year, Shire will have funding on the Duncan Rd for this purpose.

- 3.3 In regards the Duncan Gordon project, to date the Scope and Risk Workshop, the initial design, pre-start procurement (purchase of bores, pipes and grid) has commenced. Greenfields are directing this work and MRWA are approving. Greenfields have also commenced the environment and heritage approvals via MRWA, but it is likely that some of this prestart community engagement will have to be done by Shire.

Project co-ordination, safety and heritage management will be provided by MRWA, yet the Shire will be managing most other aspects of the job. The Shire will provide consulting engineering and project supervision. As Co-principal much of the work available, will target Shire capacities, and as the co-principal the Shire will have the authority to pick the work it would like to do with MRWA. In this way we can guarantee high local content and aboriginal employment.

- 3.4 The ATEA report also makes an assessment of the work available for the Shire to undertake. The conclusion it draws is that there is sufficient work to cover the cost of the capital outlay and operating costs. This is a positive result, if somewhat understated, as the report does not consider potential savings that the Shire may create by only focussing on elements of the work.

The ATEA report is structured around an immediate shift into the roadworks program. There will be timing issues around workforce development, take-up of employees and their existing skills sets, as well as meeting FSC Accreditation standards, and the availability of alternate training and development work. All these issues will require management to ensure that the impact on financial estimations remains favourably.

Nothing prevents the Shire from managing this transition around roadworks that earn an income during the same development period.

- 3.5 The opportunity for the Shire to derive income from this program regularly over 7-9 years ensures that the investment in plant and crew will have sufficient time to pay for itself. Not being part of this investment and allowing it to pass to a contractor's only situation would be permanently disadvantaging to the Shire and community.

The Shire workforce is expanding, both in employees and the community role we undertake with good social outcomes. Having an income stream from road construction is critical in terms of the long-term financial position. A steady income stream for 7-9 years is game changing, sets our Shire social transition, particularly as the current unemployment rate is 33%. Developing a workforce to be ready for the likely explosion of transport and mining opportunities will be a major role for the Shire over the next decade. Expecting that external contractors will have an interest in community social development is a stretch too far.

Additionally, the years have seen the Shire forced into a situation where without road plant assets and a workforce, the Shire is at the mercy of regional pricing. Some of this pricing has been competitive, but on many occasions the Shire is left with paying above normal contract price. Having

own plant and workforce doesn't guarantee this won't happen, but opens options to have the contractors act as add-on to Shire plant and allows Shire to do the works in its timeframe, not to be at the mercy of timeframes outside of our control.

- 3.6 To make the most of the opportunity, the Shire response needs to be balanced and the Draft Budget represents that. Shire will need to react quickly to establish elements of an income stream by working for MRWA, whilst establishing the development workforce.
- 3.7 As previously presented in report *Late Item report 11.2 OMC May*; to evaluate a change in strategic direction is not without risk, but the main pro reasons would be:
- 3.7.1 Tanami and Duncan funding could play out over 10 years or more, so the guarantee for work over this period is very high;
 - 3.7.2 Shire has a Plant Reserve from the sale of previous plant has a \$2.0m balance approx. and this can be used as a down payment so the capital risk of ownership of plant is reduced;
 - 3.7.3 Finance costs for loan funding to finance the plant is very favourable at present, a very sound starting position;
 - 3.7.4 The longer timeframe of the work availability allows the Shire to spread the cost of developing a work crew and plant, camping facilities, etc. over many years. Shire can fall back to its normal program as well if private works is not available or finished;
 - 3.7.5 The economic benefit by having more trainees and road crew/workers in the town accumulates over this time;
 - 3.7.6 Reducing the operating cost paid by Shire to contractors is extremely important to the town's future;
 - 3.7.7 If managed correctly around weather, the Shire can aim to do 10 months per year work, e.g. 1-hour day TIL for an extra month at Christmas and a longer break at Easter. If planned, no long-term interruption due to the wet;
 - 3.7.8 Minimises the opportunity for contract companies to avoid responsibility in providing local jobs when a local workforce already exists. If the Shire has to develop that workforce, and can provide local content in the form of machinery, the expectation would be that the Shire becomes a significant player in the delivery of the road programs;
 - 3.7.9 The Shire's roads program would provide the additional construction work to keep a workforce busy all year round.
- 3.8 The Shire's treatment of risk also impacts on the final result as would be obvious, but there are some positions that require clarity, and mostly come from the take on what is happening here. Exemplified by:
- 3.8.1 Does the Shire have sufficient funding to maintain works crew year long? Greenfields indicate that current work runs from 70-130 days on \$2.5m road funding. Working 11-hour days (eliminating risk of not working longer days) one additional paid

- hour, one additional TIL day would compress the work year into 10 months, with TIL taken at Christmas in conjunction with annual leave.
- 3.8.2 With our current contractor averaging \$3m a year over past 3 years; it could be expected that a medium sized gang would have more than sufficient work to extend to 175 working days on construction each year. Any additional contract work signals that there is more than sufficient work to keep a gang fully occupied. Potentially, 2-3 months of contract work would see the Shire pushing hard to complete an annual program.
- 3.8.3 Focus on second hand equipment with warranty to minimise entry cost which is available via WALGA panel;
- 3.8.4 Take up of plant and crew (timing) can be adjusted to mirror potential work e.g. Tenders for plant completed early, but orders filled closer to work dates;
- 3.8.5 Workforce development costs can be shared or outsourced to partners who seek grant assistance (subject to the employee's history). A combination of skilled and non-skilled workers then creates the workforce.
- 3.8.6 The combination of plant lowers cost and thereby risk on way in. A long-term Shire investment means that provision for plant replacement commences immediately, and renewal of plant is scheduled at a time in the future where the plant has already earned part of the replacement cost. In that way, buying all new plant can be avoided. For some plant a combination of hire in the first instance can assist the replacement program, thereby ensuring lowest possible life costs to the Shire.
- 3.9 Shire is seeking funds under the Regional Economic Development grants from the Kimberley Development Commission in 2019 to assist with workforce development. There is no expectation that funding will be received, but if it does the longer-term costs in developing a workforce may be reduced. As has been the evidence lately, with the Shire stepping out and doing what is needed first, it tends to bring additional players to the table to fund us for what we need. In this case, workforce development will be the target of this proposal, and we may be surprised how many other funding agencies are will to assist in this void.
- 3.10 In assessment of the current position:
- 3.10.1 It appears that the MRWA have following our Scope and Risk Workshop have received approval for the Duncan Gordon Rd project to commence, and all actions in the past 2-3 weeks suggests that a move before Christmas 2019 to complete flood ways is now in full swing. Phase two of this project commences in Feb/Mar 2020 and involves the gravel sheeting and formation works across the black soil country on the Duncan Rd and the gravel sheeting to Ringer Soak.
- 3.10.2 To be ready for this work, Shire will need to purchase equipment and develop a limited workforce before Feb 2020. Shire staff are currently researching how this can occur locally, but in any event,

to seek MRWA works with FSC Accreditation Shire will require a trained workforce. To move in this direction, a decision on the plant is required now.

- 3.11 It is proposed that the Works Committee be the main Shire vehicle used to progress plans. The first of the works that the Shire could engage in is for gravel pushing for the floodway works. For this to occur, Shire would need to complete purchase of bulldozer and have it freighted on-site either by own fleet vehicle (which would necessitate the purchase of a prime mover and float/low loader) or have it freighted to site.

At the same time, Shire would require a fuel tanker for the dozer and 2 Toyota Supervisor's vehicles for the Project Co-ordinator and Works Supervisor. (Both vehicles operating costs recovered from job). All this plant required by September 2019. These items can be purchased via the WALGA panel.

Instruction to the CEO to proceed with the purchases after consideration and oversight by the Works Committee, acknowledging that Council has in accepting this motion already agreed to proceed.

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:

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

5.3 Strategy:

Social - 1.4.4 Maintain and renew roads and ancillary infrastructure in accordance with the Shire Asset Management Plan including identified access roads into communities

6.0 Policy Implications

- 6.1 Ultimately, a move towards reinstatement of a road crew with plant will impact on many Shire policies, but the research of such impacts little.

7.0 Financial Implications

- 7.1 The Shire Administration Consultancies provision has sufficient funding to fund the required work, without the need for Budget adjustment in 2019/20.

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

All sustainability questions and issues relating to the availability of work and funding have been presented in the Business Case.

In relation to this recommendation to proceed with the establishment of an In-House Road Construction and Maintenance Model, the identified risks have been considered as part of the Business Case.

As is always the case, the management of risk becomes a high priority for the Chief Executive Officer and in relation to the expansion of the asset base, the Director of Infrastructure Assets (DIA). The DIA will be overseeing the operations plan for the expansion of the workforce and Manager of Finance the management of cashflow and financing as required.

The effective minimisation of risk to the Shire comes from having plant working on the MRWA jobs as quickly as it arrives. To achieve this Shire will need to time the initial arrival of plant so that it may be directed straight to site with operator.

The balance of the plant, will be accumulated to coincide with workforce development in September and October.

Officer's Recommendations

That:

- 1. That the ATEA Business Case report titled *In-house Road Construction and Maintenance Model* be received.**
- 2. Recommendation 1 indicating the Shire adopt an in-house model to deliver a return to owning and managing its own Works crew and Plant, to meet Shire objectives and promote the Halls Creek economy with greater local employment be endorsed;**
- 3. CEO produce an action plan on the implementation process needed to achieve this outcome and present this plan to the Works Committee for endorsement;**
- 4. CEO to produce a plan outlining the purchase program for the capital equipment so that purchases align with available works on the Duncan Gordon project;**
- 5. CEO purchase a D8R bulldozer for the gravel pushing works by September 2019, and undertake a pre-purchase assessment and mechanical report immediately so that purchase via the WALGA panel can be completed following reference to the Works Committee to oversight procurement;**
- 6. Shire adjust draft Strategic Business plan and Long-Term Financial Plans to include this strategic shift, acknowledging that both Plans currently require updating planned for 2019/2020.**

VOTING REQUIREMENT: Simple Majority

Appendix:

9.1.3A - ATEA – Business Case – In-House Road Construction and Maintenance Model

APPENDIX 9.1.3A



**Shire of
Halls Creek**

16 July 2019

**Business Case
In-house Road Construction and
Maintenance Model**

Purpose of Report

A Business Case for the Shire of Halls Creek owning its own road construction equipment and managing its own works team versus contracting all road construction work to third parties.

Acknowledgement of Traditional Owners

The authors wish to acknowledge the Traditional Owners of the land of this subject area and pay their respects to their elders past, present and future.

Further thanks are given to the Shire of Halls Creek staff.

Disclaimer

The authors note that all predictions are based on a range of information either publicly available or provided by the Shire of Halls Creek, assumptions and modelling. It is noted that there is uncertainty about future rates and risks.

While the Business Case should be seen as an aid to decision making by the Shire, it is not a substitute to detailed financial modelling, contract negotiations (including the securing of works for funding streams) project planning and risk management.

Prepared for Shire of Halls Creek

July 2019

Version 1.1		07 July 2019 07:51	Draft for Review
Version 2.1		16 July 2019 08:20	Penultimate Draft
Version 2.2	This Version	16 July 2019 12.17	Final for Submission

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<i>Finding 2: The Shire of Halls Creek may also be able to access additional work, namely the road construction activities required between Kundat Djaru and the Northern Minerals mine site noting that this concept has in-principle support from Northern Minerals and could be valued at \$20 million.</i>	12
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<i>Finding 5: Funding to the value of \$51.5 million has been allocated by the State to upgrade the Duncan and Gordon Downs Road over the next four years to be directed at improving 110km of the Duncan Road and 52 km of the Gordon Downs Road.</i>	17
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<i>Finding 7: The State Government has announced in its 2019 Budget that \$42.7 million has been allocated to the Tanami Road however, these funds are not readily identified in the Forward Estimates. Advice from the Office of the Treasurer is that the funds are included in local roads funding. The risks associated with State funding for the Tanami Road, while likely to be low, should be noted in any consideration.</i>	21
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<i>Finding 12: An In-house model would be supported by approximately 20 staff including A Works Manager, Assistant Manager, 10 Machine Operators, 3 truck drivers, a diesel mechanic and apprentice and four camp support staff/general labourers.</i>	27
<i>Finding 13: An In-house model is likely to result in fuel expenses of about \$800,000 per annum.</i>	28

Finding 14: With estimated annual expenses of \$5.7million, an In-house model would be a lower cost option to an Outsourced Model which is approximated at \$7.4million per annum. The savings might be accrued through profits to the Shire. 31

Finding 15: There are a range of strengths weaknesses, threats and opportunities that need to be considered with an In-house model, most importantly, the opportunity to create value in the local economy needs to be weighed against risks associated with additional capital purchases and commitments to staff. 33

Finding 16: As with any complex project, there are many potential risks associated with an In-House Model, but these appear to be manageable with a range of mitigations. 35

Finding 17: Key variables affect the viability of the In-house model, including salary costs, overheads and on-costs, machinery costs, maintenance and fuel costs, however, it is noted that there is a considerable margin between the likely costs of the In-house model and the potential funding which could be available over the next 10 years. 37

Table of Recommendations

Recommendation 1: That the Shire adopts an In-house model to deliver road maintenance and construction as it provides an opportunity to meet Shire objectives and promote the Halls Creek economy with greater local employment. 40

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EXECUTIVE SUMMARY

In the 2019 budget round, the State and Federal Governments announced a significant amount of capital funding to road improvements in the Shire of Halls Creek. This is likely to represent the largest funding allocation for road construction which has occurred in the Shire and includes funding for the Duncan Road/Gordon Road Upgrade (approximately \$50 million) and the Tanami Road Upgrade (approximately \$115million). These works are to be spread over 10 years, providing the Shire with a unique opportunity to build its internal capacity to deliver on road construction and maintenance.

The Shire has previously managed road maintenance budgets of approximately \$3.3 million per annum (including flood damage repairs) so the uplift in funding provides the Shire with an opportunity to review its delivery model.

This funding, and the increased transport activity, which is to flow from this investment, provides the Shire an opportunity to consider how to:

- improve efficiency of service delivery;
- develop the capacity of the local workforce; and
- improve the flow on effects to the local economy including Aboriginal employment.

At its 16 May 2019 meeting, Council Resolution 2019/070, the Shire of Halls Creek resolved to:

“prepare a Business case to assess a return to owning and managing its own Works Gang and Plant, planning a workforce and plant purchase to align with Main Roads WA works on the Duncan Rd in 2020”.

As the Project Principal, the Shire of Halls Creek can indicate what elements of the works it would supply, for example, the main supplies of gravel which would require the purchase of a dozer with availability for operation in the first weeks of July 2019.

This Business Case demonstrates that the Shire of Halls Creek has an opportunity to develop an In-House Road Construction and Maintenance Team (referred to as the ‘In-House Model’) to contract approximately 50% of all baseline road forming works including:

- cutting and filling (including cutting to spoil);
- importing fill;
- forming and shaping; and
- gravel sheeting.

Other activities could be delivered by third parties including:

- sealing and resealing road surfaces;
- floodway construction;
- (river and creek) crossing construction;
- installation of culverts; and
- installation of grids.

Other activities such as engineering, some project management, water source management, statutory processes (including heritage surveys) and traffic management could also be outsourced within the remaining 50% funding envelope.

Based on assumptions around a fit for purpose team, along with appropriate capital (machinery) and support (maintenance), it is likely the Shire of Halls Creek can deliver baseline road forming works in such a way as to:

- provide a profit outcome for the Shire;
- develop long term capacity for future Shire works;
- enjoy spill-over benefits into the broader road works and maintenance program;
- support a local employment and traineeship program; and
- ensure Aboriginal workforce development.

While there are some risks involved, which are laid out in the more detailed report, risks are manageable within a risk management framework. Furthermore, program risk can be mitigated by ensuring Key Performance Indicators are closely monitored. It will also mitigate risk associated with potential shortfalls in the expected performance of an *In-House Model* enabling an agile approach to project management.

The Duncan Road works are expected to be tendered by Main Roads within the next few months so the Shire of Halls Creek is advised to establish a comprehensive project plan which enables a ‘scaling up’ over the first years of the project if it chooses to adopt an *In-House Model*. Key elements of the ‘scaling up’ phase include:

- A. The Shire of Halls Creek having been granted approval to borrow \$4m for capital works from Treasury Corporation (the government lender). This facility enables the Shire to acquire the baseline equipment required to proceed with an *In-House Model* of construction and maintenance.
- B. In the first year to phase in Works to match existing capacity:
 - B.1. As Project Principal, phase in works, which align to Shire capacity while the workforce develops. The Shire will be able to adopt new elements of work throughout the first-year matching plant purchases, for example gravel carting begins in earnest in February 2020 so the purchase of all trucks will need to be completed by that date. In the meantime, one truck might be enough to freight plant to site and to ensure skills development occurs.
 - B.2. Ensure the Shire’s scarce capital is managed within its existing funding envelope, noting it existing resource envelope of \$2m through its Plant Reserve:
 - To purchase the first items of equipment, allowing the Phase 1 work to commence (for example purchasing a bulldozer to push gravel before Christmas) without drawing down the Loan Funds.
 - Adopt a tactical approach to investment such as not investing in Camp equipment early – as rental options for a camp are still favourable to the Shire of Halls Creek. Timing and options therefore allow for better management of peak debt.
 - Ensure revenues support the expansion of the project noting as project administrators, the Shire of Halls Creek will be charging administration costs on all project expenditure. Recovery of Shire costs are assured by Main Roads WA

B.3. As the project progresses into its second and third years, the Shire of Halls Creek will be able to deploy a growing workforce and some ongoing works, to expand capital equipment but keep the financing balance as to not exceed \$4million, which represents borrowing limits provided by Treasury Corporation. Over this time Main Roads WA will be able to support the scaling up of the workforce sufficiently to undertake works over the 2-3-year cycle, noting:

- Works on the Duncan Road are scheduled for the Broken Country in the first half of Year 3; and
- Seasonal factors will be managed to the advantage of the Shire of Halls Creek over that period.

PART 1 – METHODOLOGY

The purpose of this Business Case is to ascertain the value and feasibility of the Shire of Halls Creek owning its own road building and road maintenance equipment so it can deliver key elements of the major capital works program to upgrade the Duncan Road, Gordon Downs Road and the Tanami Road over the next ten years. This is referred to throughout the report as the '*In-House Model*'.

The Business Case will compare budget estimates with the funding which has been made available through the State and Federal Budget processes and the estimated cost of construction elements which might otherwise be delivered through third party contractors (referred to as the '*Outsourced Model*').

The methodology of the analysis is to:

1. Estimate the costs associated with an *In-House Model* including:
 - capital equipment;
 - depreciation;
 - maintenance on equipment;
 - labour; and
 - overheads and on-costs.
2. Assess the value of the *In-House Model* against the costs estimates to build the Duncan and Gordon Downs Road (with broad assumptions about the Tanami Road which is yet to be fully costed) against the activities which the Shire can undertake (namely earth-moving, cutting and forming, sheeting, but not sealing, culverts and floodways).

And

3. Compare these costs with the cashflows predicted from government funding to ensure it is adequate to undertake the activities within the broad envelope available and that those activities are comparable in cost to an *Outsourced Model*.
4. Provide a subjective risk matrix for consideration in decision making.
5. List potential Key Performance Indicators for the *In-House Model*.
6. Provide a subjective analysis of the opportunity to phase in capital expenditure.

It should be noted that previous studies are referred to, namely the Duncan Road and Gordon Downs Road Upgrade Project, Scoping Report (Greenfield Technical Services, 2019) and the Preliminary Review of Development of a Shire Road Works Crew and Fleet of Work Equipment: Assessment Report (Greenfield Technical Services, 2019). Other works which are considered are the Upgrade of Duncan Road Halls Creek Western Australia Business Case (ATEA Consulting, 2018) and Northwest Corridor Route (Tanami Road Upgrade) Business Case Review, (Kimberley Regional Group, 2019)

Equipment costs of an *In-House Model* are based on the purchase of good quality second-hand and new equipment. Operating costs are based on Shire estimates associated with the establishment of a fully functioning work team and assumptions related to operating costs including maintenance and fuel costs.

The methodology is structured to establish four key conditions; namely

1. There will be sufficient funding over a 10-year period to operate an *In-House Model*.
2. The cost of an *In-House Model* is at least comparable to an *Outsourced Model*.
3. An *In-House Model* can be demonstrated to provide wider benefits to the community.
4. Risks associated with an *In-House Model* are understood and manageable when compared to an *Outsourced Model*.

PART 2 – CURRENT SITUATION

2.1 New Funding for Extensive Works

The Shire of Halls Creek is about to embark on its largest capital works program with the upgrade of major arterial roads. Funding has also been allocated to improving the:

- Duncan Road from the Halls Creek to the Gordon Downs Road turnoff.
- Gordon Downs Road from the Duncan Road turnoff to the community of Kundat Djaru.
- Tanami Road from the Northern Territory border to the Great Northern Highway.

A mine access road which runs south of Kundat Djaru to the mine site will be improved by Northern Minerals Pty Ltd.

Funding for the capital works has been approved by both the State and Federal Governments with a total funding envelope of approximately \$170 million over 10 years.

The works have been supported by extensive economic analysis and some engineering assessment which is ongoing. Works are expected to commence in 2019/20 with the Duncan-Gordon Downs Road improvements scheduled first, followed by Tanami Road improvements.

A delivery strategy is currently being finalised with a funding agreement being prepared by Main Roads WA for approval by the State and Federal Governments.

It should also be noted an opportunity exists to undertake road construction on behalf of Northern Minerals with upgrades valued at \$20 million between Kundat Djaru and the Northern Minerals mine site being required in Year 3 of the project. This concept has been given in-principle support by the Managing Director and Chief Executive Officer of Northern Minerals.

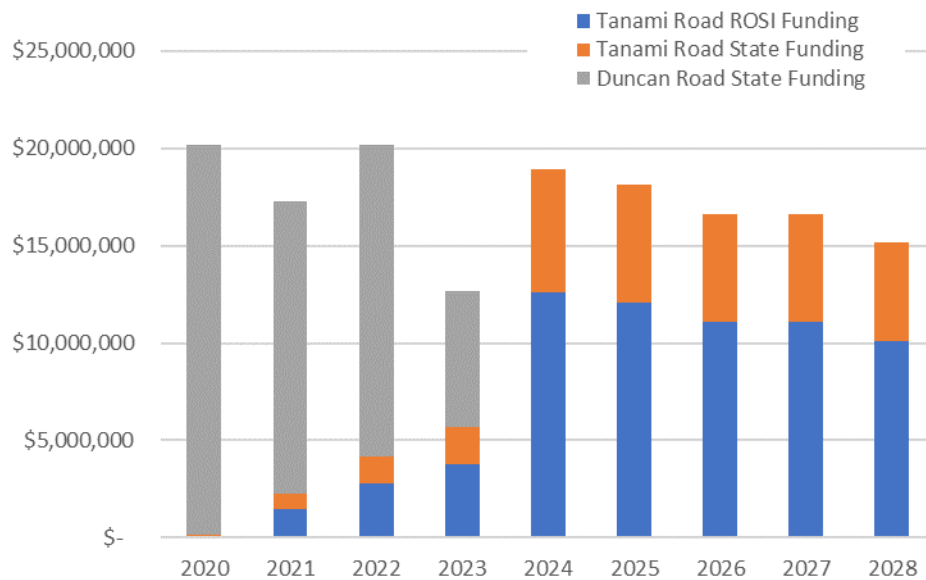
Finding 1: The Shire of Halls Creek intends to undertake an extensive works program to which is orders of magnitude higher than previous works programs, with a total expenditure of \$170 million.

Finding 2: The Shire of Halls Creek may also be able to access additional work, namely the road construction activities required between Kundat Djaru and the Northern Minerals mine site noting that this concept has in-principle support from Northern Minerals and could be valued at \$20 million.

2.2 Scale and Schedule of Funding Stream

Significant funding could be available to the Shire of Halls Creek over a period of at least 10 years, during which time upgrades (including sealing and gravel sheeting) will occur to 350km of what is currently gravel/rock or dirt road.

The funding stream is relatively evenly spread, with between \$10 million and \$20 million in capital provision over the next ten years. Some uncertainty still exists with respect to State funding for the Tanami Road, although the recent State budget speech reported that \$42.7 million had been provided. However, this funding is not identified specifically in the forward estimates, with the Treasurer’s office reporting it is integrated in local road funding. For the purposes of this study, it is assumed that 33.3% of all Tanami Road funding will be provided by the State, correlating to the total Federal funding of \$75million, which has been announced as part of the Roads of Strategic Importance (ROSI) funding, and the reported \$42.7 million commitment by the State¹.



Importantly, the funding schedule is relatively evenly allocated over the next ten years. This provides an opportunity to develop a sustainable in-house construction model for the Shire, noting there is likely to be a steady work stream enabling ongoing mobilisation of a workforce.

Finding 3: The scheduling of approximately \$170 million in funding for road improvements in the Shire of Halls Creek is relatively stable over the next ten years enabling the ongoing mobilisation of a construction workforce for the upgrade of roads.

¹ Sensitivity Analysis is undertaken to account for uncertainty regarding the State’s contribution to the Tanami Road

2.3 Shire Capacity - Current Projects

The Shire of Halls Creek's contract engineers, Greenfield Technical Services (GTS), recently completed a report on the upgrade of the Duncan-Gordon Downs Roads. The GTS Report summarised existing activity, noting:

"The Shire of Halls Creek routinely delivers roadworks projects of varying sizes and scopes across all areas of its road network. To complete these projects, the Shire generally engages competent and experienced 3rd party road works contractors via standard local government procurement processes and then employs a contract supervisor to manage the contractor on site in accordance with the contract and project specifications".

GTS also noted:

"The Shire provides project management and technical quality assurance during the construction works. Over a long period of time, this model has proven very effective and the Shire has a long and successful record of professional, effective and transparent procurement and contract management".

GTS outlined the range of projects which demonstrated the capacity of the Shire of Halls Creek to deliver projects.

"Most recently, the Shire has delivered various road construction and maintenance projects on time, to the required specifications and within budget including:

1. Flood Damage Repairs worth approximately ~\$10M between 2015 – 2018.

- Works comprised repairs to various unsealed and sealed roads including formation works, gravel sheeting and reconstruction of unsealed, cement stabilised, sealed and concrete floodways. Works are typically completed using an hourly hire plant contractor and a contract works supervisor.*

2. Roads to Recovery Projects worth approximately \$4.7M between 2014 – 2018.

- Works comprised construction and reconstruction of various unsealed and sealed roads, upgrades to various drainage assets and improvements to various sections of the Duncan Road and Tanami Road. Works have been completed on a lump sum basis, a schedule of rates basis and an hourly plant hire basis.*

3. Annual Capital Works Program worth approximately \$1.5 – 2.5M annually.

- Works comprise reforming, re-sheeting and drainage improvement works to various roads within the Shire including the Duncan Road and Gordon Downs Road. Works are typically completed using an hourly hire plant contractor and a contract works supervisor. Given the demonstrated ability of the Shire in project delivery and the positive results they have achieved over numerous years, it is proposed that the Shire direct-manages the project with support from others as required".*

(Greenfield Technical Services, 2019)

Further comments by GTS:

“The Shire’s unsealed road network is currently approx. 1,150km in length. Prior to the early 2000’s, the Shire completed the maintenance grading work using their own resources (plant and operators). At some point during the early 2000’s, the Shire made the decision to contract out the Maintenance Grading works. For the past 3 years, the Maintenance Grading Contract has been held by Danny Calywn; a local business within the Shire.

This contract is due to expire on 30 June 2019 and the Shire recently called tenders for a new Maintenance Grading contract to commence on 1 July 2019. Maintenance grading work is typically funded via a combination of the Shire’s own funds and other overhead funds originating from grant funding. The approx. maintenance grading contract spend is \$550,000 which generally funds approx. 2,500 maintenance grading hours per annum. This allows to complete 2 – 3 maintenance grades on the Shire’s major roads (e.g. Tanami Rd, Duncan Rd, Gordon Downs Rd) and 1 – 2 maintenance grades on the Shire’s secondary roads.”

(Greenfield Technical Services, 2019)

Finding 4: The Shire of Halls Creek has the experience to deliver an expanded road maintenance and construction program



PART 3 – NEW PROJECTS ON HAND

3.1 Duncan Road – Gordon Downs Road

The most recent State budget has allocated \$51.5million to the Duncan and Gordon Downs Road upgrades, spread over the forward estimates from 2019/20 to 2022/23 (Budget Paper 2, Page 526).

Figure 1: Extract from Budget Paper 2 2019/20 State Budget

Spending Changes

Recurrent spending changes, other than cashflow timing changes and non-discretionary accounting adjustments, impacting on the agency’s Income Statement since presentation of the 2018-19 Budget to Parliament on 10 May 2018, are outlined below:

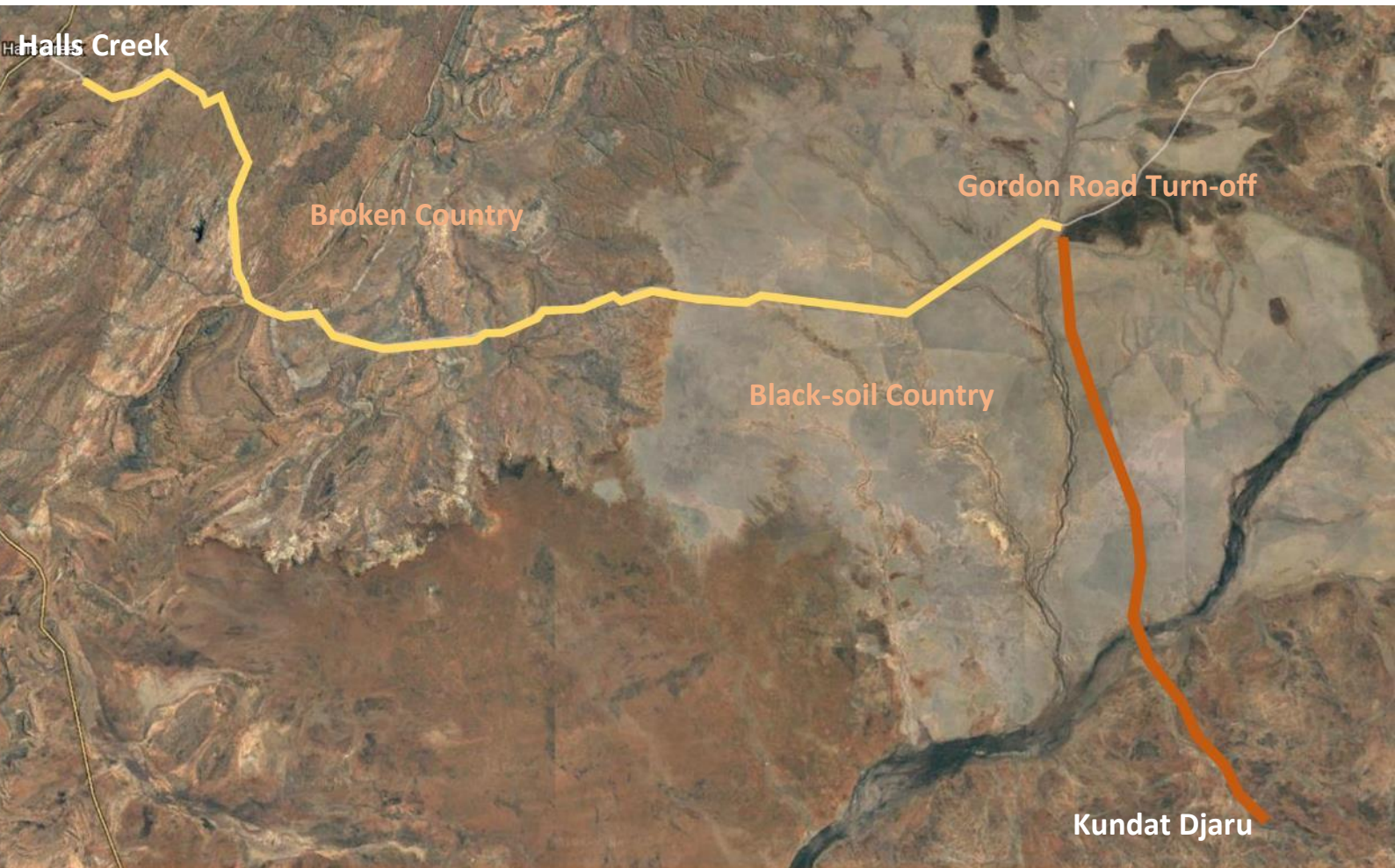
	2018-19 Estimated Actual \$'000	2019-20 Budget Estimate \$'000	2020-21 Forward Estimate \$'000	2021-22 Forward Estimate \$'000	2022-23 Forward Estimate \$'000
New Initiatives					
Abernethy Road Upgrade	-	4,000	18,000	4,500	-
Duncan and Gordon Downs Road Upgrades	-	20,000	28,800	2,200	500

This funding is in response to advocacy by the Shire of Halls Creek and the support of the State Government in order to deliver outcomes for the community (mainly Kundat Djaru, which is also known as Ringer Soak) and business including tourism, the pastoral industry and importantly, a new mine site which is now producing Dysprosium (albeit as a pilot project).

Approximately 110km of the Duncan Road will be upgraded from the end of the existing sealed road (6.4km from Halls Creek) to the Gordon Road turnoff. A further 52km of road improvements are planned on the Gordon Downs Road to Kundat Djaru noting large sections of that road can be seasonally flooded due to it crossing the Sturt Creek. Improvements beyond Kundat Djaru will be the concern of the mining company Northern Minerals.

It should also be noted that at the meeting between the Shire of Halls Creek senior officers and Mr George Bauk, Managing Director and Chief Executive Officer of Northern Minerals, in Broome on the 10th June 2019, the Shire of Halls Creek requested that Northern Minerals consider utilising the Shire to undertake the roadworks from Kundat Djaru to the mine site (40km). Such an approach would support Northern Mineral’s views on local indigenous employment and compliment their aim to provide local content. If so, this work would occur during Year 3 program and have a value of approximately \$20m. If the Shire adopts an *In-House Model*, it would be best placed to undertake this project. Northern Minerals has expressed its in-principle support for such an approach.

Figure 2: Approximate location of Duncan Road and Gordon Downs Road Improvements



A more detailed description of the improvements is provided in the Greenfield Technical Services Duncan Road and Gordon Downs Road Upgrade Project Scoping Study.

Capital investment into improvements to the Duncan Road will result in a safer access for community members who currently suffer from high rates of road trauma. Upgrades will also provide economic benefits by reducing travel times which is particularly important for freight logistics, with heavy haulage servicing both the mining and pastoral sectors. The investment will also improve the attractiveness of the region, both responding and facilitating the growing demand of self-drive tourists and organised tours in the region. (ATEA Consulting, 2018)

Finding 5: Funding to the value of \$51.5 million has been allocated by the State to upgrade the Duncan and Gordon Downs Road over the next four years to be directed at improving 110km of the Duncan Road and 52 km of the Gordon Downs Road.

3.2 Tanami Road

The Tanami Road, which is also referred to as the North-West Connector Route, is recognised as a critical priority. The importance of this route has been recognised in the 2019/20 Federal Budget which was presented in April 2019.

Key benefits will flow including:

- *“Connecting the inland areas to established ports, national road and rail transport routes, decreasing distance by up to 1200km with resulting reductions in travel times and costs.*
- *Improve port viability through increased trade volumes.*
- *Improve viability for existing mining projects and stimulate exploration for new projects.*
- *Improve viability for extraction projects such as the Potassium and Sulphate mineralisation in hypersaline groundwater at Lake Mackay.*
- *Service the exploration and development of the eastern side of the Canning Basin gas reserves.*
- *Improved cattle turnoff through significant uplift in cattle numbers, alternative management (weaner model) and increase in weight achieved (by up to 100kg).*
- *Facilitate greater drive-in-drive out employment opportunities through all-weather road rather than the extensive use of fly-in-fly-out arrangements.*
- *Unlock economic and employment opportunities for Aboriginal communities.*
- *Open tourism to a significantly broader market and improves opportunities for Aboriginal tourism, art and culture experiences.*
- *Improve access to essential services for the Aboriginal and Torres Strait Islander communities.*
- *Reduce vehicle maintenance costs.*
- *Reduce significant risks to health and safety for road users arising from poor road alignments, excessive corrugations and poor visibility.*
- *Reduce the cost of business interruption through road closure and reduce storage cost for essential supplies to cater for significant periods of isolation.*
- *Service agriculture development in the Fitzroy Catchment (contingent upon water allocation).*
- *Reduce premature death and permanent disability through improved emergency response times”.*

(Kimberley Regional Group, 2019)

Figure 3: Map outlining Northwest Connector Route

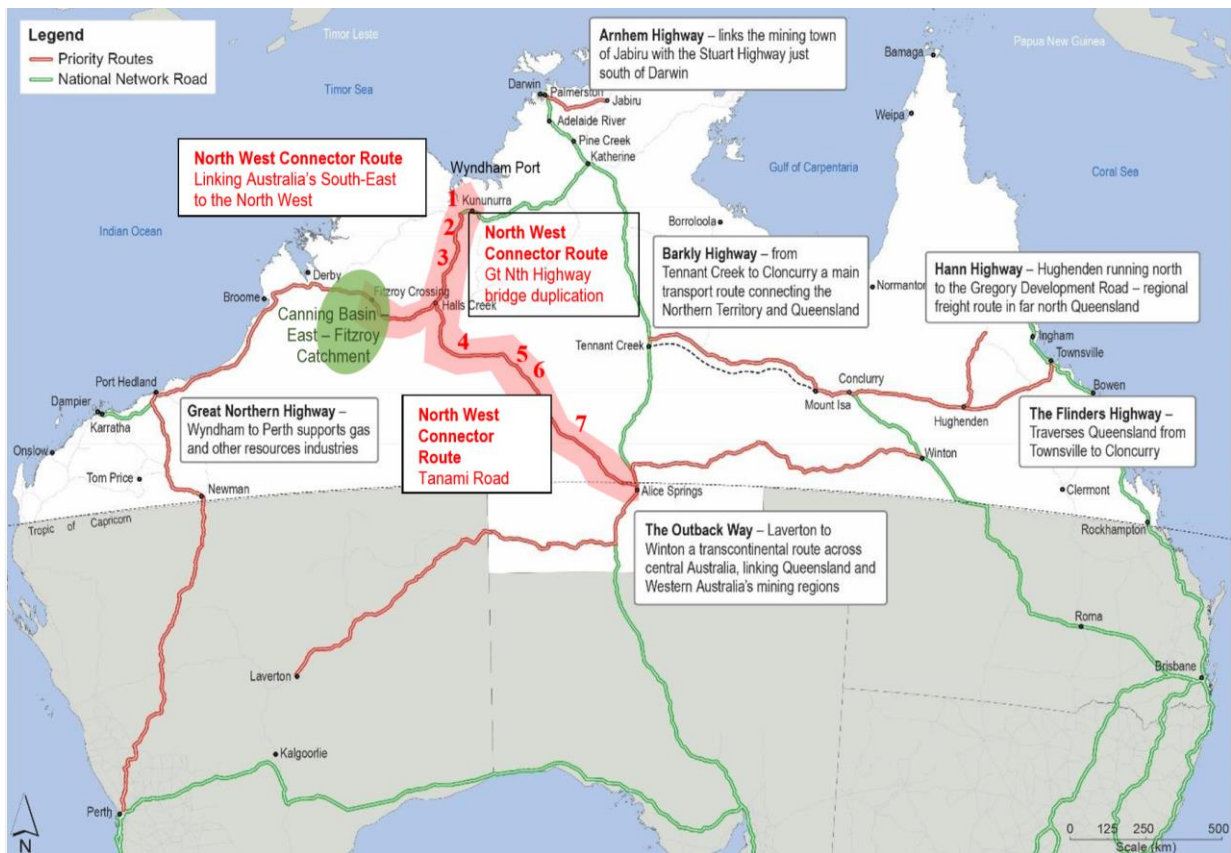


Table 1: Updated Table of Activities on Northwest Connector Route

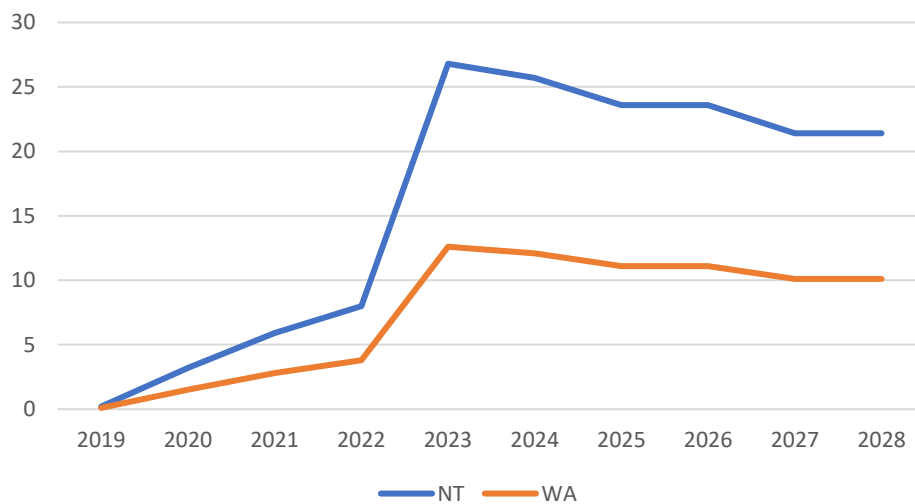
Code	Section	Status
1	Great Northern Highway - Maggie Creek to Wyndham upgrade.	Funded
2	Great Northern Highway Bow River Bridge and approaches upgrade.	Complete \$38.5m
3	Great Northern Highway - Halls Creek to Warmun	Funded \$15.64m
4	Tanami Road Upgrade – Great Northern Highway to WA border.	Funded ROSI \$75m + State Contribution.
5	Tanami Road Upgrade – WA border to Granites Mine.	Funded ROSI \$160m + Territory funding.
6	Tanami Road Upgrade – Granites Mine – Yuendumu.	As above
7	Yuendumu (near) – Alice Springs Various upgrades undertaken.	Funded

Federal funding has been provided through the Roads of Strategic Importance Program for the Tanami Road and surrounding roads. The Western Australian portion of the road has a \$75million allocation over 10 years. It should be noted that the allocation appears to have flexibility in relation to surrounding roads.

Table 2: Table from Federal Budget: Roads of Strategic Importance Funding


State	Project	Total Cost \$M	Federal Government Contribution \$M	Forward Estimates \$M	Beyond Forward Estimates \$M	Project Scope
NT	Alice Springs to Halls Creek Corridor Upgrade (Northern Territory)	\$200	\$160	\$44.2	\$115.8	The project will deliver targeted upgrades along the Northern Territory section of the Tanami Road, and surrounding roads
WA	Alice Springs to Halls Creek Corridor Upgrade (Western Australia)	\$93.8	\$75	\$20.7	\$54.3	The project will deliver targeted upgrades to the Stuart Highway Tanami Road, Browns Range Road and surrounding roads.

Figure 4: ROSI Funding Stream Over the Next 10 Years (\$m) including Forward Estimates and Beyond



Further funding is available through the State Government with the most recent Budget announcing a further \$42.7 million to the Tanami Road. There is, however, some uncertainty around this figure because it is not listed in separately in Budget Paper 2 and is reported by the Treasurer’s office to be incorporated in the Local Government funding for roads and with the majority of that funding being beyond the Forward Estimates.

Figure 5: Extract from Snapshot for the Kimberley from State Budget



WA STATE BUDGET 2019-20
DELIVERING FOR THE KIMBERLEY

The McGowan Government is delivering its plan for the Kimberley, with funding in the State Budget to create local jobs and support the local economy, while delivering important community infrastructure and services.

The 2019-20 State Budget includes \$4.2 billion in Royalties for Regions funding across regional WA. More than \$5.6 billion will be invested in regional infrastructure over the next four years.

SNAPSHOT ON THE KIMBERLEY

CREATING JOBS AND SUPPORTING THE ECONOMY

- \$51 million towards the **Ringer Soak and Northern Minerals Access Road in Browns Range**
- \$87.5 million to **upgrade Great Northern Highway from Broome to Kununurra**
- \$19.3 million to **upgrade Broome Senior High School**
- \$42.7 million to **upgrade Tanami Road**

For the purposes of this study, it is assumed that State funding of \$42.7million is provided for the Tanami Road in proportion to the funding profile of the ROSI funding. It should be noted an unknown risk is posed by the \$42.7million not being explicitly in the Forward Estimates. While the State’s political commitment is clearly identified in its Snapshot statement, funding cannot be guaranteed through the Treasury process until funding is explicitly identified in the Forward Estimates. It also should be noted it is relatively unusual for funding to be announced in a Budget without it being readily identifiable in the Budget Paper.

Finding 6: Funding to the value of \$75 million has been allocated by the Federal Government through its Roads of Strategic Importance Program for the upgrade the Tanami Road on the Western Australia side of the border over the next ten years, with the bulk of those funds being available from 2022/23 financial year.

Finding 7: The State Government has announced in its 2019 Budget that \$42.7 million has been allocated to the Tanami Road, however these funds are not readily identified in the Forward Estimates. Advice from the Office of the Treasurer is that the funds are included in local roads funding. The risks associated with State funding for the Tanami Road, while likely to be low, should be noted in any consideration.

PART 4 – CAPACITY BUILDING

4.1 Indigenous Business Agenda

The Shire of Halls Creek recently considered an Indigenous Business Agenda (Item 9.1.2 at its June 2019 meeting). A key aim is outlined as follows:

- *“As the Shire progresses into a major contracts and procurement period, this policy will guide purchasing, particularly where indigenous businesses are involved and/or indigenous business partners are establishing contracts and procurement arrangements with the Shire”*

The Indigenous Business Agenda was unanimously supported by the Shire. The Indigenous Business Agenda describes the Shire of Halls Creek’s aims of promoting and supporting Indigenous Businesses develop over the construction window. The Shire of Halls acknowledges that this may place strains on available human resources – but it would complement the Shire’s aims of maximising local content.

It is noted that support of small business can come at a cost, though the Shire of Halls Creek policy provides a platform to ensure that the aim is given higher priority than would normally be tasked in a Main Roads WA road development project. The Shire of Halls Creek is confident it is well placed to work with local indigenous businesses to make this happen and success in this endeavour will provide greater resilience to both the project and the community.

An In-house model for road maintenance and construction will be ideally suited to developing local Indigenous capacity through small contracts associated with the *In-House Model* and through skills development of Indigenous staff and trainees.

Finding 8: An Inhouse road maintenance and construction model is consistent with the Shire’s Indigenous Business Agenda as it would enable targeted Indigenous employment, skills development and business growth.

4.2 General Road Maintenance

Maintenance costs associated with key local roads are likely to increase substantially as the demand on roads increases due to new mining activity. On the Tanami Road, it is predicted that one operation alone (Agrimin) could require the transit of 30 quad road trains per day (15 return trips) and new gold mining activity is also likely to impact on the demands on the road. On the Duncan and Gordon Downs Road, increased traffic associated with Northern Mineral's operations are a catalyst to new spending on improvements.

Importantly, an In-house model for road maintenance and construction will enable the Shire of Halls Creek to deploy equipment into maintenance roles when construction and upgrade work demands are low. This will need to be managed within the funding envelope available to the Shire, but additional maintenance work could be delivered, based on the marginal cost (fuel and vehicle servicing) if fixed costs (capital and wages) are built into ongoing upgrade works.

Finding 9: An In-house model, which is underpinned by major road improvement projects, could support a more comprehensive and low-cost road maintenance program across the Shire.

PART 5 – IN-HOUSE MODEL COST ASSESSMENT

5.1 Capital Requirements

It is estimated that an *In-House Model* for road maintenance and construction could be serviced by a machinery and equipment costing approximately \$6million. This would involve the purchase of a combination of second hand and new equipment including mid-sized bulldozers, graders, trucks, prime movers, rollers and camp facilities. These have been costed including GST with an added 20% contingency. More detailed description of machinery along with their current market prices is provided in Appendix 2. Potential Phasing of purchases is also listed (discussed in Section 5.2).

Table 3: List of Machinery and Estimated Costs for In-House Model

	Price	Inc GST	Potential Phase
Bulldozer D7R	\$480,000	\$528,000	1
Grader 140M	\$345,000	\$379,500	2
Grader 140M	\$345,000	\$379,500	2
Prime Mover	\$320,000	\$352,000	1
Prime Mover	\$320,000	\$352,000	2
Prime Mover	\$320,000	\$352,000	2
Prime Mover	\$320,000	\$352,000	2
Water Tanker	\$100,000	\$110,000	3
Side Tipping Trailers	\$100,000	\$110,000	2
Side Tipping Trailers	\$100,000	\$110,000	2
Flat Deck Trailer	\$50,000	\$55,000	2
Low Loader	\$135,000	\$148,500	1
Front End Loader 966K	\$363,000	\$399,300	2
Small Excavator	\$60,000	\$66,000	2
Roller CS766B	\$155,000	\$170,500	2
Roller CS766B	\$155,000	\$170,500	3
Roller PF300	\$91,000	\$100,100	2
Small Truck with Crew Cab	\$90,000	\$99,000	2
Small Truck with Crew Cab	\$90,000	\$99,000	3
Service Truck e.g. Izu su FVZ 260	\$377,000	\$414,700	1
Sea Containers/Shelter	\$15,000	\$16,500	2
Generators (Approx. 35KVA x 5)	\$75,000	\$82,500	2
Camp Kitchen	\$140,000	\$154,000	2
Bedrooms 15pax	\$150,000	\$165,000	2
Pumps	\$60,000	\$66,000	2
Freezer Cool Room	\$40,000	\$44,000	2
Fuel and Trailer	\$200,000	\$220,000	2
Drinking Grey Water	\$60,000	\$66,000	2
Workshops	\$80,000	\$88,000	2
Total	\$5,136,000	\$5,649,600	
Contingency	20%	\$ 1,129,920	
Cost Plus Contingency		\$6,779,520	

These costs can have been annualised by adding:

- financing costs (assumed at 5% per annum); and
- depreciation on equipment, (for this study straight line depreciation of 20% per annum on purchase price is assumed).

Table 4: Machinery Costs Annualised

	Rate/annum	Annualised Cost
Depreciation Per Annum	20%	\$1,355,904
Financing Costs	3%	\$203,386
Annualised Cost		\$1,559,290

This derives an annual cost of capital of \$1.6 million per annum.

Finding 10: Capital outlays for an In-house model are likely to be approximately \$6.2million to purchase key earthmoving and road building equipment. This equates an annualised cost of capital of approximately \$1.6million per annum.

5.2 Phasing

The phasing of capital purchases is a tool to managing capital costs (and operational costs for that matter) over the early stages of the project. Also, it is noted that the phasing will ensure the equipment purchased will be utilised as the project ramps up consistently with the:

- project requirements;
- financial constraints namely peak debt limits;
- phasing in of employment of staff;
- skills development requirements of team; and
- capacity of project management to deploy the team effectively.

Indicative phasing, which would need to be managed in accordance with a detailed Project Plan, could be:

- Phase 1: Which will commence in 2019, could include the purchase of the Bulldozer to start pushing up gravel in gravel pits in readiness for Phase 2. This will require some supporting equipment, namely a Prime mover (which can also be used for skills development), low loader and support vehicle. Estimated cost \$1.4million
- Phase 2: This would correspond to the beginning of gravel sheeting works and road forming across the Blacksoil Country for the Duncan Road and Gordon Downs Road. It would also provide support earthworks related to Outsourced works such as floodways, which will commence in 2020 and could be spread over the Financial Years of 2019-20 and 2020-21. These works involve the purchase of the bulk of the capital including, a Grader, Prime Movers, Side Tipping Trailer and Flat Deck Trailer, Front-end Loader, Small excavator, Service equipment and most of the camp and camp support equipment: Estimated cost \$3.1million.

- Phase 3: Would correspond to the Shire achieving the full team within three years with additional equipment being another Grader, Side Tipping Trailer, Prime Mover and additional Crew Cab. This work would coincide with additional management of works on the Broken Country and potential works associated with the Northern Minerals access road. Estimated Cost \$1.1million.

Finding 11: Phasing in of capital (equipment) purchases for an In-House Model should correspond to the project requirements, the ability to manage the project team and the management within financial parameters.

5.3 Staff Operational Requirements

A fit for purpose team, which can produce the required outcomes over a ten-year period, is considered to require between 20-25 full time equivalent staff members. Key elements of the team would include:

- A Works Manager, who had the capacity to lead a complex program, providing strategic leadership and communications, ensuring key performance indicators were met while managing the deployment of resources and maintaining the capacity of the team.
- An Assistant Manager, who provided support to the Works Manager including integrated strategic directions, day-to-day operations and occupational health and safety management.
- Four Senior Machine Operators who could operate complex machinery, such as graders, bulldozers and loaders.
- Six Junior Machine Operators who could, provide support as roller operators, light vehicle operators and operate more complex machinery under supervision when required.
- Three truck and support vehicle operators to drive prime movers in complex and general operations.
- Day to day servicing and minor repairs would be undertaken by an onsite mechanic with the support of an apprentice mechanic, noting longer term more complex scheduled servicing and major repairs would be outsourced.
- Four additional employees could be engaged to provide camp support and be general labourers. These staff could also be multi-skilled to provide low level machine operating support when other staff were not available or higher workloads required additional machine operators.

Salaries are approximated for market rates and on-costs (superannuation, insurance and other allowances) assumed at 20% of salary with an additional 40% cost for overheads representing the additional administrative costs for the Shire of Halls Creek.

Based on this, the total salary costs would be \$1.77million per annum with additional overheads and on-cost bring the total to \$2.83million per annum.

Table 5: Indicative Work Team

Number of Staff	Position	Unit Salary Cost	Category Total	On-costs	Overheads	Total
1	Works Manager	\$140,000	\$140,000	\$28,000	\$56,000	\$224,000
1	Assistant Manager	\$120,000	\$120,000	\$24,000	\$48,000	\$192,000
4	Senior Machine Operator	\$90,000	\$360,000	\$72,000	\$144,000	\$576,000
6	Junior Machine Operator	\$70,000	\$420,000	\$84,000	\$168,000	\$672,000
3	Truck and Support Vehicle Operator	\$90,000	\$270,000	\$54,000	\$108,000	\$432,000
1	Diesel Mechanic/Maintenance	\$120,000	\$120,000	\$24,000	\$48,000	\$192,000
1	Apprentice Diesel Mechanic/Maintenance	\$60,000	\$60,000	\$12,000	\$24,000	\$96,000
2	Camp Support	\$70,000	\$140,000	\$28,000	\$56,000	\$224,000
2	General Labourers	\$70,000	\$140,000	\$28,000	\$56,000	\$224,000
21	Totals		\$1,770,000	\$354,000	\$ 708,000	\$2,832,000

It is assumed that staff would take 6 weeks leave over the wet season consistent with Kimberley Region standards. Any additional delays during the wet season would provide time for further training or maintenance work which was not associated with the overall capital works program.

Finding 12: An In-house model would be supported by approximately 20 staff including a Works Manager, Assistant Manager, 10 machine operators, 3 truck drivers, a diesel mechanic and apprentice and four camp support staff/general labourers.

5.4 Fuel and Maintenance

Annual maintenance costs, not including the cost of an in-house mechanic and apprentice assistant, have been calculated at 10% of the capital cost of machinery bringing the total cost of maintenance to \$430,000 per annum.

Fuel usage is based on the estimated fuel consumption rates for equipment, times an estimated number of hours each year with an estimated price of diesel of \$1.50 per litre.

It is assumed that staff would be on leave for 6 weeks during the wet season providing for annual leave consistent with Kimberley Region standards. Any additional delays during the wet season would provide time for further training or road maintenance work which was not associated with the overall capital works program. The costs to the Shire of Halls Creek, associated with additional works would be based on marginal costs (as fixed costs would be covered by the capital works program) meaning additional work could be delivered at a much lower cost than would otherwise be the case.

Table 6: Assumed Fuel Consumption of Machinery

Equipment type (including example of model)	Annual Hours	Hourly Diesel Consumption	Diesel Price	Assumed Diesel Value
Bulldozer D7R	1,500	50	1.5	\$112,500
Grader 140M	1,500	20	1.5	\$45,000
Grader 140M	1,500	20	1.5	\$45,000
Prime Mover	1,500	20	1.5	\$45,000
Prime Mover	1,500	20	1.5	\$45,000
Prime Mover	1,500	20	1.5	\$45,000
Prime Mover	1,500	20	1.5	\$45,000
Water Tanker	1,500	20	1.5	\$45,000
Front End Loader 966K	1,500	40	1.5	\$90,000
Small Excavator	1,500	20	1.5	\$45,000
Roller CS766B	1,000	15	1.5	\$22,500
Roller CS766B	1,000	15	1.5	\$22,500
Roller PF300	1,000	15	1.5	\$22,500
Small Truck with Crew Cab	500	15	1.5	\$11,250
Small Truck with Crew Cab	500	15	1.5	\$11,250
Service Vehicle, e.g. Isuzu FVZ 260	500	15	1.5	\$11,250
Generators 2X	8,000	5	1.5	\$60,000
Fuel Truck and Trailer	1,500	20	1.5	\$45,000
Diesel Cost				\$768,750

Based on the assumptions above, it is estimated that fuel consumption will represent approximately \$800,000 per year in operating costs.

Finding 13: An In-house model is likely to result in fuel expenses of about \$800,000 per annum.

PART 6 –COST BENEFIT ANALYSIS

6.1 Costs

The Benefit Cost Analysis is based on the Shire being able to deliver all major earthworks related to activities for the Duncan Road, Gordon Road and Tanami Road upgrades.

In its Scoping Study for the Duncan and Gordon Downs Road Upgrade, GTS estimated the cost of delivering road improvements based on the Shire managing competent 3rd party contractors, including machinery and equipment, engaged via the Shires normal procurement process.

Under assumptions defined in the GTS report, cost estimates were outlined in Section 11 of that same report as follows.

Table 7: Estimated Work Elements (extracted from GTS Report)

Duncan and Gordon Downs Road Route Upgrade Cost Estimates	Quantity	Unit Rate	Estimated Value	Undertaken by Shire	Estimated Value Shire
Estimated Cut and Fill (m3)	80650	26.96	\$2,174,324	Yes	\$2,174,324
Estimated Cut to Spoil (m3)	48863	9.26	\$ 452,471	Yes	\$452,471
Imported Fill (m3)	301065	18.5	\$5,569,703	Yes	\$5,569,703
Forming and Shaping (kms)	80	\$30,338	\$2,427,040	Yes	\$2,427,040
Gravel Sheeting (km)	64.6	\$71,925	\$4,646,355	Yes	\$4,646,355
Gravel Sheeting Blacksoil (km)	73.9	\$115,080	\$8,504,412	Yes	\$8,504,412
Sealed Pavement (km)	13.3	\$221,307	\$2,943,383	No	
Reseals (km)	1.1	\$91,800	\$100,980	No	
Sealed Floodways (km)	5.6	\$943,900	\$5,285,840	No	
Concrete Floodways (km)	0.3	\$4,369,200	\$1,310,760	No	
Sturt Creek Crossing (km)	3	\$943,900	\$2,831,700	No	
New Grids (number)	3	\$82,923	\$248,769	No	
New Culverts (number)	171	\$20,000	\$3,420,000	No	
Totals			\$39,915,737		\$23,800,000
Percentage Shire Value of Total Works			60%		

It is assumed, for the purposes of this study that the Shire would create a fit-for-purpose team to undertake all the major earthmoving and earthworks related activity, which includes cutting and filling, cutting to spoil, importing fill, forming and shaping, gravel sheeting (both on the Broken Country and on the Blacksoil Country). It is assumed that all sealing, reseals, floodways, creek crossings, grids and culverts would be undertaken by third party contractors.

Based on the GTS report, a reasonable price comparison for the In-house model for the Duncan Road and Gordon Downs Road is \$23.8million, meaning the cost of delivering an Inhouse model should be equal to or less than \$23.8million over four years.

GTS is yet to undertake detailed pricing of Tanami Road improvements. Given this, a comparator for the Tanami Road improvements has been based on the allocation of funds (\$115million) minus 12%

management costs, then scaled at 50% to separate earthworks related activity (undertaken by the In-house works team) and other activities (including sealing, culverts and floodways).

Based on these assumptions, it is estimated that approximately \$50.6 million could be available to an Inhouse works team on the Tanami Road. This brings the total potential funding available to an In-house works team to \$74million spread over ten years (an average of \$7.4 million per annum).

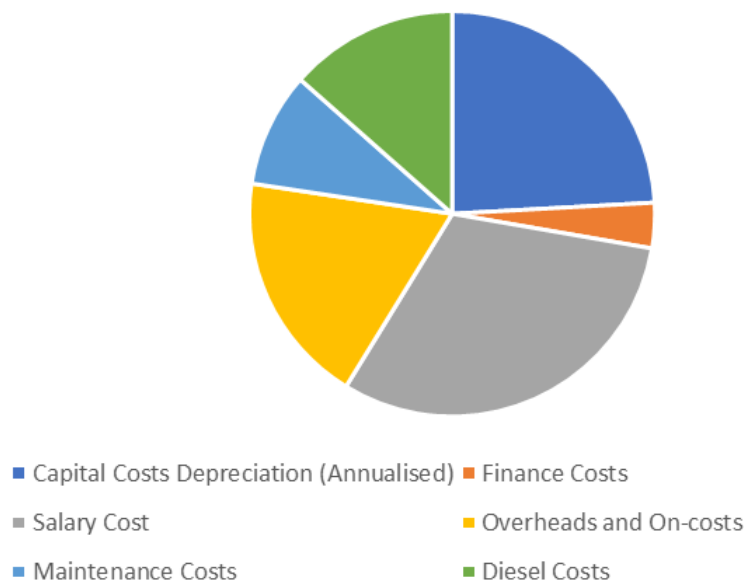
The cost of an In-house works team, based on the configuration outlined previously and including machinery, is estimated at approximately \$5.7 million.

Table 8: Summary of Annual Cost Estimates

Costs	
Capital Costs Depreciation (Annualised)	\$1,355,904
Finance Costs (based on 5% per annum)	\$203,386
Salary Cost (Annual Cost)	\$1,770,000
Overheads and On-costs	\$1,062,000
Maintenance Costs	\$521,100
Diesel Costs	\$768,750
Total Annual Cost Estimate	\$5,673,640

The three biggest components are annualised capital costs, including financing costs (28%), salary costs (31%), machinery operational costs including fuel and maintenance (22%). Overheads and on-costs are 19% of all costs.

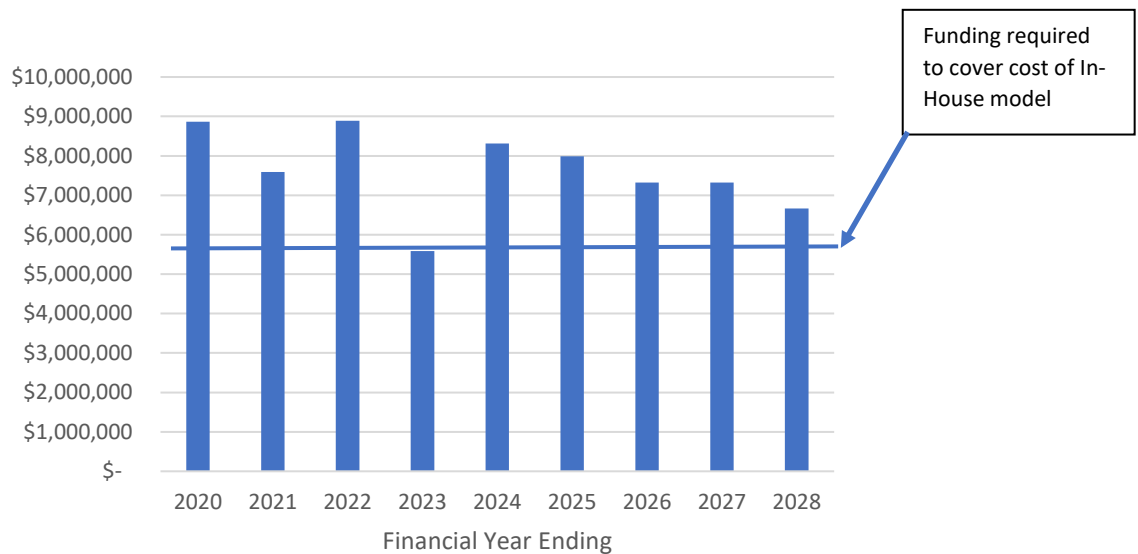
Figure 6: Estimated distribution of Annual Costs



6.2 Benefits

Based on assumptions around funding which could be available for earthworks and road formation, the following funding stream might be available to the Shire of Halls Creek over the next ten years, averaging \$7.4million per annum.

Figure 7: Funding stream that could be available for an In-house Model over 10 Years



It remains to be determined, by the contracting process, as to what rates the Shire will charge and, therefore, what financial benefits will be derived by the Shire of Halls Creek. However, this assessment demonstrates the feasibility of an In-House Model working within the broader funding envelope which is available for the earthworks component of the road construction. Given this, consideration should be given to the broader benefits associated with capacity building and the Shire’s aims for local employment and Indigenous Business Agenda.

Based on the above analysis:

The comparison of estimated cost of earthworks related activity is as follows:

- based on an *Outsourced Model* \$7.4million per annum; and
- based on an *In-House Model* \$5.7million per annum.

Finding 14: With estimated annual expenses of \$5.7million, an In-house model would be a lower cost option to an Outsourced Model which is approximated at \$7.4million per annum. The savings might be accrued through profits to the Shire.

PART 7 – SWOT ANALYSIS

7.1 In-House Model

The following Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis is presented in dot point form, outlining key factors favouring or constraining and *In-House Model*. These points are based on a subjective consideration. These are contextualised in comparison to an *Outsourced Model*.

Strengths

- Local knowledge with local operators, compared to contractors who are not based in the region.
- Scheduling of work can be managed within Shire capacity and needs, whereas an *Outsourced Model* could be less malleable.
- Development of In-House skills which are transferable, noting an *Outsourced Model* will rely on third party capacity.
- Greater control over the roll out of the work program as Project Principal, having the ability to phase in plant to suit the work schedule.

Weaknesses

- Capital costs impose some risks to Shire of Halls Creek, noting these can be mitigated to some extent.
- Risks associated with unplanned vehicle maintenance could impact on costs estimates, whereas these risks are borne by the contractors in an *Outsourced Model*.
- Staff management issues can be complex for large teams, noting poor management can erode the performance of the team, whereas this is the responsibility of the contractor in an *Outsourced Model*.
- Some inflexibility in resourcing because once employed, staffing levels will be mostly fixed.

Opportunities

- Long term funding cycle provided by two major long-term projects provides a unique opportunity for the Shire of Halls Creek to develop a road construction and maintenance team.
- Economic benefits through direct employment in the community.
- Focus on sustainable indigenous development.
- Avoiding the likely higher costs associated with contractors, noting profit margins that might otherwise be captured by third party contractors could be captured by the Shire of Halls Creek for support for broader priorities in the community.
- Ability to link to traineeships and build local capacity.
- Spin off value of equipment being used for other projects, costed only at their marginal operational costs (not including fixed costs such as depreciation and financing).
- Ability to align work year to seasonal rains and have eight weeks leave over the wet season period.

Threats

- Work team not fit for purpose, which probably represents the largest threat, noting the work rate of a team of approximately 20 staff is assumed to be fit for purpose.
- Budget variability over life of projects not matching budget requirements for In-House team.
- Capital costs exceeding budget, noting assumptions are based on exemplar pricing plus a 20% contingency.
- Operating costs trend higher than budget.
- Excessive maintenance costs.
- Seasonal factors, such as heavy and extensive unseasonal rains.

Finding 15: There are a range of strengths weaknesses, threats and opportunities that need to be considered with an In-house model, most importantly, the opportunity to create value in the local economy needs to be weighed against risks associated with additional capital purchases and commitments to staff.

PART 8 – RISK MANAGEMENT

8.1 In-House Model Preliminary Risk Matrix

Key risks which are identified are rated along with their assumed consequence (impact) and likelihood (probability). Possible mitigations (controls) are also put forward. This exercise does not replace the development of a detailed risk matrix which identifies and assesses the adequacy of the controls. It would be advisable that, as part of the project’s governance development, a full risk assessment was carried out. Such a risk assessment would be updated on an ongoing basis and included in regular review by the project management team.

Table 9: Description of Risk Weightings

	1: Very Low	2: Low	3: Moderate	4: High	5: Very High
Consequence	Minor financial impact	Some small impacts that won't put the project at risk	Moderate impacts that could put project at risk if several moderate risks combined and unless mitigated	High financial impacts that could place project at risk unless mitigated	Very high financial impacts that could be catastrophic for project unless mitigated
Likelihood	Very unlikely to occur	A small probability of occurrence	Moderate probability of occurrence over life of project	High probability of occurrence over life of project	Almost certainly occur over life of project.
Overall Weighted Risk – Multiplication of Consequence and Likelihood.	1-2: Very low Risk	2-6: Minor risk requiring mitigation strategy	7 – 11, Moderate risk requiring some monitoring and mitigation strategy	12-20 High risk requiring close monitoring and mitigation strategy	21-25 Extreme risk which could mean project be reconsidered.

- Possible Mitigation: Preliminary concept mitigation to be reviewed as part of project governance.

Table 10: Conceptual Risk Framework

Risk Code	Risk Issue	Consequence	Likelihood	Overall Weighted Risk	Possible Mitigation
1.1	Funding Variability	4	2	8	Work closely with Main Roads to ensure funding is appropriately scheduled. While the consequence of a lack of funding would be significant, the funding profile over ten years means this is relatively unlikely to be a problem.
1.2					Manage some of the workforce in a flexible way and consider some equipment being leased in order to enable some down-sizing or up-sizing at short notice.
2.1	Capital Costs Exceeding Budget	2	2	4	Engage professional support to purchase equipment.
2.2					Phase in equipment, purchasing only what is necessary to minimise peak debt.
2.3					Consider lease arrangements for some equipment while phasing in project.
3.1	Work Rate of Team Slower than Required	5	2	10	Ensure adequate KPIs are in place to manage work team performance.
3.2					Provide contingency in the budget to allow for additional subcontractors if required.
4.1	Operating Costs	3	3	9	Ensure adequate KPIs are in place to monitor costs against budget.
4.2					Identify savings where possible to drive cost efficiencies.
5.1	Excessive Maintenance Costs	3	3	9	Consider maintenance agreements involving guarantees.
6.1		4	2	8	Ensure adequate governance around the performance management of Works Manager.
7.1	Seasonal Issues Caused by Rain/flooding events	3	4	12	Schedule leave over wet season and training/development during any extended periods.
7.2					Identify road maintenance work which can be carried out when access to road upgrade program is not possible.
8.1	Skills Shortage	2	5	10	Develop traineeship program.
8.2					Include budget flexibility for incentives if need to attract expertise from outside of region.

Finding 16: As with any complex project, there are many potential risks associated with an In-House Model, but these appear to be manageable with a range of mitigations.

8.2 Sensitivity Analysis In-house Model

Key parameters, which are likely to be subject to variability, have been assessed within expected ranges to determine the impact they have on annual costs. They are:

- Capital Costs Depreciation (Annualised)

Sensitivities of between -10% and 20% changes in overall capital costs were tested to account for the possibility of either small savings or moderate cost overruns (noting a 20% contingency has already been included). An increase in capital costs may reflect either higher costs of machinery (per unit) or a requirement to purchase additional machines.

- Finance Costs

Sensitivities of between -20% and 40% changes to interest rates were tested, noting the expected finance rate of 3% per annum would mean the possible range for finance costs is 2.4% and 4.2% per annum.

- Salary Cost

Sensitivity of between -10% and 40% from the expected value of (\$1.8million per annum) has been tested noting there may be a requirement to increase the team from 21 to 30 if deadlines cannot be met.

- Overheads and On-costs.

Sensitivity of between -10% and 40% from the expected value (\$1.1 million per annum) has been tested noting there may be a requirement to increase the team from 21 staff to 30 staff if deadlines cannot be met.

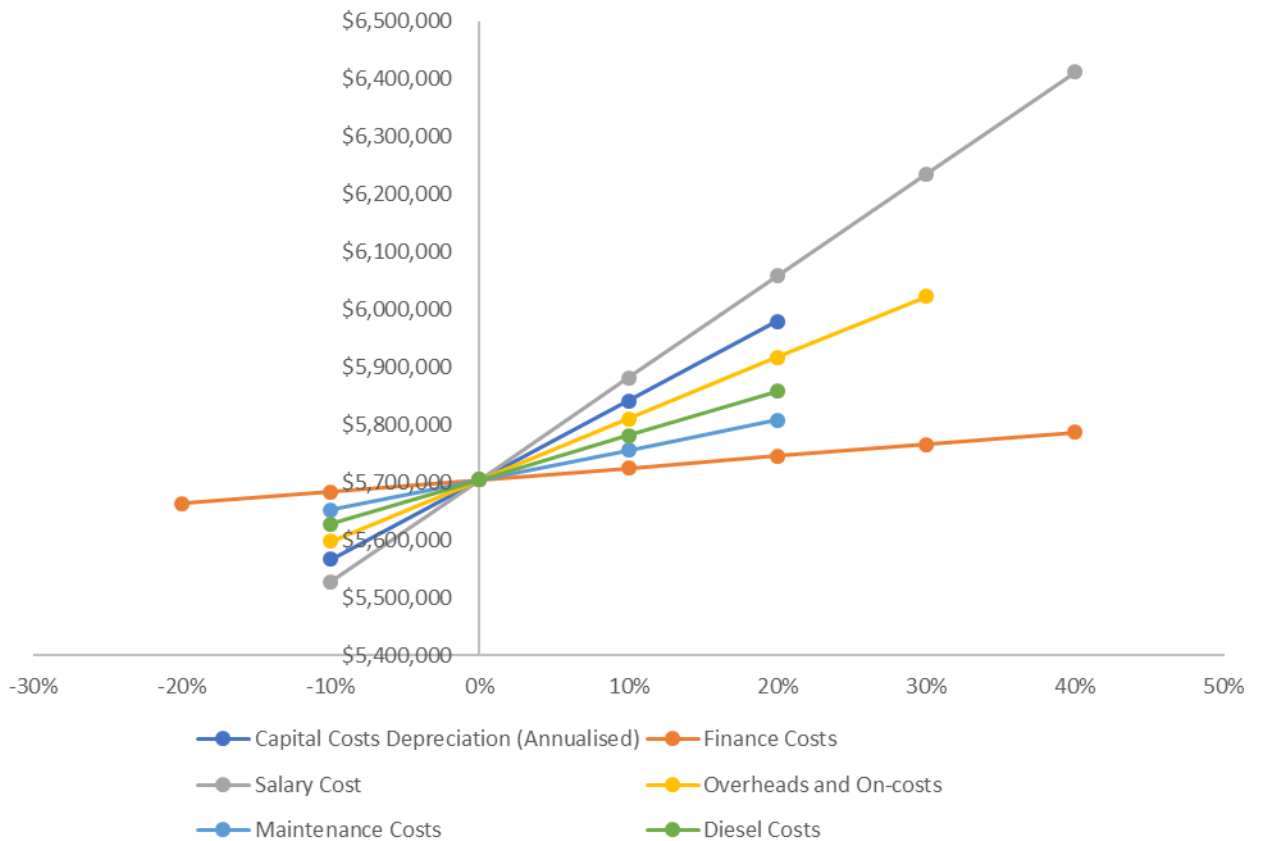
- Maintenance Costs

Sensitivity of between -10% and 30% from the expected value (\$513,000 per annum) has been tested noting any expansion of the team would most likely impact on overheads and on-costs.

- Diesel Costs

Sensitivity of between -10% and 20% from the expected value (\$770,000 per annum) has been tested noting fuel consumption may be higher if fuel costs rise or there are higher running hours in order to meet increased work requirements. It is noted there is some flexibility available to increase machinery hours as most are based on 1,500 hours per annum, whereas many contractors operate at 2,200 hours per annum.

Figure 8: Spider Diagram showing the sensitivity of Annual Costs



The most sensitive variable is salary (labour) costs with the associated on-costs and overheads. Capital and fuel costs rank third and fourth respectively. Together, if all variables are at their expected high value, the cost of running and in-house model will be \$7.2million per annum, which sits just within the anticipated envelope of annual funding.

Finding 17: Key variables affect the viability of the In-house model, including salary costs, overheads and on-costs, machinery costs, maintenance and fuel costs, however, it is noted that there is a considerable margin between the likely costs of the In-house model and the potential funding which could be available over the next 10 years.

PART 9 – KEY PERFORMANCE INDICATORS

Key Performance Indicators (KPIs) are important tools for understanding how well complex projects such as the In-House Model are performing. They must be:

- well-defined and quantifiable;
- communicated through the organisation and especially to decision makers;
- crucial to achieving your goal;
- applicable to the project; and
- conform with the reporting requirements of the Shire of Halls Creek and third-party requirements.

The following indicative KPIs, which are derived from the Benefit Cost Analysis, Conceptual Risk Framework and Sensitivity Analysis, should be reviewed and developed as part of a more detailed governance investigation prior to project initiation and over the life of the project. A combination of efficiency indicators (including financial, work-rate indicators considered where appropriate as a ratio of inputs) and effectiveness indicators (which include broader community aims and where appropriate as a ratio of inputs) should be developed.

Key elements that could be monitored can be derived from the key risks and outputs of the project including:

1. Funding streams which are available to the Shire of Halls Creek through Main Roads WA
2. Input estimates such as the:
 - a. Cost of capital equipment purchases.
 - b. Cost of annual operating costs with close assessment of:
 - i. Wages.
 - ii. Overheads.
 - iii. Fuel expenses.
 - iv. Maintenance costs.
3. Financial estimates such as assets, capital costs, project profit should be monitored.
4. Efficiency indicators on the progress of In-House works, comparing actual deliver against project milestones:
 - a. Cut and fill, m³ and \$/m³.
 - b. Cut to spoil, m³ and \$/m³.
 - c. Cost of imported fill, m³ and \$/m³.
 - d. Cost of forming and shaping, km and \$/kms.
 - e. Gravel Sheetting, km and \$/km.
 - f. Gravel Sheetting Black Soil km and \$/km.
5. The Shire of Halls Creek could also estimate the efficiency of Outsourced works in order to have a better understanding of progress as the Project Principal being:
 - a. Sealed Pavement km and \$/km.
 - b. Reseals km and \$/km.
 - c. Sealed Floodways km and \$/km.
 - d. Concrete Floodways km and \$/km.
 - e. Sturt Creek Crossing km and \$/km.
 - f. New Grids number and \$ per unit.
 - g. New Culverts number and \$/unit.

6. Other efficiency indicators might be useful to monitor and assess the impact of unplanned events such as:
 - a. Down time of works teams due to logistics breakdowns (hours/\$).
 - b. Down time of works team due to weather events (hours/\$).
 - c. Cost of additional unplanned sub-contracting (\$).
 - d. Cost of additional unplanned machine maintenance (\$).

7. Effectiveness indicators could also be monitored including:
 - a. % of local employment.
 - b. Numbers of local employed.
 - c. Numbers of trainees, including retention rates of trainees in local employment pool.
 - d. % of Indigenous employed.
 - e. \$ of Indigenous sub-contracting.
 - f. Community sentiment might also be considered (depending on the cost of managing and reporting these data, and whether these sentiments can be assessed as part of the broader suite of indicators of the Shire) including:
 - i. Local business sentiment (as a result of the project).
 - ii. Broader community sentiment (as a result of the project).

Importantly, any Key Performance Indicators should be utilised in tactical and strategic decision making for the project and is important as part of the risk mitigation strategy, to ensure the project is taking advantage of the unique opportunity for developing the internal capacity of the Shire of Halls Creek and promoting the aims of the Shire in the community.

PART 10 – CONCLUSIONS

There is a reasonable expectation that an In-house model for road maintenance and construction, which involves the delivery of major earthworks and road formation, would be feasible for the Shire of Halls Creek now that there is funding for a ten year program of road works valued at over \$15million per annum. Earthworks associated with this program are estimated to represent about half of all costs meaning the Shire of Halls Creek could, if it is prepared to deliver these services, have access to approximately \$7million per annum in road works.

It is estimated that a fit for purpose road maintenance and construction team of about 20 staff and a range of road building equipment would cost approximately \$5.7 million per annum. Even under adverse conditions it is expected that there would be scope to meet the program of works being planned under the budgeted funding provided by both the State and Federal Government.

Recommendation 1: That the Shire adopts an In-house model to deliver road maintenance and construction as it provides an opportunity to meet Shire objectives and promote the Halls Creek economy with greater local employment.

APPENDIX 1: REFERENCES

ATEA Consulting. (2018). *Upgrade of Duncan Road Halls Creek Business Case*.

Greenfield Technical Services. (2019). *Duncan Road and Gordon Downs Road Upgrade Project, Scoping Report*.

Greenfield Technical Services. (2019). *Preliminary Review of Development of a Shire Road Works Crew and Fleet of Work Equipment: Assessment Report*.

Kimberley Regional Group. (2019). *Northwest Corridor Connector Route (Tanami Road Upgrade)*.

Shire of Halls Creek. (16 May 2019). *Item 11.2 Late Item Ordinary Council Meeting*.



APPENDIX 2: EXAMPLES OF MACHINERY PURCHASES WITH CURRENT LISTED PRICES

The following examples of equipment has been provided by the Shire of Halls Creek and gives indicative costs for a core equipment program of road construction maintenance. Note, GST has been added to all costs listed below along with a 20% contingency to estimate the capital expenditure that should be allowed for.

DOZER (1) – A D7 or equivalent – sufficient size for pushing gravel, clearing, putting in dams and shifting minor rock. In year three of the Duncan Gordon Rd works when the work comes back to the ‘hills’, a D9 and rock breaker equipment will be required, and these can be hired in.

A D7 would complement a D9 in shifting material extracted (noting the D9 would be hired)– so would be a good fit even in those circumstances. The ongoing benefit in having a dozer is that the Shire can undertake annual construction works in most locations without need for heavy equipment.


Purchase July – on Site August, Commence work August (operator – TBA)


 <p>☆</p>	<p>CATERPILLAR D7R</p> <p>Dozers</p> <p>South Guildford, WA, AU</p> <p>2013, 2362 H</p> <p>Westrac</p>	<p>Features</p> <p>Blade, Semi U</p> <p>Diff Steer</p> <p>Ripper, Multi Sh</p> <p>Blade, Single Angle Tilt</p> <p>Steer, Lever</p>	<p>Benefits</p> <p>Specifications</p> <p>Cat Certified Used</p> <p>480,000 AUD</p>
 <p>☆</p>	<p>CATERPILLAR D7R</p> <p>Dozers</p> <p>South Guildford, WA, AU</p> <p>2014, 2598 H</p> <p>Westrac</p>	<p>Features</p> <p>Blade, Semi U</p> <p>Diff Steer</p> <p>Ripper, Multi Sh</p> <p>Blade, Single Angle Tilt</p> <p>Steer, Lever</p>	<p>Benefits</p> <p>Specifications</p> <p>Cat Certified Used</p> <p>460,000 AUD</p>


GRADERS (2) Ideally – Cat 140 H or M or equivalent graders are required, though MRWA will allow lesser sized machines on the job, e.g. Cat 120H or M. At least one grader should be equipped to accommodate survey finish (cost approx. \$50k) but many second-hand graders have this equipment already installed. MRWA prefer 14-foot blade machines for construction works – and into the future this would be a preference of Shire as construction is the main role of these machines.

In terms of timeline – Graders are the one item of plant that can be available in HC with indigenous operators – so hire options in the first instance for Duncan Gordon Rd works very likely. Shire works crew would need to be established with competent grader operators before need to purchase arises, more likely to be in Feb 2020.

Purchase Oct- Dec 2019, On Site HC Dec 2019, ready for commencement Feb 2020.

 <p>WESTRAC</p>	<h3>CATERPILLAR 140M2</h3>		340,000 AUD
	<p>Motor Graders</p> <p>📍 South Guildford, WA , AU</p> <p>2013 , 4481 H</p> <p>Westrac</p>	<p>Features</p> <ul style="list-style-type: none"> Am Fm Radio Am Fm Cd Radio Ripper Joystick Steering Transmission Guard 	<p>Benefits</p> <ul style="list-style-type: none"> 📄 Specifications 🏆 Cat Certified Used

 <p>WESTRAC</p>	<h3>CATERPILLAR 140M2</h3>		345,000 AUD
	<p>Motor Graders</p> <p>📍 South Guildford, WA , AU</p> <p>2012 , 3900 H</p> <p>Westrac</p>	<p>Features</p> <ul style="list-style-type: none"> Beacon Am Fm Radio Ripper Joystick Steering Transmission Guard 	<p>Benefits</p> <ul style="list-style-type: none"> 📄 Specifications 🏆 Cat Certified Used

 <p>WESTRAC</p>	<h3>CATERPILLAR 12M</h3>		285,000 AUD
	<p>Motor Graders</p> <p>📍 South Guildford, WA , AU</p> <p>2012 , 4548 H</p> <p>Westrac</p>	<p>Features</p> <ul style="list-style-type: none"> Product Link Lighting Beacon Ripper Joystick Steering 	<p>Benefits</p> <ul style="list-style-type: none"> 🏆 Cat Certified Used

TRUCKS & TRAILERS (4+)

A minimum of 2 heavy duty (HD) prime movers (PM's), ideally 3 PM's with two heavy duty side tipping trailers (rock standards). Combination of new and old is possible as the changeover of the old machines may take place in 3-4 years, leaving the Shire with the newer trucks as the main road works tapers off.


All research to date suggests that only Kenworth trucks withstand the rigours of the Kimberley over time and they need to be HD PM's, not highway models. MACK and White are two other preferred models, but with Shire of Halls Creek (SoHC) aiming to keep same brand across all equipment for parts, trade in value and replacement consistence advantages the Kenworth looks like the logical choice. Still competitively priced, but HD models have pretty serious price tag.

New and second-hand options exist, though procurement options for second hand become difficult around tenders. There are various mining transport companies who do multi sales, picking up trucks from the same company giving the make model fit out consistency one should seek. E.g. Patience Mining – Currently selling stock via Mid-West trucks, approx. 6-7-year-old Kenworth prime movers and side tipping trailers.



Prime Movers – sleeper options are not always available in the mining second-hand trucks – but it would be ideal to pick up at least two trucks with sleeper options.

SoHC would need to consider the movement of its equipment and a PM capable of road train configurations with floats and flattops would be ideal – so the hydraulic pump capacity needs to be assessed.

2014 Kenworth T409 SAR 6x4|Prime Mover



UPDATED





767,863Km
550HP
Single steer / bogie drive (6x4)
Toowoomba QLD 4350



Dealer Used
\$195,000 AUD

GET FINANCE
FIND TRANSPORT

2014 Kenworth T909 6x4|Prime Mover



UPDATED

897,146Km
Single steer / bogie drive (6x4)
Toowoomba QLD 4350

Dealer Used
\$235,000 AUD

GET FINANCE
FIND TRANSPORT
GET INSURANCE

BEST DEAL



MIDWEST TRUCK SALES
Geraldton Truck and Machinery Brokers
truckworld.com.au

Dealer Used
\$89,000 AUD


580HP
6 Rod
Single steer / bogie drive (6x4)
Geraldton WA 6530

Get Finance >
Find Transport >
Get Insurance >

Trailer options include – side tippers, float for grader and dozer, flattops for sea containers and camp and would require 1-2 water tankers. Fit out would also need to include all tie down chains etc.

2017 East Bsi Flat Top Semi Trailer Flat Top Trailers

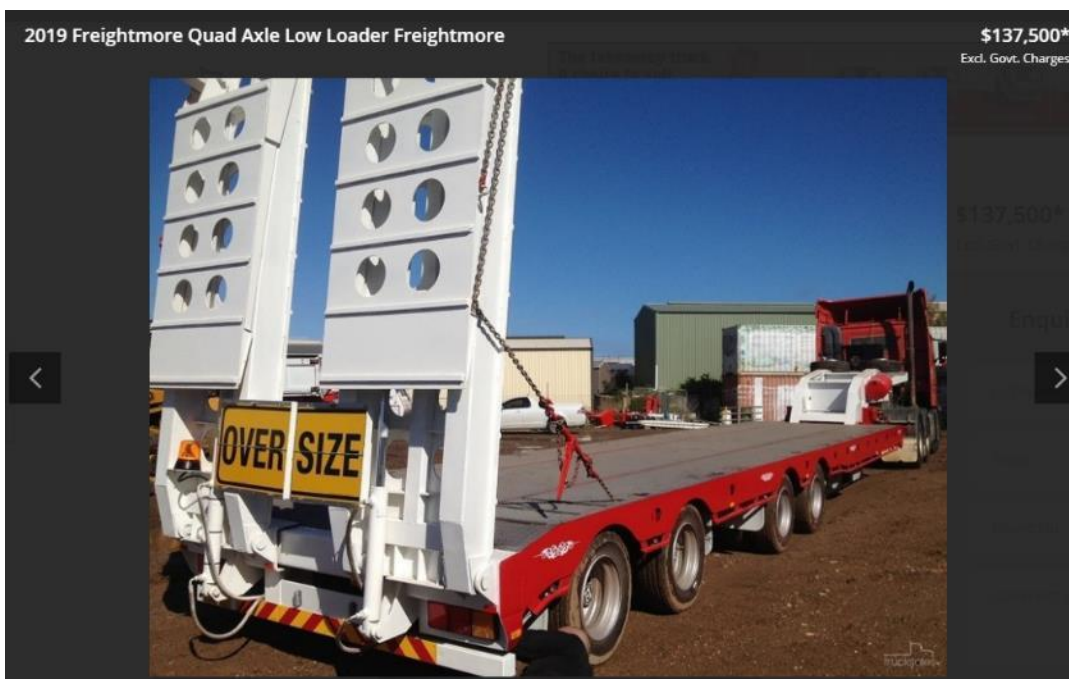
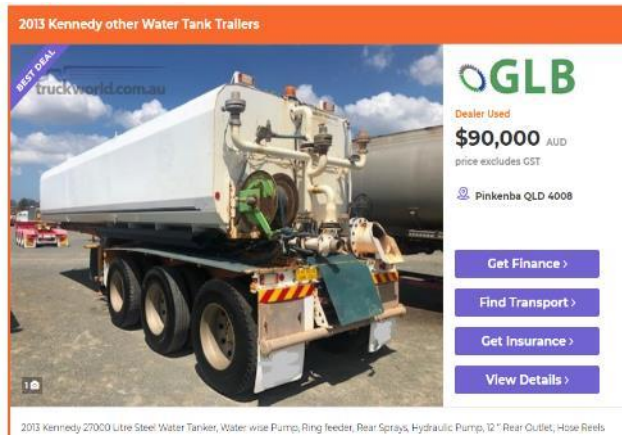




Airbag
Tri axle
Bendigo VIC 3551

Dealer New
\$75,990 AUD
Excludes GST

GET FINANCE
FIND TRANSPORT
GET INSURANCE



Purchase new options in July, expect delivery in December 2019. Purchase second-hand options in August, delivery in October after assessment and updates.


Staff with MC licenses by February could be problematic.


LOADER - Consideration has been made of SoHC needs. A loader has to be capable of loading road train side tippers with reasonable speed, therefore a 4cm bucket is ideal. This means in terms of size – a Cat 966 loader or equivalent would be ideal. A 966 allows Council (if fitted with quick change bucket) to fit forks and lift sea containers onto trucks and shift the majority of the Camp items.


Smaller loaders would require a complete rethink of operations. The SoHC already has a smaller loader (2.5m bucket), and whilst very old, upgrade in next 2-3 years is very likely. SoHC would then have one loader in town and one at roadworks so minor shifting of materials between the two are possible without floating main loader back to town. E.g. Bluemetal. With majority of the SoHC road construction

now and into the future being gravel delivery, size of the loader becomes critical. Camp shift would have to be via crane or flat deck tilt trailers or similar, even then not all equipment could be shifted.

Shire also has Backhoe (very old) and could do with upgrade. Have considered asking for Backhoe or a small excavator as discount for all of the purchases. E.g. Grave digging or culvert entrance cleaning etc.


		<p>CATERPILLAR 966H</p> <p>Wheel Loaders South Guildford, WA , AU 2015 , 4277 H Westrac</p>	<p>325,000 AUD</p> <p>Features Erops Ride Control Lighting System Engine Enclosures Standard Lift</p>	<p>Benefits Specifications Cat Certified Used</p>
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		<p>CATERPILLAR 966K</p> <p>Wheel Loaders Clayton, VI , AU 2012 , 26 H William Adams Pty. Ltd.</p>	<p>363,000 AUD</p> <p>Features Air Conditioner Fire Extinguisher Ride Control Weight Monitoring System</p>	<p>Benefits Specifications</p>
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		<p>CATERPILLAR 308E2CRSB</p> <p>Crawler Excavators Guildford, WA , AU 2014 , 1430 H Westrac</p>	<p>54,000 AUD</p> <p>Features Stick, Medium Boom Check Valve Stick Check Valve Coupler, Hydraulic Bluetooth</p>	<p>Benefits Specifications</p>
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ROLLERS – SoHC has one rubber tyred roller (BOMAG) for the airport cross strip and the gravel sides of the runway.

Ideally, the construction rollers would consist of two Cat Rollers (one padfoot and one drum), a rubber tyred roller (approx. 30 tonnes loaded) and a grid roller and tractor to pull. Shire has Kubota tractors and should find similar to keep parts and servicing consistent. If Cat rubber tyre roller not available (Second-hand market limited) then a Bomag may be an alternative. Bomag are very competitive on price and seem to be breaking down the Cat market. Possible 3 Bomags could be an option.

		<p>CATERPILLAR CS66B</p> <p>Single Drum Rollers Laverton, VI , AU 2018 , 2 H William Adams Pty. Ltd.</p>	<p>155,000 AUD</p> <p>Features Erops Fire Extinguisher Beacon Am Fm Radio Control, Variable Amplitude</p>	<p>Benefits Specifications Cat Certified Used</p>
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		<p>CATERPILLAR CP76</p> <p>Single Drum Rollers Brisbane, QL , AU 2013 , 2497 H Hastings Deering (Australia)</p>	<p>95,000 AUD</p> <p>Features Erops Air Conditioner Lighting Beacon Am Fm Cd Radio</p>	<p>Benefits Specifications Cat Certified Used</p>
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		<p>CATERPILLAR CS76</p> <p>Single Drum Rollers Newcastle, NSW , AU 2012 , 3570 H Westrac Pty. Ltd. (Nsw)</p>	<p>115,000 AUD</p> <p>Features Erops Air Conditioner Lighting Beacon</p>	<p>Benefits Specifications</p>
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CATERPILLAR PS-300C

30,000 AUD

Pneumatic Tired
Compactors
📍 Guildford, WA , AU
2007 , 5161 H
Westrac

Features
Erops
Air Conditioner
Lighting
Beacon

Benefits



CATERPILLAR PF-300C

67,000 AUD

Pneumatic Tired
Compactors
📍 Rockhampton, QL , AU
2012 , 2838 H
Hastings Deering
(Australia)

Features
Erops
Air Conditioner
Lighting
Beacon
Am Fm Cd Radio

Benefits

Cat Certified Used



SUPPORT VEHICLES – Immediately a Works Supervisors crew cab vehicle (4pax) would be required – could be second hand. In addition, a two small trucks with crew cabs (8pax), would be required, and a larger servicing vehicle would be needed (2pax). All would need to be fitted out as heavy-duty items. This would allow for the shifting of 10 comfortably or 12-15. This would be seen as reasonable, considering that on most occasions in a normal work cycle, there are usually other vehicles coming back to the depot for servicing or repairs, so the full crew could be shifted back to the campsite in the light fleet.



\$377k




Service Vehicle New



SUPPORT EQUIPMENT – obviously a well fitted workshop sea container is needed – ideally 2 x 20-foot containers could be used with shade sail between to give mechanic/service person shade. If larger items are required, one 40-foot container could be used as storage and workshop – but then shade options reduced.

Fuel pod with bowser required, as a minimum road tanker with 3-4k litres needed (may need both is service vehicle has limited fuel. Service vehicle would normally load dozer, graders, rollers, tractor on site and truck would return to the camp for filling. Service vehicle needs to fill from Pod to take to worksite – Pod filled weekly from supplier. Second Pod at depot may be required for second worksite.

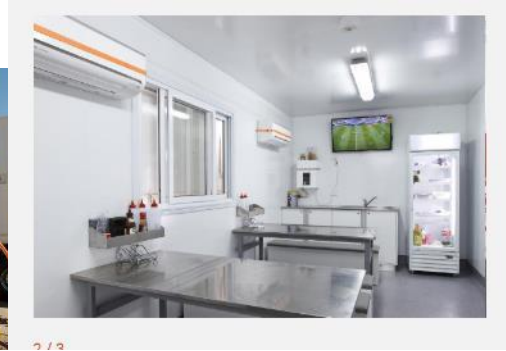
Generators – Camp generator aside, generators would be required for bores, along with all pumps and standpipe fittings. SoHC would need to acquire 2-3 sets of this equipment as start-up occurs, then expand by hiring other items if needed.

 <p>☆</p>	<p>CATERPILLAR G80F3</p> <p>Mobile Generator Sets Perth, WA , AU 2000 Energy Power Systems Australia</p>	<p>Features</p>	<p>Benefits</p> <p style="text-align: right;">17,000 AUD</p>
 <p>☆</p>	<p>OLYMPIAN XQE30</p> <p>Stationary Generator Sets Brisbane, QL , AU 2015 , 1442 H Energy Power Systems Australia</p>	<p>Features</p> <p>Diesel Generators 50 Hz Olympian Brand Genset</p>	<p>Benefits</p> <p style="text-align: right;">19,200 AUD</p>
 <p>☆</p>	<p>OLYMPIAN XQE20</p> <p>Mobile Generator Sets Darwin, NT , AU 2012 , 3396 H Energy Power Systems Australia</p>	<p>Features</p> <p>Diesel Generators Olympian Prime 50 Hz</p>	<p>Benefits</p> <p style="text-align: right;">11,500 AUD</p>

Whatever is considered, all minor equipment must meet MRWA accreditation standards for safety.

CAMP – standard camp for SoHC future needs would be Kitchen, including sea container freezer and cool room, laundry, bunkhouses shower/bathroom, water supply (drinking and grey), switchboards and generator with fuel supply to power camp all for a 15pax camp. All loose items must be skid mounted so can be picked up and loaded into side tippers or on flattops to shift camp.

For the Duncan Gordon Rd works – in addition to the above – it is likely that a single camp, with a fixed location can be established for the 3-year duration of the works. In that case, it may be easier to compliment the sea container accommodation with a demountable office, crib room, storage and lounge, fixed communications at reasonable price. SoHC would also install septic tank and leech drain for grey water disposal, look to shade options, skillion roof over sea containers, and fenced security and security lighting etc.



30 kVA Diesel Generator 415V 30kVA



GL30X3

\$9,500

Diesel Generator 30 kVA, 415V - Forward (Formerly Isuzu) Powered



GL30I3

\$11,500

35 kVA 240V Diesel Generator



GL35D1

\$11,500

Diesel Generator 40 kVA 415V - Forward (Formerly Isuzu) Powered



LG40I3L

\$13,900

Diesel Generator 50 kVA 415V



GL50D3

\$10,900

Diesel Generator 55 kVA 415V - Cummins Powered Leroy Somer Alternator



GL50C3L

\$15,900

55 kVA Diesel Generator 415V - Caterpillar Powered



CAT-TP055DEENCL

\$25,600

ATS / AMF - Mains Failure Automatic Transfer Switch Single Phase 80AMP



ATS080-1-12

\$990

Appendices



70FF Self Bunded Fuel Tank



A complete, portable workshop solution

DELIVERY
Australia Wide

9.2. DIRECTOR YOUTH & COMMUNITY DEVELOPMENT

9.2.1 Request for Facility Hire Grant - Oval (including Lights, Ablutions & Change Rooms), Halls Creek District High School Annual Athletics Day

ITEM NUMBER:	9.2.1
REPORTING OFFICER:	Margaret Glass, Director Youth & Community Development
SENIOR OFFICER:	Noel Mason, Chief Executive Officer
MEETING DATE:	25 July 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 The Halls Creek District High School is seeking a grant to cover the cost of hiring the Oval including ablutions, change room and lighting for their annual athletics carnival from 7.00 am to 9.00 pm on 15 August 2019.
- 1.2 The cost of the hire/grant based on the 2018/19 fees and charges schedule is \$550. It is noted that the fees and charges included in the 2019/20 draft budget remove the fee for a one off day hire of the Oval for general recreational purposes. If adopted this will reduce the hire/grant to \$250.

2.0 Applicant's submission

- 2.1 The applicant's booking request notes that the event is important for the students and the wider community.

3.0 Comments

- 3.1 Providing the grant is consistent with the social objective, outcomes and strategies in the Strategic Community Plan 2015 as set out below. The grant will make a contribution to recreation and a healthy lifestyle.

4.0 Strategic Implications

Strategic Community Plan 2015

4.1 Objective:

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

4.2 Outcome:

- Social - 1.2 Our people are empowered with a stronger sense of social responsibility and our communities are encouraged to work together

Social - 1.8 Our community has access to a wide range of passive and active recreation, cultural and sporting facilities, events, clubs and opportunities, in particular football.

Social - 1.6 To encourage and promote family responsibility

4.3 Strategy:

Social - 1.6.2 Encourage and support opportunities for family events and recreation such as Christmas Parade and NAIDOC week

5.0 Policy Implications

5.1 Nil

6.0 Financial Implications

6.1 The grant can be funded from the facility grant fund of \$15,000 which has been set aside in the draft budget.

Officer's Recommendations

That:

The application from the Halls Creek District High School for a facility grant to the value of up to \$550.00 for the hire of the Oval including change rooms, lighting and ablutions, for their annual athletics carnival scheduled for the 15th August 2019 be approved.

Voting Requirement Simple Majority

Appendix:

9.2.1A - Athletics Carnival Booking request from Halls Creek District High School



FACILITY HIRE APPLICATION FORM

APPLICANT DETAIL

APPENDIX 9.2.1A

Name of applicant or organisation Halls Creek District High School.

Street Address Thomas Street Suburb/Town Halls Creek.

Postcode 6770 State WA

Phone Home: N/A. Work: N/A.

Mobile 0468924344 Email: timothy.fogarty@education.wa.edu.au

Is this the first time you have hired a facility from the Shire? Yes No

Have you ever been refused the hire of any Shire facility in the past? Yes No

FACILITIES

Please tick only facilities you would like to hire

Centenary Football Oval <input checked="" type="checkbox"/>	Recreation & Aquatic Centre <input type="checkbox"/>	Pioneer Park <input type="checkbox"/>
Change Rooms <input checked="" type="checkbox"/>	Basketball Courts <input type="checkbox"/>	Meeting Room <input type="checkbox"/> <small>Restricted to Meetings only Mon - Fri 8am to 5pm</small>
Lighting <input checked="" type="checkbox"/>	Swimming Pool <input type="checkbox"/>	Stage <input type="checkbox"/>
Ablutions <input checked="" type="checkbox"/>		Electricity (stage area) <input type="checkbox"/>
Civic Hall <input type="checkbox"/>		

EVENT DETAILS

Type of Event or Function	Public <input type="checkbox"/>	Private <input type="checkbox"/>	Commercial <input type="checkbox"/>	Corporate <input type="checkbox"/>
	Government <input type="checkbox"/>	School <input checked="" type="checkbox"/>	Fundraising <input type="checkbox"/>	Other <input type="checkbox"/>

Briefly describe the purpose of the event Annual Athletics Carnival

Proposed hire date 15 / 8 / 2019 Proposed end date 15 / 8 / 2019

Start time: 7.00am End time 9.00pm

Estimated number of people attending the event? 300 + Community.

Is an entry fee being charged? No. Yes No

Will alcohol be consumed or sold during the event? No Yes No

Will you be serving food at this event? Yes (for students - free of charge) Yes No

If yes, how will the food be prepared, supplied and served? from the school.

AUTHORISATIONS

Have you notified the Halls Creek Police of this event?

Only required if this function involves alcohol or more than 50 people attending

Yes No

Police Officer Signature _____ Date _____ / _____ / 20

Police Officer Name _____

Police Office Ref # _____

Do you have a licence to sell or serve alcohol? Yes No Licence # _____

Police Officer Signature _____ Date _____ / _____ / 20

Police Office Ref # _____

PAYMENT

Fee Calculation	
Facility Hire Fee	
Equipment Hire Fee	
Additional Fees (Bins or Cleaning)	
Total	
Bond Total	
Booking Total	

Payment Method Fees	
Cash <input type="checkbox"/>	Credit Card <input type="checkbox"/>
Cheque <input type="checkbox"/>	Purchase Order <input type="checkbox"/>
Money order <input type="checkbox"/>	PO # _____
Direct Debit - Fees <input type="checkbox"/>	BSB: 066530 Account: 251 912
Payment Method Bond	
Cash <input type="checkbox"/>	Credit Card/Eftpos <input type="checkbox"/>
Cheque <input type="checkbox"/>	Purchase Order <input type="checkbox"/>
Direct Debit - Bond <input type="checkbox"/>	BSB: 066530 Account: 251 912

Hire fees must be paid in full before you're booking can be confirmed.

EFT AUTHORISATION

I _____ authorise the Shire of Halls Creek to deduct a hire fee of _____

and a bond of \$ _____

Visa Mastercard Card # _____ Expiry Date _____ / _____ / 20

Signature of card holder _____ Date _____ / _____ / 20

RETURN OF BOND

Please tick preferred method of returning your bond

Cheque Credit Card Refund (only if paid by credit card)

EFT Please deposit into the following account

Account Name _____ BSB # _____ Account # _____

Application received completed	/ / 20	Booking confirmed	Yes <input type="checkbox"/> No <input type="checkbox"/>	Staff initials _____
Date fees received	/ / 20	Hire Receipt #		Bond Receipt #

CERTIFICATION OF THE AGREEMENT

I, the hirer, hereby certify that I have read and I full understand those conditions set out above and will comply with them.

Signature of Hirer  Date 11 / 06 / 2019

Signature of Shire Officer _____ Date _____ / _____ / 20

Additional Conditions

NB: Please note this is our annual school Athletics Carnival.
The past we have been able to have the facilities free of
charge. It is an important event for students of HCDHS
and the wider community! I hope the Shire can help
us again.

Thanks - Tim.

CONDITIONS OF HIRE

1. To guarantee your booking, all fees and the bond should be received by the Shire no less than seven (7) business days prior to the date required. Bookings may not be approved if booked less than seven (7) days. Fees must be paid at the Shire Office during normal business hours. (Monday to Friday, 8am to 4pm).
2. Cancelled bookings must be made more than three (3) business days prior to the date required; otherwise a cancellation fee will be charged.
3. This application or copies of must be made available at all times during the event / function and be produced for examination on request from any authorised Shire employee or member of the Police Force.
4. If the hirer breaks or damages any part of the facility or the hired equipment, the Shire is to be contacted immediately.
5. All lights and electrical appliances are to be turned off whilst the facility is not in use and the hirer is in possession of the keys.
6. The hirer is to arrange for and be present at the pre & post-hire inspection, if this is a weekend or a public holiday then the inspection will be conducted on the next available business day, unless a consecutive booking has been made for the following day. The post-hire inspection is to be undertaken by an Authorised shire officer in the presence of the hirer.
7. When a hire inspection by a Shire staff or a contractor is required outside Council's normal business hours due to a consecutive booking of a facility over a weekend/public holiday, an additional hire call out fee applies to the hirer who has booked the facility last.
8. If the hirer has any disputes or problems regarding the original STATE of the facility, the Shire is to be contacted immediately. Otherwise the hirer takes the facility as it is.
9. In the interest of Law, Order and Public Safety, the Shire reserves the right to refuse the hire of any Facility.
10. Council retains the right to charge a higher bond if a hirer has previously caused Damage / Loss or if the Activity is likely to cause Damage / Loss.
11. Notwithstanding the payment and/or forfeiture of the bond the Shire reserves the right to recover the full cost incurred by Council from the hirer for any damage to Council property and/or for the cleaning of Council property resulting from the hire.
12. Adequate security must be employed and present at all times during the use of the facility.
13. The applicant must be capable of ensuring that all the conditions on this application are enforced on all patrons attending the function.
14. The behaviour of all patrons attending the function must be controlled so as to be within acceptable standards. If not, the event or function may be cancelled with all remaining hire monies forfeited.
15. The police are to be called immediately if any situation arises at the venue that cannot be controlled by the security present at the venue. The police also have the right to close or cancel the event if necessary. In addition to this, the Shire should be contacted immediately if any damage has occurred.
16. **All Events with Alcohol must have police approval before hire is approved by the Shire.** If Selling Alcohol a copy of the liquor licence must be provided to the Police and the Shire before the Booking is approved. All required keys, if not collected during the pre-hire inspection, are to be collected from the shire office during business hours on the day of the function (8am to 4pm Monday to Friday). If the function is held on the weekend or public holiday, keys must be collected by closed of business on the last business day prior to the required date. PLEASE NOTE; the facility can only be used for the pre-arranged or booked

- Agenda for Ordinary Meeting of the Council, to be held on 25 July 2018
- times and days. Just because you have the keys to a facility, it is not to be used on the booked dates and times.
17. The keys are to be returned within 24 hours of completion of the hire period or during post-hire inspection.
 18. **THE PERSON NOMINATED ON THE BOOKING FEE IS RESPONSIBLE FOR THE SECURITY AND RETURN OF THE KEYS. Do not give the keys to a third party to be returned. Fees for the replacement of lost keys WILL BE ENFORCED.**
 19. During the entire time that the keys to the facility are kept in the possession of the hirer, the facility (including perimeter fencing) is to be kept secure at all times, even if the person responsible for conducting the function is not present on site.
 20. Any Authorised Shire Employee or member of the Police Force, is granted free and unrestricted access to the venue during the function for the purpose of ensuring that all the above conditions are complied with.
 21. The Shire's public liability and casual hirers insurance extends ONLY to liability that may arise from the actual building and does not extend to any liability that may arise from the actual activities you are conducting. If your event includes at risk or potential at risk activities, it is your responsibility to ensure that you are adequately covered for personal injury and damages. The Shire holds no responsibility and will not be liable for injuries or damage caused by your activities.
 22. By signing this application, the hirer agrees to leave the facility in the same or better condition as they received it. Otherwise the hirer will be charged as per the additional fees found in the Facility Hire Schedule of Fees and Charges including any other charges the Shire may be charged to bring the facility back to a hireable condition. These charges will be deducted from the bond and any extra charges exceeding the bond amount will be claimed from the hirer by the Shire of Halls Creek in due time.

9.3. Health and Regulatory Services

9.3.1. Endorsement of recommended modifications to the Draft Local Planning Scheme No. 2

ITEM NUMBER:	9.3.1
REPORTING OFFICER:	Musa Mono, Director Health & Regulatory Services
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	25 July 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Council to note and endorse the proposed modifications requested by the Minister for Planning, Lands and Heritage to the Draft Local Planning Scheme No. 2 (LPS2).

2.0 Background

- 2.1 In the Ordinary Council Meeting held on 21 February 2019, Council passed a resolution to support the draft LPS2 with proposed modifications to address issues raised in submissions during the period when Draft LPS2 was advertised and open for submissions (Resolution 2019/004).
- 2.2 Pursuant to Resolution 2019/004 and Regulation 28(3) of Part 4, Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Chief Executive Officer wrote a letter to the Department of Planning, Lands and Heritage and submitted the following information,
- A schedule of submissions made on the draft scheme;
 - Minutes of the OCM held on 21 February 2019 which have the local government response to each submission (Item 9.3.1, pp 23-33);
 - A copy of the resolution passed under regulation 25(3);
 - The Draft LPS Scheme Text advertised; and
 - Copies of the LPS 2 adverts.

The CEO requested that the Western Australian Planning Commission (WAPC) and the Honourable Minister for Planning grant final approval of the Draft LPS2.

- 2.3 A letter has been received from the Secretary of the WAPC on 10 July 2019 advising that the Minister has requested that the Draft LPS2 be modified in a manner specified in an attached Schedule of Modifications, see appendix 9.3.1A. The Schedule of Modifications is also attached, see appendix 9.3.1B.
- 2.4 The letter advises that if the rezoning of Lot 246 – 25 Roberta Avenue (Halls Creek Caravan Park) from 'Tourism' to 'Residential' is to be pursued in the future, this will need to be based on a thorough consideration of the

relevant planning policy framework. Specifically, it advises the applicants and Council to consider the applicable planning policy framework, including the Shire's Local Planning Strategy, relevant planning bulletins, Tourism planning guidelines, State Planning Policy 3.1 and Liveable Neighbourhoods.

- 2.5 The letter also requests for the maps to be modified to reflect the intentions of the scheme as detailed in the draft scheme text.

3.0 Comments

- 3.1 The Draft LPS2 was advertised from 6 September 2018 to 19 January 2019. Six submissions were received, these being;

- Stephanie Cohen-Radosevich of Cohen Radosevich Town Planning on behalf of the Lessee of Lot 508 Great Northern Highway. The submission recommended greater flexibility in the 'Tourism' zone, providing discretion to approve 'service station' land use based on its merits. Council resolved that service station be listed as 'A' in the 'Tourism' zone.
- Greg Comiskey of Planning Western Australia on behalf of Rolando Nanini, owner of the Halls Creek Caravan Park at Lot 246 - 25 Roberta Avenue, Halls Creek. The submission recommended that Lot 246 - 25 Roberta Avenue be zoned 'Residential' zone with a density coding of R20/40, and that additional uses of Caravan Park, Camping Ground and Tourism Development be added to the subject site.

Council resolved that Lot 246 - 25 Roberta Avenue be zoned 'Residential R20' but did not support the suggestion for additional uses of Caravan Park, Camping Ground and Tourism Development on the subject site.

- Christine Zupen on behalf of the Department of Planning, Lands and Heritage. The submission recommended that Lot 160 - 7 Smith Street, be zoned 'Residential' as the land was surplus to the requirements of Water Corporation.

Council resolved that Lots 160, 236 and 232 be zoned 'Residential' R20/40. Depots on the Lots will have existing continuing non-conforming use rights and will be encouraged to move to the Industrial zone once the subdivision is ready.

- Miranda Gore of Madiwah Loop Community. The submission recommended that Madiwah Loop Community be zoned 'Aboriginal Land Trust'.

Council resolved that the recommendation seems to relate more to a land ownership and land tenure issue rather than land use. The suggestion to change the zone of Madiwah Loop was not supported.

- Justin Manson/Brockman of Mindibungu Aboriginal Corporation (Billiluna Community). The submission was that Mindibungu Aboriginal Corporation would like to purchase some land around Billiluna Community.

Council advised that the submission was not relevant to draft LPS2, and that the community be referred to the Department of Planning, Lands and Heritage and Horizon Power.

- SHOC Staff. The submission recommended that the Residential lots between Hall Street and Roberta Avenue be changed to R50.

Council resolved that the residential Lots between Hall Street and Roberta Avenue be changed to 'Residential' zone R50.

- 3.2 All the submissions supported by Resolution 2019/004 have been accepted by the Minister except the recommendation to change the zone of Lot 246 – 25 Roberta Avenue from 'Tourism' to 'Residential'. The Minister recommends that this be addressed on a later date, presumably by way of an application for a scheme amendment.
- 3.3 Numbers 1 to 27 in the Schedule of Modifications is mostly editing of the scheme text. Appendix 9.3.1C shows the scheme text with the requested modifications tracked.
- 3.4 Numbers 28 to 31 on the Schedule of Modifications Table address issues in the draft LPS2 maps. Officers' of the Department of Planning, Lands and Heritage (DPLH) assist the Shire with scheme maps. The draft LPS2 changes in Resolution 2019/004 were not captured in the draft LPS2 maps and numbers 28 to 31 in the Schedule of Modifications address the omissions in the maps – see appendix 9.3.1B. These have been attended to by DPLH officers', see appendix 9.3.1D for the modified maps.

4.0 Statutory Environment

- 4.1 Regulation 29 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

29. Commission to submit draft local planning scheme and recommendations to Minister.

The Commission must, within 120 days of receiving the documents provided to it under regulation 28(1), or within such longer period as the Minister or an authorised person allows –

- a) consider documents; and*
- b) make any recommendations to the Minister in respect of the draft local planning scheme that the Commission considers appropriate; and*

- c) *submit the documents and the recommendations to the Minister in accordance with section 87(1) of the Act.*

4.2 Section 87 of the *Planning and Development Act 2005*.

87 . Approving and publicising scheme or amendment

- (1) *Subject to section 83, after advertisement under section 84 and compliance with sections 85 and 86, a local planning scheme prepared or adopted, or an amendment to a local planning scheme prepared or adopted, by a local government is to be submitted to the Minister for the approval of the Minister.*
- (2) *The Minister may, in relation to a local planning scheme or amendment submitted to the Minister under subsection (1) –*
 - (a) *approve of that local planning scheme or amendment; or*
 - (b) *require the local government concerned to modify that local planning scheme or amendment in such manner as the Minister specifies before the local planning scheme or amendment is resubmitted for the Minister’s approval under this subsection; or*
 - (c) *refuse to approve of that local planning scheme or amendment.*

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 - 4.1.3 Council decisions are consistent, reliable and transparent

6.0 Policy Implications

6.1 Following the adoption of the draft LPS2, there will be a need to review the Shire’s planning policies and procedures.

7.0 Financial Implications

7.1 The cost of making, advertising and publishing the local planning scheme is in the adopted 2018/19 budget. Costs of finalising the scheme has also been included in the proposed 2019/20 budget.

8.0 Sustainability Implications

- 8.1 The Western Australian Planning Framework has as its overarching objective sustainable development principles underpinned by good governance. This system comprises different levels of government and industry which ensures that all land use and development occurs in an orderly and proper manner, with the social, environmental and economic consideration within the statutory framework.
- 8.2 The preparation of the Draft LPS2 reflects this and is critical to achieving sustainable development outcomes throughout the district of Halls Creek. The Shire needs to adopt planning policies and procedures that are protective of the existing environment, effectively utilise natural resources and balance economic growth against social values of the local community.
- 8.3 Risk – If Council supports the Draft LPS2 with proposed modifications, there is a risk that the Minister may require some modifications of the Draft LPS2 to be advertised.

Officer Recommendation

That Council:

- 1. NOTES and endorses the modifications requested by the Minister(as appended 9.3.1C) pursuant to s.87(1) and (2)(b) of the Planning and Development Act 2005.**
- 2. AUTHORISES the President and the Chief Executive Officer to affix the Common Seal to the Shire of Halls Creek Local Planning Scheme No. 2 text.**
- 3. FORWARDS the modified Draft Shire of Halls Creek Local Planning Scheme 2 text, maps and signed and sealed signature pages to the Western Australian Planning Commission and the Minister for final approval.**

VOTING REQUIREMENT: Simple Majority

Appendix:

- 9.3.1A. Letter from the Secretary, WAPC to the CEO
9.3.1B. Schedule of Modifications to the draft Shire of Halls Creek Local Planning Scheme No. 2
9.3.1C. Draft LPS2 Scheme text with proposed modifications tracked
9.3.1D. Modified draft LPS2 scheme maps



Our ref: TPS/1872
Enquiries: Neil Fox

Chief Executive Officer
Shire of Halls Creek
PO Box 21
Halls creek WA 6770

APPENDIX 9.3.1A

Transmission via electronic mail to: hcshire@hcshire.wa.gov.au

Dear Sir

LOCAL PLANNING SCHEME NO. 2

The WAPC has considered Scheme No 2 and submitted its recommendation to the Minister in accordance with section 87(1) of the *Planning and Development Act 2005* (the Act).

The Minister has required the scheme to be modified in the manner specified in the attached schedule of modifications in accordance with section 87(2)(b) of the Act, before it is resubmitted under section 87(1).

The Shire is advised that if the rezoning of Lot 246 – 25 Roberta Avenue from Tourism to Residential is to be pursued in the future, then such a proposal will need to reflect a thorough consideration of the applicable planning policy framework, including but not limited to the Shire's Local Planning Strategy, Planning Bulletins 49 Caravan Parks (2014) and 83 Planning for Tourism (2013), Tourism Planning Guidelines (2014), State Planning Policy 3.1 Residential Design Codes (2015), and Liveable Neighbourhoods (2015).

In order for the scheme documents to be finalised in a timely manner, please ensure the following:

- the maps in the modified document accurately reflect the intentions of the scheme as detailed in the modification text; and
- in carrying out modification to the scheme document.

Please forward two copies of the modified scheme document directly to the Perth office and email a modified text of the scheme, in word format, to schemes@planning.wa.gov.au to assist in limiting Government Gazette publishing costs.

Please direct any queries about this matter to Neil.Fox@dplh.wa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Fagan', written in a cursive style.

Ms Sam Fagan
Secretary
Western Australian Planning Commission

10/07/2019

Schedule of Modifications to Shire of Halls Creek Local Planning Scheme No. 2

No.	Page No.	Proposed Modification	Reason	Identification Method
1.	5	In the list of Schedules, under Schedule 1 indent the words "not required"	Correct an error with indentation of text.	DPLH review of documents post advertising.
2.	5	Amend the name of Schedule 2 to "Additional site and development requirements"	To ensure consistency between the name of the Schedule and its purpose and content; and to be consistent with the name of Clause 32 in the model provisions in Schedule 1 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .	DPLH review of documents post advertising.
3.	14 -15	Delete the second row containing "Residential Aged Care Facility" and insert it after the row containing "Residential Building".	To achieve alphabetical arrangement of uses.	DPLH review of documents post advertising.
4.	14	Amend Table 3 - Zoning Table to delete Dry Cleaning premises - laundromat as a use and development class.	"Dry Cleaning premises - laundromat" was not intended to be listed as a use in the draft scheme. It was carried forward from LPS 1 and its removal from the zoning table was mistakenly overlooked. It is not defined in LPS 2.	DPLH officer check of LPS 2 documents after WAPC consideration of local government request to advertise, but prior to advertising
5.	14	Amend Table 3 - Zoning Table to delete Earthmoving Equipment - depot as a use and development class.	"Earthmoving Equipment - depot" was not intended to be listed as a use in the draft scheme. It is not defined in LPS 2.	DPLH officer check of LPS 2 documents after WAPC consideration of local government request to advertise, but prior to advertising
6.	16	Amend Table 3 - Zoning Table to show Service station as an 'A' use in the Tourism zone.	Lot 508 Great Northern Highway is zoned Tourism. Service Station is not a permitted use in the Tourism zone. An objective of the tourism zone is to provide for a variety of holiday accommodation styles and associated uses, including retail and service facilities where facilities are provided in support of the tourist accommodation and are of an appropriate scale where they will not impact detrimentally on the surrounding or wider area. The proposed modification will mean that the use is not permitted unless the local government has exercised its discretion after having advertised an application for development approval.	After consideration of submission number 1 received by the Local Government, and the Local Government's consideration of the submission.
7.	23	Amend the name of Clause 32 to "Additional site and development requirements".	To be consistent with the model provisions.	DPLH review of documents post advertising.
8.	31	Remove the land use term "ancillary dwelling" from its present location and insert in the listing after "amusement parlour".	Ensure all land use terms are alphabetically listed.	DPLH review of documents post advertising.
9.	42	In Clause 61(1)(o) delete reference to footnote number 2	Correct a typographical error	DPLH review of documents post advertising.
10.	43	Re-number Table 6 to Table 5.	Correct an administrative error with the numbering of tables.	DPLH review of documents post advertising.
11.	46	Amend the name of Schedule 2 to "Additional site and development requirements"	To ensure consistency between the name of the Schedule and its purpose and content, and to be consistent with the name of Clause 32 in the model provisions.	DPLH review of documents post advertising.
12.	46	Amend Table 7 by replacing the Side Setback requirements of '5/1.5m' in the Mixed Use zone with the requirement of '5/1.2m'.	Correct an administrative error to ensure consistency with Side Setback requirements in the Mixed Use zone carried forward from LPS 1 as set out in Schedule 2 of LPS 2.	DPLH review of documents post advertising.
13.	46	Amend Table 7 by replacing the Effective Frontage requirement of 15m in the Rural Enterprise zone with the requirement of 50m.	The intention was that Effective Frontage for the Rural Enterprise zone would be as per the Residential R2 zone, i.e. 50m.	DPLH officer check of LPS 2 documents after WAPC consideration of local government request to advertise, but prior to advertising.
14.	46 - 52	Re-number Table 7 to Table 6. Where reference is made to Table 7 in the text, amend this to Table 6.	Correct an administrative error with the numbering of tables.	DPLH review of documents post advertising.
15.	47	Amend Note 3 from 'See Schedule 2 - 4(b)' to 'See Schedule 2 - (5)(b)'.	Correct an administrative error to ensure consistency between note numbers and text.	DPLH review of documents post advertising.
16.	47	Amend Note 4 from 'See Schedule 2' to 'See Schedule 2 - (9)'.	Correct an administrative error to ensure consistency between note numbers and text.	DPLH review of documents post advertising.
17.	47	In paragraph (2)(a) amend reference to 'Table 3' to 'Table 6'.	Correct an administrative error to ensure consistency between table number and table reference in the text.	DPLH review of documents post advertising.
18.	47	In paragraph (3)(a) delete the words 'requirements of Table 7'.	The Cultural and Natural Resources zone is not referenced in Table 7.	DPLH review of documents post advertising.
19.	48	In paragraph (4)(b), second line, insert the word "the" between the words "lot" and "Local".	Correct a typographical error.	DPLH review of documents post advertising.
20.	51	In paragraph (9) amend the numbering format for points a), b), c), d) and e) to (a), (b), (c), (d), and (e).	Ensure consistency in numbering format.	DPLH review of documents post advertising.

No.	Page No.	Proposed Modification	Reason	Identification Method
21.	51	Amend text in paragraph (9) e) by inserting the words 'in Table 7' after the words 'are set out'. Label the table in paragraph (9) 'Table 7'.	Ensure consistency in labelling of tables.	DPLH review of documents post advertising.
22.	51	In the column "Description of Land" within the Table, delete "Reserve 37132" and include "44" instead.	Following advice from DPLH's Land Use Management Division, correct an administrative error and ensure consistency between description of the land and the Rural Enterprise zone shown on Map 3.	DPLH review of documents post advertising.
23.	53	In paragraph (13)(a), insert the word "approval" after the word "development".	Correct an administrative error.	DPLH review of documents post advertising.
24.	54	Amend text in paragraph (16)(b) by deleting the words 'the following' and by inserting the words 'Table 8' after the words 'in accordance with'. Label the table in paragraph (16) 'Table 8'.	Ensure consistency in labelling of tables.	DPLH review of documents post advertising.
25.	54	In Table 8, second line, correct the spelling of 'by' to "bay".	Correct a typographical error.	DPLH review of documents post advertising.
26.	63	Delete execution page titled "Council Resolution to Advertise Local Planning Scheme"	The existing execution page provides for the local government to refer to its resolution to advertise its Local Planning Scheme. This page was originally introduced as a practice, but it adds little value to the document. The Local Planning Scheme Regulations 2015 do not specify a requirement for proof of this resolution to be recorded in the Local Planning Scheme.	DPLH review of documents post advertising.
27.	64	Delete execution page titled "Council Resolution to Support / Not Support* Scheme for Approval" and replace with new page titled "Approval"	The existing execution page is not aligned to the requirements of the Local Planning Scheme Regulations 2015, while the proposed execution page is aligned to the requirements. Once the Minister has made his / her decision, the local government is required to execute the local planning scheme documents (regulations 31(2) or 31(3), after which the WAPC and Minister are required to endorse the documents (regulations 32(1) and 32(2)).	DPLH review of documents post advertising.
28.	Maps 1 - 4	Amend the legend in maps 1 – 4. Rename "SCA 1 Special Control Area - Public Drinking Water Source Area" to "SCA 1 Special Control Area – Environment".	To be consistent with the name of SCA 1 used in the scheme text and the approach taken to the naming of SCA 2 and SCA 3 in the scheme text and maps.	DPLH review of documents post advertising.
29.	Map 3	Amend the zoning of lots 300 and 305 from Rural to Infrastructure Services Reserve.	Lots 300 and 305 are located adjacent to the Water Corporation's managed Reserve 40202, the site of a sewerage treatment plant. Water Corporation has requested that lots 300 and 305 be amalgamated with Reserve 40202 for expansion purposes.	DPLH received the request from Water Corporation.
30.	Map 4	Amend the zoning of Lots 160, 236, and 232 to Residential R20/40.	The subject land is zoned Residential R20/40 in the current LPS 1, with LPS 2 proposing that the land be classified as Reserve - Infrastructure Services to accommodate the current depot uses of the lots by Water Corporation (lot 160), Horizon Power (lot 236), and Main Roads WA (lot 232). The Water Corporation has indicated that Lot 160 is surplus to its requirements and although no government requirement has been identified for the future use of the site, the Department of Health has previously identified the site as suitable for aged care facilities. The Shire envisages that Horizon Power and Main Roads will relocate to the industrial area in the future. The retention of the Residential R20/40 classification of the lots is consistent with the Shire's Local Planning Strategy as well as the proposed zoning of the surrounding land in LPS 2. The land is suitable for residential development purposes.	After consideration of submission number 3 received by the Local Government, and the Local Government's consideration of the submission.
31.	Map 4	Amend the zoning of all lots between Hall Street and Roberta Avenue to Residential R50	Apart from two lots reserved for Public Purposes: Church site, the subject land is zoned Residential R50 in the current LPS 1. LPS 2 proposes that the density of all lots be classified Residential R20. The land is in close proximity to the Commercial zone which lends itself to higher densities, the cost-effective provision of accommodation for employees of organisations, and reduced transport requirements for staff of these organisations. These organisations include the Shire of Halls Creek, Halls Creek High School and Red Hill Catholic School, the Catholic Church, and Yuri Yungi Aboriginal Medical Services.	After consideration of the Local Government's proposal (submission number 6) to retain the existing density provisions.

SHIRE OF HALLS CREEK

LOCAL PLANNING SCHEME NO. 2

DISCLAIMER

This is a copy of the Local Planning Scheme produced from an electronic version of the Scheme held and maintained by the Department of Planning, Lands and Heritage. Whilst all care has been taken to accurately portray the current Scheme provisions, no responsibility shall be taken for any omissions or errors in this documentation.

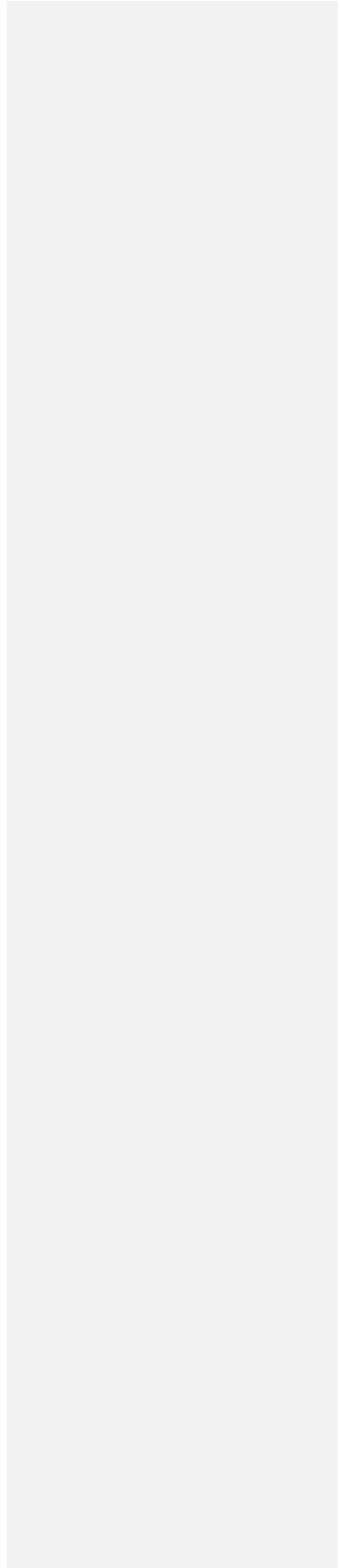
Consultation with the respective Local Government Authority should be made to view a legal version of the Scheme.

Please advise the Department of Planning, Lands and Heritage of any errors or omissions in this document.

LOCAL PLANNING SCHEME GAZETTAL DATE: [INSERT DATE]

SHIRE OF HALLS CREEK LOCAL PLANNING SCHEME NO.2 - AMENDMENTS

AMD NO.	GAZETTAL DATE	UPDATED		DETAILS
		WHEN	BY	



SCHEME DETAILS

SHIRE OF HALLS CREEK

LOCAL PLANNING SCHEME NO.2

The Shire of Halls Creek under the powers conferred by the *Planning and Development Act 2005* makes the following Local Planning Scheme.

Table of Contents

- Part 1 Preliminary** - sets out the Scheme title, responsible authority for implementing the Scheme, the Scheme area, the contents, purposes and aims of the Scheme and relationship to other Schemes and laws.
- Part 2 Reserves** - sets out the reserves which apply in the Scheme area and related provisions.
- Part 3 Zones and use of land** - sets out the zones which apply in the Scheme area, permissibility of land uses in the various zones and the requirement for additional uses, restricted uses, special use zones and non-conforming uses within the Scheme area.
- Part 4 General development requirements** - sets out the general requirements which apply to land use and development within the Scheme area and the specific requirements which apply to particular uses and forms of development.
- Part 5 Special control areas** - sets out particular provisions which may apply in addition to the zone requirements.
- Part 6 Terms referred to in Scheme** - lists the general terms and land use terms used in the Scheme.

Schedules

- Schedule A Supplemental provisions to the deemed provisions
- Schedule 1 Signage and advertisements for which development approval not required
- Schedule 2 **Additional site and development requirements**

Comment [FN1]: Indentation of text corrected. (Note: this couldn't be done in track changes)

Comment [FN2]: to achieve consistency between the name of schedule 2 and its purpose and content, and to be consistent with the name of clause 32 in the model provisions.

Deleted: General development standards

Part 1 - Preliminary

1. Citation

This local planning scheme is the Shire of Halls Creek Scheme No.2.

2. Commencement

Under section 87(4) of the Act, this local planning scheme comes into operation on the day on which it is published in the *Gazette*.

3. Scheme revoked

The following local planning schemes are revoked -

Shire of Halls Creek Town Planning Scheme No.1
Gazettal date 5 April 1991

4. Notes do not form part of Scheme

Notes, and instructions printed in italics, do not form part of this Scheme.

Note: The *Interpretation Act 1984* section 32 makes provision in relation to whether headings form part of the written law

5. Responsibility for Scheme

The Shire of Halls Creek is the local government responsible for the enforcement and implementation of this Scheme and the execution of any works required to be executed under this Scheme.

6. Scheme area

This Scheme applies to the area shown on the Scheme Map.

7. Contents of Scheme

(1) In addition to the provisions set out in this document (the Scheme text), this Scheme includes the following -

(a) the deemed provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2), including any supplemental provisions provided for in Schedule A of the Scheme text; and

(b) the Scheme Map (sheets 1 - 4).

(2) This Scheme is to be read in conjunction with any local planning strategy for the scheme area.

8. Purposes of Scheme

The purposes of this Scheme are to -

(a) set out the local government's planning aims and intentions for the Scheme area;

(b) set aside land as local reserves for public purposes;

(c) zone land within the Scheme area for the purposes defined in this Scheme;

- (d) control and guide development including processes for the preparation of structure plans, activity centre plans, and local development plans;
- (e) set out procedures for the assessment and determination of development applications;
- (f) set out procedures for contributions to be made for the costs of providing infrastructure in connection with development through development contribution plans;
- (g) make provision for the administration and enforcement of this Scheme; and
- (h) address other matters referred to in Schedule 7 of the Act.

9. Aims of Scheme

The aims of this Scheme are -

- encourage an appropriate balance between economic and social development, conservation of the natural environment, provision of infrastructure and services, and improvements in lifestyle and amenity;
- recognise and provide for the cultural practices and traditions of the traditional owners in the Shire;
- Safeguard and enhance the historic heritage significance, character and amenity of the district's built and natural environment.
- zone sufficient land for residential purposes and to provide for a range of accommodation choices that meets the needs and aspirations of the community;
- provide sufficient zoned land for commercial, retail, industrial and civic uses, suitable to strengthen the economic base of the Shire;
- implement strategic planning for the municipality, in particular the recommendations of the Shire's local planning strategy and relevant State strategies;
- reserve certain portions of land required for public purposes;
- zone the balance of the land within the Scheme Area for purposes described in the Scheme as recommended by the Shire's local planning strategy;
- define the uses and types of development to be permitted on land within the Scheme Area; and
- control and regulate the development and use of land throughout the municipality.
- to promote ecologically sustainable land use and development;
- to assist the effective implementation of the State Planning Strategy and other adopted strategies and policies as these apply to the Kimberley Region.
- to make provision for other matters necessary or incidental to planning and development generally.

10. Relationship with local laws

Where a provision of this Scheme is inconsistent with a local law, the provision of this Scheme prevails to the extent of the inconsistency.

11. Relationship with other local planning schemes

There are no other local planning schemes of the Shire of Halls Creek which apply to the Scheme area.

12. Relationship with regional planning scheme

There are no regional planning schemes which apply to the Scheme area.

Part 2 - Reserves

13. Regional Reserves

There are no regional reserves in the Scheme area.

14. Local reserves

- (1) In this clause -
Department of Main Roads means the department principally assisting in the administration of the *Main Roads Act 1930*;
Western Australian Road Hierarchy means the document of that name available on the website maintained by the Department of Main Roads.
- (2) Local reserves are shown on the Scheme Map according to the legend on the Scheme Map.
- (3) The objectives for each local reserve are as follows:

Table 1 - Reserve objectives

Reserve name	Objectives
Public Open Space	<ul style="list-style-type: none"> To set aside areas for public open space, particularly those established under the <i>Planning and Development Act 2005</i> s. 152. To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.
Environmental conservation	<ul style="list-style-type: none"> To identify areas with biodiversity and conservation value, and to protect those areas from development and subdivision. To identify and protect areas of biodiversity conservation significance within National Parks and State and other conservation reserves.
Civic and Community	<ul style="list-style-type: none"> 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.
Public Purposes	<ul style="list-style-type: none"> To provide for a range of essential physical and community infrastructure.
Medical Services	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of essential medical services.
Infrastructure Services	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of essential infrastructure services.
Education	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of essential education facilities.

Reserve name	Objectives
Emergency Services	<ul style="list-style-type: none"> • Public Purposes which specifically provide for a range of essential emergency services.
Cemetery	<ul style="list-style-type: none"> • To set aside land required for a cemetery.
Car Park	<ul style="list-style-type: none"> • To set aside land required for a car park.
Primary Distributor Road	<ul style="list-style-type: none"> • To set aside land required for a primary distributor road being a road classified as a Regional Distributor or Primary Distributor under the Western Australian Road Hierarchy.
District Distributor Road	<ul style="list-style-type: none"> • To set aside land required for a district distributor road being a road classified as a Distributor A or Distributor B under the Western Australian Road Hierarchy.
Local Distributor Road	<ul style="list-style-type: none"> • To set aside land required for a local distributor road being a road classified as a Local Distributor under the Western Australian Road Hierarchy.
Local Road	<ul style="list-style-type: none"> • To set aside land required for a local road being a road classified as an Access Road under the Western Australian Road Hierarchy.
Strategic infrastructure	<ul style="list-style-type: none"> • To set aside land required for port or airport facilities.
Special Purpose	<ul style="list-style-type: none"> • To set aside land for a special purpose. • Purposes that do not comfortably fit in any other reserve classification.

15. Additional uses for local reserves

There are no additional uses for land in local reserves that apply to this Scheme.

Part 3 - Zones and use of land

16. Zones

- (1) Zones are shown on the Scheme Map according to the legend on the Scheme Map.
- (2) The objectives of each zone are as follows -

Table 2 - Zone objectives

Zone name	Objectives
Residential	<ul style="list-style-type: none"> • To provide for a range of housing and a choice of residential densities to meet the needs of the community. • To facilitate and encourage high quality design, built form and streetscapes throughout residential areas. • To provide for a range of non-residential uses, which are compatible with and complementary to residential development.
Urban Development	<ul style="list-style-type: none"> • To provide an intention of future land use and a basis for more detailed structure planning in accordance with the provisions of this Scheme. • To provide for a range of residential densities to encourage a variety of residential accommodation. • To provide for the progressive and planned development of future urban areas for residential purposes and for commercial, community and recreational facilities, and other uses normally associated with residential development.
Settlement	<ul style="list-style-type: none"> • To identify existing and proposed Aboriginal settlements and to collaboratively plan for the orderly and proper development of those places by — <ul style="list-style-type: none"> (a) requiring preparation and endorsement of a layout plan in accordance with State Planning Policy 3.2; and (b) ensuring that development accords with a layout plan.
Cultural and Natural Resource Use	<ul style="list-style-type: none"> • Provide for development associated with the extraction of mineral and natural resources. • Ensure the preservation of Aboriginal heritage and culturally significant areas. • Provide for the conservation of significant landscape and environmental areas and values. • Allow for low impact tourism development including limited tourist accommodation and camping areas. • Allow land uses associated with Aboriginal heritage, traditional law and culture.

Zone name	Objectives
Rural	<ul style="list-style-type: none"> • To provide for the maintenance or enhancement of specific local rural character. • To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use. • To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage. • To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone. • To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.
Rural Residential	<ul style="list-style-type: none"> • to provide a basis for detailed planning in accordance with the structure planning provisions of this Scheme. • To provide for lot sizes in the range of 1 ha to 4 ha. • To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land. • To set aside areas for the retention of vegetation and landform or other features which distinguish the land.
Rural Enterprise	<ul style="list-style-type: none"> • To provide for light industrial and ancillary residential development on one lot. • To provide for lot sizes in the range of 1 ha to 4 ha. • To carefully design rural enterprise estates to provide a reasonable standard of amenity without limiting light industrial land uses. • To notify prospective purchasers of potential amenity impacts from light industrial land uses.
General Industry	<ul style="list-style-type: none"> • To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses. • To accommodate industry that would not otherwise comply with the performance standards of light industry. • Seek to manage impacts such as noise, dust and odour within the zone.

Zone name	Objectives
Commercial	<ul style="list-style-type: none"> • To provide for a range of shops, offices, restaurants and other commercial outlets in defined townsites or activity centres. • To maintain the compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades or improve the existing streetscape. • To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality.
Mixed Use	<ul style="list-style-type: none"> • To provide for a wide variety of active uses on street level which are compatible with residential and other non-active uses on upper levels. • To allow for the development of a mix of varied but compatible land uses such as housing, offices, showrooms, amusement centres, eating establishments and appropriate industrial activities which do not generate nuisances detrimental to the amenity of the district or to the health, welfare and safety of its residents. • To ensure light industrial uses are located so as to avoid land use conflicts with other adjoining uses.
Tourism	<ul style="list-style-type: none"> • To promote and provide for tourism opportunities. • To provide for a variety of holiday accommodation styles and associated uses, including retail and service facilities where those facilities are provided in support of the tourist accommodation and are of an appropriate scale where they will not impact detrimentally on the surrounding or wider area. • To allow limited residential uses where appropriate. • To encourage the location of tourist facilities so that they may benefit from existing road services, physical service infrastructure, other tourist attractions, natural features and urban facilities.

17. Zoning table

The zoning table for this Scheme is as follows -

Table 3 - Zoning Table

USE AND DEVELOPMENT CLASS	Residential	Urban Development	Cultural and Natural Resource Use	Rural	Rural Residential	Rural Enterprise	General Industry	Commercial	Mixed Use	Tourism
Abattoir	X	X	D	D	X	A	A	X	X	X
Agriculture - extensive	X	X	P	P	D	X	X	X	X	X
Agriculture - intensive	X	X	P	P	D	X	X	X	X	X
Amusement parlour	X	X	X	X	X	X	X	P	D	X
Ancillary dwelling	P	P	P	P	P	A	X	X	X	D
Animal establishment	X	X	P	P	D	A	X	X	X	X
Animal husbandry - intensive	X	X	P	P	D	A	X	X	X	X
Art gallery	X	X	P	X	X	X	X	P	X	D
Bed and breakfast	A	A	D	D	D	X	X	X	X	D
Betting agency	X	X	X	X	X	X	X	P	A	X
Brewery	X	X	X	X	X	X	P	X	D	X
Bulky goods showroom	X	X	X	X	X	X	P	D	P	X
Caravan park	X	X	D	D	X	X	X	X	X	D
Caretaker's dwelling	X	X	I	I	I	I	I	I	I	I
Car park	X	X	X	X	X	X	X	P	D	X
Child care premises	A	A	D	X	X	X	X	D	A	X
Cinema/theatre	X	X	X	X	X	X	X	D	D	D
Civic use	A	A	D	X	X	X	D	P	D	X
Club premises	X	X	D	D	A	A	X	P	D	X
Commercial vehicle parking	A	A	D	D	A	D	P	X	D	X
Community purpose	A	A	D	D	D	D	X	D	D	X
Consulting rooms	A	A	D	X	X	X	X	P	D	X
Convenience store	X	X	D	X	X	X	X	P	D	A
Corrective institution	X	X	D	D	X	X	X	X	X	X
Educational establishment	X	X	D	D	A	X	D	D	D	X
Exhibition centre	X	X	D	D	A	X	X	P	P	D
Family day care	A	A	D	X	X	X	X	P	X	X
Fast food outlet	X	X	D	X	X	X	X	P	D	D
Fuel depot	X	X	D	D	X	X	P	X	D	X

Comment [FN3]: To achieve correct alphabetical listing, delete and insert before row containing Residential Building

Deleted: Residential Aged Care Facility

Deleted: D

Deleted: D

Deleted: D

Deleted: X

Deleted: D

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Deleted: X

Deleted: A

Deleted: X

Comment [FN4]: Use was not intended to be listed in the draft scheme. See page 14 of 30/08/18 working copy and 30/08/18 email. Use is adequately covered by the Industry - Light use.

Deleted: Dry Cleaning premises - laundromat

Deleted: X

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Deleted: D

Deleted: X

Deleted: X

Deleted: X

Deleted: X

Deleted: P

Deleted: D

Deleted: I

Comment [FN5]: Use was not intended to be listed in the draft scheme. See page 14 of 30/08/18 working copy and 30/08/18 email. Use is adequately covered by the Industry - Extractive use.

Deleted: Earthmoving Equipment - depot

Deleted: X

Deleted: X

Deleted: D

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Deleted: P

Deleted: X

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Land use permissibility to be determined with reference to the endorsed Layout Plan

USE AND DEVELOPMENT CLASS	Residential	Urban Development	Cultural and Natural Resource Use	Rural	Rural Residential	Rural Enterprise	General Industry	Commercial	Mixed Use	Tourism
Funeral parlour	X	X	X	X	X	X	D	A	A	X
Garden centre	X	X	D	D	D	D	X	P	D	X
Holiday accommodation	X	X	D	D	A	X	X	X	X	D
Holiday house	X	X	D	D	A	X	X	X	X	D
Home business	A	A	D	D	A	P	X	X	X	X
Home occupation	A	A	D	D	D	P	X	X	X	X
Home office	I	I	I	I	I	I	X	X	I	I
Home store	X	X	D	D	A	X	X	X	X	X
Hotel	X	X	X	X	X	X	X	D	X	D
Industry	X	X	D	D	X	X	P	X	X	X
Industry - cottage	A	A	D	D	D	P	X	X	P	X
Industry - extractive	X	X	D	D	X	X	D	X	X	X
Industry - light	X	X	D	D	X	P	P	X	P	X
Industry - primary production	X	X	P	P	X	X	X	X	X	X
Liquor store – large	X	X	X	X	X	X	X	P	D	A
Liquor store – small	X	X	X	X	X	X	X	P	D	D
Lunch Bar	X	X	D	X	X	X	P	P	P	D
Market	X	X	D	X	X	X	X	P	D	X
Medical centre	A	A	D	X	X	X	X	P	D	X
Mining operations	X	X	D	D	X	X	X	X	X	X
Motel	X	X	D	D	X	X	X	D	X	D
Motor vehicle, boat or caravan sales	X	X	X	X	X	X	P	A	P	X
Motor vehicle repair	X	X	D	D	X	D	P	X	P	X
Motor vehicle wash	X	X	D	D	X	D	P	X	P	X
Nightclub	X	X	X	X	X	X	X	A	A	X
Office	X	X	I	X	X	I	I	P	P	X
Park home park	X	X	D	X	X	X	X	X	X	D
Place of worship	A	A	D	X	X	X	X	P	D	X
Reception centre	X	X	D	X	A	X	X	P	D	D
Recreation - private	X	X	D	D	A	X	D	D	A	X
Renewable energy facility	X	X	D	D	A	A	D	D	A	X
Repurposed dwelling	D	D	D	D	D	D	X	X	A	X
Residential Aged Care Facility	D	D	D	X	D	X	X	X	A	X
Residential Building	X	A	D	X	X	X	X	X	X	X
Residential - single house	P	P	P	P	P	P	X	X	A	I
Residential - grouped dwelling	D	D	D	X	A	A	X	X	X	I
Residential - multiple dwelling	A	A	D	X	X	X	X	X	A	X
Resource recovery centre	X	X	X	X	X	A	D	X	X	X

Comment [FN6]: Use listed here to achieve alphabetical listing

Formatted Table

USE AND DEVELOPMENT CLASS	Residential	Urban Development	Cultural and Natural Resource	Rural	Rural Residential	Rural Enterprise	General Industry	Commercial	Mixed Use	Tourism
Restaurant/cafe	X	X	D	D	X	X	X	P	D	D
Restricted premises	X	X	X	X	X	X	D	A	A	X
Road house	X	X	D	D	X	X	D	D	D	D
Rural home business	X	X	P	P	D	P	X	X	X	X
Rural pursuit/hobby farm	X	X	P	P	D	A	X	X	X	X
Second hand dwelling	D	D	D	D	D	D	X	X	A	X
Service station	X	X	D	D	X	X	X	D	D	A
Shop	X	X	D	X	X	X	I	P	D	I
Small bar	X	X	X	X	X	X	X	P	D	D
Tavern	X	X	X	X	X	X	X	A	A	A
Telecommunications infrastructure	A	A	D	D	A	D	D	D	D	D
Tourist development	X	X	D	D	X	X	X	X	X	D
Trade display	X	X	X	X	X	X	P	X	P	X
Trade supplies	X	X	X	X	X	X	P	X	P	X
Transport depot	X	X	X	X	X	A	P	X	A	X
Tree farm	X	X	P	P	P	X	X	X	X	X
Veterinary centre	X	X	D	D	A	X	P	D	D	X
Warehouse/storage	X	X	X	X	X	D	P	X	A	X
Waste disposal facility	X	X	D	D	X	X	A	X	X	X
Waste storage facility	X	X	D	X	X	X	D	X	X	X
Winery	X	X	D	D	D	X	X	X	X	X
Workforce accommodation	X	X	D	D	X	A	X	X	D	X

Comment [FN7]: in response to submission number 1, modify to show as an "A" use

Deleted: X

18. Interpreting zoning table

(1) The permissibility of uses of land in the various zones in the Scheme area is determined by cross-reference between the list of use classes on the left-hand side of the zoning table and the list of zones at the top of the zoning table.

(2) The symbols used in the zoning table have the following meanings -

P means that the use is permitted if it complies with all relevant development standards and requirements of this Scheme;

I means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to, the predominant use of the land and it complies with all relevant development standards and requirements of this Scheme;

D means that the use is not permitted unless the local government has exercised its discretion by granting development approval;

A means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 the deemed provisions;

X means that the use is not permitted by this Scheme.

Note:1. The development approval of the local government may be required to carry out works on land in addition to any approval granted for the use of land. In normal circumstances one application is made for both the carrying out of works on, and the use of, land. For development on land that does not require development approval see clause 61 of the deemed provisions.

2. In considering an application for development approval, the local government will have regard to clause 67 of the deemed provisions.

3. if a proposed development is identified as a 'P' use in the zoning table, but the proposed development does not comply with all of the development standards and requirements of the scheme, then it is to be treated as a 'D' use.

(3) A specific use class referred to in the zoning table is excluded from any other use class described in more general terms.

(4) The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table -

(a) determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or

(b) determine that the use may be consistent with the objectives of a particular zone and give notice under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or

(c) determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.

- (5) If a use of land is identified in a zone as being a class P or class I use, the local government may not refuse an application for development approval for that use in that zone but may require works that are to be undertaken in connection with that use to have development approval.
- (6) If a use of land is identified in a zone as being a class X use, the local government must refuse an application for development approval for that use in that zone unless -
 - (a) the development approval application relates to land that is being used for a non-conforming use; and
 - (b) the local government considers that the proposed use of the land would be less detrimental than the non-conforming use.
- (7) If the zoning table does not identify any permissible uses for land in a zone the local government may, in considering an application for development approval for land within the zone, have due regard to any of the following that apply to the land -
 - (a) a structure plan;
 - (b) an activity centre plan;
 - (c) a local development plan;
 - (d) the objectives of the zone.

19. Additional uses

There are no additional uses for zoned land that apply to this Scheme

20. Restricted uses

There are no restricted uses that apply to this Scheme.

21. Special use zones

There are no special use zones which apply to this Scheme.

22. Non-conforming uses

- (1) Unless specifically provided, this Scheme does not prevent -
 - (a) the continued use of any land, or any structure or building on land, for the purpose for which it was being lawfully used immediately before the commencement of this Scheme; or
 - (b) the carrying out of development on land if -
 - (i) before the commencement of this Scheme, the development was lawfully approved; and
 - (ii) the approval has not expired or been cancelled.

- (2) Subclause (1) does not apply if -
 - (a) the non-conforming use of the land is discontinued; and
 - (b) a period of 6 months, or a longer period approved by the local government, has elapsed since the discontinuance of the non-conforming use.
- (3) Subclause (1) does not apply in respect of a non-conforming use of land if, under Part 11 of the Act, the local government -
 - (a) purchases the land; or
 - (b) pays compensation to the owner of the land in relation to the non-conforming use.

23. Changes to non-conforming use

- (1) A person must not, without development approval -
 - (a) alter or extend a non-conforming use of land; or
 - (b) erect, alter or extend a building used for, or in conjunction with, a non-conforming use; or
 - (c) repair, rebuild, alter or extend a building used for a non-conforming use that is destroyed to the extent of 75% or more of its value; or
 - (d) change the use of land from a non-conforming use to another use that is not permitted by the Scheme.
- (2) An application for development approval for the purposes of this clause must be advertised in accordance with clause 64 of the deemed provisions.
- (3) A local government may only grant development approval for a change of use of land referred to in subclause (1)(d) if, in the opinion of the local government, the proposed use -
 - (a) is less detrimental to the amenity of the locality than the existing non-conforming use; and
 - (b) is closer to the intended purpose of the zone in which the land is situated.

24. Register of non-conforming uses

- (1) The local government may prepare a register of land within the Scheme area that is being used for a non-conforming use.
- (2) A register prepared by the local government must set out the following -
 - (a) a description of each area of land that is being used for a non-conforming use;
 - (b) a description of any building on the land;
 - (c) a description of the non-conforming use;
 - (d) the date on which any discontinuance of the non-conforming use is noted.
- (3) If the local government prepares a register under subclause (1) the local government -

- (a) must ensure that the register is kept up-to-date; and
 - (b) must make a copy of the register available for public inspection during business hours at the offices of the local government; and
 - (c) may publish a copy of the register on the website of the local government.
- (4) An entry in the register in relation to land that is being used for a non-conforming use is evidence of the matters set out in the entry, unless the contrary is proved.

Part 4 - General development requirements

25. R-Codes

- (1) The R-Codes, modified as set out in clause 26, are to be read as part of this Scheme.
- (2) The local government -
 - (a) must make a copy of the R-Codes available for public inspection during business hours at the offices of the local government; and
 - (b) may publish a copy of the R-Codes on the website of the local government.
- (3) The coding of land for the purposes of the R-Codes is shown by the coding number superimposed on a particular area contained within boundaries shown on the Scheme Map.
- (4) The R-Codes apply to an area if the area has a coding number superimposed on it in accordance with subclause (3).

26. Modification of R-Codes

The following variations to the R-Codes apply in the Scheme area:

- (1) Where a site has a dual coding specified on the Scheme Map, the local government may approve residential development to the higher code, providing the development is connected to a reticulated sewerage system.
- (2) Local government may permit Aged or dependent persons' dwelling in accordance with the R30 Code.
- (3) Any application for development approval for any residential building other than a single dwelling shall be accompanied by a landscape plan showing the proposed landscaping on the site.

The landscape plan shall show:

- (a) the location and general nature of planted areas;
- (b) the location and nature of materials to be used on non-planted areas;
- (c) the location and size of any outbuildings or other minor proposed structures; and
- (d) the implementation schedule of the landscape plan including, though not limited to, the applicant commencing the implementation of the landscape plan within six calendar months of the completion of all other approved works and the applicant completing the implementation of the landscape plan no later than six calendar months following approval to occupy any building.

These requirements are in addition or substitution for relevant clauses of the R-Codes

27. State Planning Policy 3.6 to be read as part of Scheme

- (1) State Planning Policy 3.6 - Development Contributions for Infrastructure, modified as set out in clause 28, is to be read as part of this Scheme.

(2) The local government -

- (a) must make a copy of State Planning Policy 3.6 available for public inspection during business hours at the offices of the local government; and
- (b) may publish a copy of State Planning Policy 3.6 on the website of the local government.

28. Modification to State Planning Policy 3.6

There are no modifications to State Planning Policy 3.6.

29. Other State planning policies to be read as part of Scheme

(1) The State planning policies set out in Table 4, modified as set out in clause 30, are to be read as part of this Scheme.

Table 4- State planning policies to be read as part of Scheme

State planning policies to be read as part of Scheme
<i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</i>

(2) The local government -

- (a) must make a copy of each State planning policy referred to in subclause (1) available for public inspection during business hours at the offices of the local government; and
- (b) may publish a copy of each of those State planning policies on the website of the local government.

30. Modification of State planning policies

There are no modifications to a State planning policy that, under clause 29 is to be read as part of the Scheme.

31. Environmental conditions

There are no environmental conditions imposed under the *Environmental Protection Act 1986* that apply to this Scheme.

32. **Additional site and development requirements**

- (1) Schedule 2 sets out requirements relating to development that are additional to those set out in the R-Codes, activity centre plans, local development plans or State or local planning policies.
- (2) To the extent that a requirement referred to in subclause (1) is inconsistent with a requirement in the R-Codes, and activity centre plan, a local development plan or a State or local planning policy the requirement referred to in subclause (1) prevails.

Comment [FN8]: Modify to be consistent with naming of clause 32 in model provisions

Deleted: General development standards

33. **Additional site and development requirements for areas covered by structure plan, activity centre plan or local development plan**

There are no additional requirements that apply to this Scheme.

34. **Variations to site and development requirements**

- (1) In this clause -
additional site and development requirements means requirements set out in clauses 32 and 33.
- (2) The local government may approve an application for a development approval that does not comply with an additional site and development requirement.
- (3) An approval under subclause (2) may be unconditional or subject to any conditions the local government considers appropriate.
- (4) If the local government is of the opinion that the non-compliance with an additional site and development requirement will mean that the development is likely to adversely affect any owners or occupiers in the general locality or adjoining the site of the development the local government must -
 - (a) consult the affected owners or occupiers by following one or more of the provisions for advertising applications for development approval under clause 64 of the deemed provisions; and
 - (b) have regard to any expressed views prior to making its determination to grant development approval under this clause.
- (5) The local government may only approve an application for development approval under this clause if the local government is satisfied that -
 - (a) approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67 of the deemed provisions; and
 - (b) the non-compliance with the additional site and development standard will not have a significant adverse effect on the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

35. Restrictive covenants

- (1) A restrictive covenant affecting land in the Scheme area that would have the effect of limiting the number of residential dwellings which may be constructed on the land is extinguished or varied to the extent that the number of residential dwellings that may be constructed is less than the number that could be constructed on the land under this Scheme.
- (2) If subclause (1) operates to extinguish or vary a restrictive covenant -
 - (a) development approval is required to construct a residential dwelling that would result in the number of residential dwellings on the land exceeding the number that would have been allowed under the restrictive covenant; and
 - (b) the local government must not grant development approval for the construction of the residential dwellings unless it gives notice of the application for development approval in accordance with clause 64 of the deemed provisions.

Part 5 - Special control areas

36. Special control areas

(1) The following Special Control Areas are marked on the Scheme Map according to the legend on the Scheme Map:

Environment - Public Drinking Water Source Area – Priority 1 (SCA 1)

Environment - Wellhead Protection Zone (SCA 2)

Infrastructure - Sewer Treatment Plant Odour Buffer (SCA 3)

(2) In respect of a Special Control Area shown on a Scheme Map, the objectives and additional provisions applying to the Special Control Area apply in addition to the provisions applying to any underlying zone or reserve and any other provisions of the Scheme.

(3) Environment - Public Drinking Water Source Area – Priority 1 (SCA 1)

Objectives

(a) The objectives of the Environment - Public Drinking Water Source Area – Priority 1 Special Control Area are to –

- (i) provide a basis for the protection of public drinking water resources through the control of land use or development which has the potential to prejudice the quality of water supplies for public use;
- (ii) identify land that has been designated as a public drinking water resource;
- (iii) ensure that any land use does not detrimentally impact on a public drinking water resource;
- (iv) implement Scheme controls that are designed to mitigate any adverse effects on a public drinking water resource.

Additional Provisions

- (b) Despite any other provision of the Scheme development approval is required for all use and development within the Environment - Public Drinking Water Source Area – Priority 1 Special Control Area including a single house, removal of vegetation, earthworks or the use of land for the keeping of or grazing animals, and shall be subject to discretion of the local government, notwithstanding that the use may be designated as a 'P' use under the Scheme.
- (c) The local government may refuse any application for development approval or impose conditions on any development approval so as to –
 - (i) protect the groundwater resource; and
 - (ii) require the registration of a notification under section 70A of the *Transfer of Land Act 1893* on the title to the land giving notice of any limitations or constraints associated with the protection of groundwater resources at the applicant's cost.

Note: There will be a general presumption against development or use of land which involves a significant risk to the groundwater resource. The onus will be on the proponent of development to demonstrate that the proposed activity will not prejudice the groundwater resource.

- (d) The local government shall refer applications for development approval within the Environment - Public Drinking Water Source Area – Priority 1 Special Control Area to the Department of Water and Environmental Regulation, any other agency or organisation the local government deems necessary, and the local government shall have due regard to any advice received.
- (e) In addition to other provisions of the Scheme, in considering any application for rezoning, subdivision or development approval within the Environment - Public Drinking Water Source Area – Priority 1 Special Control Area, the local government is to have due regard to –
 - (i) any water resource management plan, strategy or guideline of the Department of Water and Environmental Regulation, and any advice received from the Department of Water and Environmental Regulation;
 - (ii) the potential impact of the proposal on the quality of the water resource;
 - (iii) the practicability and cost of any ameliorative measures proposed for the protection of the resource;
 - (iv) the existing level of protection of the resource provided, with reference to management of land and location of development;
 - (v) the nature, location and performance of any existing or proposed effluent disposal system; and
 - (vi) the drainage characteristics of the land, including surface and groundwater flow, and the adequacy of proposed measures to manage run-off and drainage.

(4) Environment - Wellhead Protection Zone (SCA 2)

Objectives

- (a) The objectives of the Environment - Wellhead Protection Zone Special Control Area are to –
 - (i) provide a basis for the protection of public drinking water resources through the control of land use or development which has the potential to prejudice the quality of water supplies for public use;
 - (ii) identify land that has been designated as a wellhead protection zone;
 - (iii) ensure that any land use does not detrimentally impact on a public drinking water resource;
 - (iv) implement Scheme controls that are designed to mitigate any adverse effects on a public drinking water resource.

Additional Provisions

- (b) Despite any other provision of the Scheme development approval is required for all use and development within the Environment - Wellhead Protection Zone Special Control Area including a single house, removal of vegetation, earthworks or the use of land for the keeping of or grazing animals, and shall be subject to discretion of the local government, notwithstanding that the use may be designated as a 'P' use under the Scheme.
- (c) The local government may refuse any application for development approval or impose conditions on any development approval so as to –
 - (i) protect the groundwater resource; and
 - (ii) require the registration of a notification under section 70A of the *Transfer of Land Act 1893* on the title to the land giving notice of any limitations or constraints associated with the protection of groundwater resources at the applicant's cost.

Note: There will be a general presumption against development or use of land which involves a significant risk to the groundwater resource. The onus will be on the proponent of development to demonstrate that the proposed activity will not prejudice the groundwater resource.

- (d) The local government shall refer applications for development approval within the Environment - Wellhead Protection Zone Special Control Area to the Department of Water and Environmental Regulation, any other agency or organisation the local government deems necessary, and the local government shall have due regard to any advice received.
 - (e) In addition to other provisions of the Scheme, in considering any application for rezoning, subdivision or development approval within the Environment - Wellhead Protection Zone Special Control Area, the local government is to have due regard to –
 - (i) any water resource management plan, strategy or guideline of the Department of Water and Environmental Regulation, and any advice received from the Department of Water and Environmental Regulation;
 - (ii) the potential impact of the proposal on the quality of the water resource;
 - (iii) the practicability and cost of any ameliorative measures proposed for the protection of the resource;
 - (iv) the existing level of protection of the resource provided, with reference to management of land and location of development;
 - (v) the nature, location and performance of any existing or proposed effluent disposal system; and
 - (vi) the drainage characteristics of the land, including surface and groundwater flow, and the adequacy of proposed measures to manage run-off and drainage.
- (5) Infrastructure - Sewer Treatment Plant Odour Buffer (SCA 3)
Objectives

- (a) The objective of the Infrastructure - Sewer Treatment Plant Odour Buffer Special Control Area is to avoid the establishment of incompatible or odour-sensitive land uses or development within the buffer and protect the long term operation of the Halls Creek Waste Water Treatment Plant.

Additional Provisions

- (b) Notwithstanding any other provisions of the Scheme, a person must not commence or carry out any development or use of land within the Infrastructure - Sewer Treatment Plant Odour Buffer Special Control Area without first having applied for and obtained the development approval of the local government under Part 9 of the deemed provisions.
- (c) The local government in considering an application for development approval within the Infrastructure - Sewer Treatment Plant Odour Buffer Special Control Area is to have due regard to:
 - (i) the compatibility of the use or development with wastewater treatment plant infrastructure with regard to potential odour and noise emissions from the waste water treatment plant;
 - (ii) whether the use or development would have a detrimental impact on the long-term operation of the waste water treatment plant;
 - (iii) the advice and recommendations of the Water Corporation and the Department of Water and Environmental Regulation and any relevant policies of the Department of Water and Environmental Regulation and the Western Australian Planning Commission, including State Planning Policy 4.1 (State Industrial Buffer Policy).

Part 6 - Terms referred to in Scheme

Division 1 - General definitions used in Scheme

37. Terms used

If a word or expression used in this Scheme is listed in this clause, its meaning is as follows -

building envelope	means the area of land within which all buildings and effluent disposal facilities on a lot must be contained.
building height	in relation to a building - (a) if the building is used for residential purposes, has the meaning given in the R-Codes; or (b) if the building is used for purposes other than residential purposes, means the maximum vertical distance between the natural ground level and the finished roof height directly above, excluding minor projections as that term is defined in the R-Codes.
cabin	means a dwelling forming part of a tourist development or caravan park that is - (a) an individual unit other than a chalet; and (b) designed to short-term accommodate for guests.
chalet	means a dwelling forming part of a tourist development or caravan park that is - (a) a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and (b) designed to provide short-term accommodation for guests.
commencement day	means the day this Scheme comes into effect under section 87(4) of the Act.
commercial vehicle	means a vehicle, whether licenced or not, that has a gross vehicle mass of greater than 4.5 tonnes including - (a) a utility, van, truck, tractor, bus or earthmoving equipment; and (b) a vehicle that is, or is designed to be an attachment to a vehicle referred to in paragraph (a).
floor area	has meaning given in the Building Code.
frontage	in relation to a building - (a) if the building is used for residential purposes, has the meaning given in the R-Codes; or (b) if the building is used for purposes other than residential purposes, means the line where a road reserve and the front of a lot meet and, if a lot abuts 2 or more road reserves, the one to which the building or proposed building faces.
incidental use	means a use of premises which is consequent on, or naturally attaching, appertaining or relating to, the predominant use.
minerals	has the meaning given in the <i>Mining Act 1978</i> section 8(1).

net lettable area or nla	means the area of all floors within the internal finished surfaces of permanent walls but does not include the following areas - (a) stairs, toilets, cleaner's cupboards, lift shafts and motor rooms, escalators, tea rooms and plant rooms, and other service areas; (b) lobbies between lifts facing other lifts serving the same floor; (c) areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor or building; (d) areas set aside for the provision of facilities or services to the floor or building where those facilities are not for the exclusive use of occupiers of the floor or building.
non-conforming use	has the meaning given in the <i>Planning and Development Act 2005</i> section 172.
plot ratio	means the ratio of the floor area of a building to an area of land within the boundaries of the lot or lots on which the building is located.
precinct	means a definable area where particular planning policies, guidelines or standards apply.
predominant use	means the primary use of premises to which all other uses carried out on the premises are incidental.
retail	means the sale or hire of goods or services to the public.
short-term accommodation	means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12-month period.
wall height	in relation to a wall of a building- (a) if the building is used for residential purposes, has the meaning given in the R-Codes, or (b) if the building is used for purposes other than residential purposes, means the vertical distance from natural ground level of the boundary of the property that is closest to the wall to the point where the wall meets the roof or parapet.
wholesale	means the sale of goods or materials to be sold by others.

Division 2 - Land use terms used in Scheme

38. Land use terms used

If this Scheme refers to a category of land use that is listed in this provision the meaning of that land use is as set out below -

abattoir	means premises used commercially for the slaughtering of animals for the purposes of consumption as food products.
aged or dependent Persons Dwelling	has the same meaning given to the term in the R-Codes.
agriculture - extensive	means premises used for the raising of stock or crops but does not include agriculture - intensive or animal husbandry - intensive.
agriculture - intensive	means premises used for commercial production purposes, including outbuildings and earthworks, associated with any of the following - (a) the production of grapes, vegetables, flowers, exotic or native plants, or fruit or nuts; (b) the establishment and operation of plant or fruit nurseries; (c) the development of land for irrigated fodder production or irrigated pasture (including turf farms); (d) aquaculture.
amusement parlour	means premises - (a) that are open to the public; and (b) that are used predominantly for amusement by means of amusement machines including computers; and (c) where there are 2 or more amusement machines.
ancillary dwelling	has the same meaning given to the term in the R-Codes.
animal establishment	means premises used for the breeding, boarding, training or caring of animals for commercial purposes but does not include animal husbandry - intensive or veterinary centre.
animal husbandry - intensive	means premises used for keeping, rearing or fattening of alpacas, beef and dairy cattle, goats, pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production), sheep or other livestock in feedlots, sheds or rotational pens, but does not include agriculture - extensive.
art gallery	means premises - (a) that are open to the public; and (b) where artworks are displayed for viewing or sale;
bed and breakfast	means a dwelling - (a) used by a resident of the dwelling to provide short-term accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and (b) containing not more than 2 guest bedrooms and one guest bathroom.

Comment [FN9]: Listing here ensures correct alphabetical listing

Comment [FN10]: Listing moved to ensure correct alphabetical listing

Deleted: ancillary dwelling

Deleted: has the same meaning given to the term in the R-Codes.

betting agency	means an office or totalisator agency established under the <i>Racing and Wagering Western Australia Act 2003</i> . brewery means premises the subject of a producer's licence authorising the production of beer, cider or spirits granted under the <i>Liquor Control Act 1988</i> ;
brewery	means premises the subject of a producer's licence authorising the production of beer, cider or spirits granted under the <i>Liquor Control Act 1988</i> .
bulky goods showroom	means premises - (a) used to sell by retail goods and accessories including (though not limited to) the following types that are principally used for domestic purposes - (i) automotive parts and accessories; (ii) camping, outdoor and recreation goods; (iii) electric light fittings; (iv) animal supplies including equestrian and pet goods; (v) floor and window coverings; (vi) furniture, beddings, furnishings, fabrics, manchester and home wares; (vii) party supplies; (viii) office equipment and supplies (ix) baby's and children's goods, including play equipment and accessories; (x) sporting, cycling, leisure, fitness goods and accessories; and (b) used to sell by retail goods and accessories by retail if- (i) a large area is required for the handling, display or storage of the goods; or (ii) vehicular access is required to the premises for the purpose of collection of purchased goods, but does not include a shop.
caravan park	means premises that are a caravan park as defined in the <i>Caravan Parks and Camping Grounds Act 1995</i> section 5 (1).
caretaker's dwelling	means a dwelling on the same site as a building, operation or plant, and occupied by a supervisor of that building, operation or plant.
car park	means premises used primarily for parking vehicles whether open to the public or not but does not include - (a) any part of a public road used for parking or for a taxi rank; or (b) any premises in which cars are displayed for sale.
child care premises	means premises where- (a) an education and care service as defined in the <i>Education and Care Services National Law (Western Australia) section 5 (1)</i> , other than a family day care service as defined in that section, is provided; or (b) a child care service as defined in the <i>Child Care Services Act 2007</i> section 4 is provided.
cinema/theatre	means premises where the public may view a motion picture or theatrical production.
civic use	means premises used by a government department, an instrumentality of the State or the local government for administrative, recreational or other purposes.

club premises	means premises used by a legally constituted club or association or other body of persons united by a common interest.
commercial vehicle parking	means premises used for parking of one or 2 commercial vehicles but does not include - (a) any part of a public road used for parking or for a taxi rank; or (b) parking of commercial vehicles incidental to the predominant use of the land.
community purpose	means premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit.
consulting rooms	means premises used by no more than 2 health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.
convenience store	means premises - (a) used for the retail sale of convenience goods commonly sold in supermarkets, delicatessens or newsagents; and (b) operated during hours which include, but may extend beyond, normal trading hours; and (c) the floor area of which does not exceed 300 m ² net lettable area.
corrective institution	means premises used to hold and reform persons committed to it by a court, such as a prison or other type of detention facility.
educational establishment	means premises used for the purposes of providing education including premises used for a school, higher education institution, business college, academy or other educational institution.
exhibition centre	means premises used for the display, or display and sale, of materials of an artistic, cultural or historical nature including a museum.
family day care	means premises where a family day care service as defined in the <i>Education and Care Services National Law (Western Australia)</i> is provided.
fast food outlet	means premises, including premises with a facility for drive-through service, used for the preparation, sale and serving of food to customers in a form ready to be eaten - (a) without further preparation; and (b) primarily off the premises, but does not include a lunch bar
freeway service centre	means premises that has direct access to a freeway and which provides all the following services or facilities and may provide other associated facilities or services but does not provide bulk fuel services — (a) service station facilities; (b) emergency breakdown repair for vehicles; (c) charging points for electric vehicles; (d) facilities for cyclists; (e) restaurant, cafe or fast food services excluding the sale or consumption of alcohol under the Liquor Licensing Act 1988; (f) take-away food retailing without a drive-through facility; (g) public ablution facilities, including provision for disabled access and infant changing rooms;

- (h) parking for passenger and freight vehicles;
 - (i) outdoor rest stop facilities such as picnic tables and shade areas; and
 - (j) dump points for the disposal of black and/or grey water from recreational vehicles
- fuel depot** means premises used for the storage and sale in bulk of solid or liquid or gaseous fuel but does not include premises used -
- (a) as a service station; or
 - (b) for the sale of fuel by retail into a vehicle for use by the vehicle.
- funeral parlour** means premises used -
- (a) to prepare and store bodies for burial or cremation;
 - (b) to conduct funeral services.
- garden centre** means premises used for the propagation, rearing and sale of plants, and the storage and sale of products associated with horticulture and gardens.
- guest house** means a dwelling or part of a dwelling occupied by a person but containing rooms used to provide short-term accommodation for guests for hire or reward.
- holiday accommodation** means 2 or more dwellings on one lot used to provide accommodation for holiday or temporary purposes for persons other than the owner of the lot.
- holiday house** means a single dwelling on one lot used to provide short-term accommodation for not more than 6 persons but does not include a bed and breakfast or a guest house.
- home business** means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession -
- (a) does not involve employing more than 2 people who are not members of the occupier's household; and
 - (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
 - (c) does not occupy an area greater than 50 m²; and
 - (d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
 - (e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and
 - (f) does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight; and
 - (g) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

home occupation	<p>means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation that -</p> <ul style="list-style-type: none">(a) does not involve employing a person who is not a member of the occupier's household; and(b) will not cause injury to or adversely affect the amenity of the neighbourhood; and(c) does not occupy an area greater than 20 m²; and(d) does not involve the display on the premises of a sign with an area exceeding 0.2 m²; and(e) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and(f) does not -<ul style="list-style-type: none">(i) require a greater number of parking spaces than normally required for a single dwelling; or(ii) result in an increase in traffic volume in the neighbourhood; and(g) does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight; and(h) does not include provision for the fuelling, repair or maintenance of motor vehicles; and(i) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.
home office	<p>means a dwelling used by an occupier of the dwelling to carry out a home occupation if the carrying out of the occupation -</p> <ul style="list-style-type: none">(a) is solely within the dwelling; and(b) does not entail clients or customers travelling to and from the dwelling; and(c) does not involve the display of a sign on the premises; and(d) does not require any change to the external appearance of the dwelling.
home store	<p>means a shop attached to a dwelling that -</p> <ul style="list-style-type: none">(a) has a net lettable area not exceeding 100 m²; and(b) is operated by a person residing in the dwelling.
hospital	<p>means premises used as a hospital as defined in the <i>Hospitals and Health Services Act 1927</i> section 2(1), but does not include a nursing home.</p>
hotel	<p>means premises the subject of a hotel licence other than a small bar or tavern licence granted under the <i>Liquor Control Act 1988</i> including any betting agency on the premises.</p>
industry	<p>means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes facilities on the premises for any of the following purposes -</p> <ul style="list-style-type: none">(a) the storage of goods;(b) the work of administration or accounting;(c) the selling of goods by wholesale or retail;(d) the provision of amenities for employees;(e) incidental purposes.

industry - cottage	means a trade or light industry producing arts and crafts goods which does not fall within the definition of a home occupation and which — (a) does not cause injury to or adversely affect the amenity of the neighbourhood; (b) where operated in a residential zone, does not employ any person other than a member of the occupier's household; (c) is conducted in an out-building which is compatible with the principal uses to which land in the zone in which it is located may be put; (d) does not occupy an area in excess of 50 square metres; and (e) does not display a sign exceeding 0.2 square metres in area;
industry - extractive	means premises, other than premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include the following purposes - (a) the process of raw materials including crushing, screening, washing, blending or grading; (b) activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration.
industry - light	means premises used for an industry where impacts on the amenity of the area in which the premises is located can be mitigated, avoided or managed.
Industry - primary production	means land used: (a) to carry out a primary production business as that term is defined in the <i>Income Tax Assessment Act 1997</i> (Commonwealth) section 995-1; or (b) for a workshop servicing plant or equipment used in primary production businesses.
industry - rural	means — (a) an industry handling, treating, processing or packing rural products; or (b) a workshop servicing plant or equipment used for rural purposes
industry - service	means — (a) an industry - light carried out from premises which may have a retail shop front and from which goods manufactured on the premises may be sold; or (b) premises having a retail shop front and used as a depot for receiving goods to be serviced
liquor store - large	means premises the subject of a liquor store licence granted under the <i>Liquor Control Act 1988</i> with a net lettable area of more than 300 m ² .
liquor store - small	means premises the subject of a liquor store licence granted under the <i>Liquor Control Act 1988</i> with a net lettable area of not more than 300 m ² .
lunch bar	means premises or part of premises used for the sale of takeaway food (in a form ready to be consumed without further preparation) within industrial or commercial areas.
marina	means - (a) premises used for providing mooring, fuelling, servicing, repairing, storage and other facilities for boats, including

	the associated sale of any boating gear or equipment; and
	(b) all jetties, piers, embankments, quays, moorings, offices and storerooms used in connection with the provision of those services.
marina filling station	means premises used for the storage and supply of liquid fuels and lubricants for marine craft.
market	means premises used for the display and sale of goods from stalls by independent vendors.
medical centre	means premises other than a hospital used by 3 or more health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care.
mining operations	means premises where mining operations, as that term is defined in the <i>Mining Act 1978</i> section 8 (1) is carried out.
motel	means premises, which may be licensed under the <i>Liquor Control Act 1988</i> - (a) used to accommodate guests in a manner similar to a hotel; and (b) with specific provision for the accommodation of guests with motor vehicles.
motor vehicle, boat or caravan sales	means premises used to sell or hire motor vehicles, boats or caravans.
motor vehicle repair	means premises used for or in connection with - (a) electrical and mechanical repairs, or overhauls, to vehicles other than panel beating, spray painting or chassis reshaping of vehicles; or (b) repairs to tyres other than recapping or re-treading of tyres.
motor vehicle wash	means premises primarily used to wash motor vehicles.
nightclub	means premises the subject of a nightclub licence granted under the <i>Liquor Control Act 1988</i> .
office	means premises used for administration, clerical, technical, professional or similar business activities.
park home park	means premises used as a park home park as defined in the <i>Caravan Parks and Camping Grounds Regulations 1997</i> Schedule 8.
place of worship	means premises used for religious activities such as a chapel, church, mosque, synagogue or temple.
reception centre	means premises used for hosted functions on formal or ceremonial occasions.
recreation - private	means premises that are - (a) used for indoor or outdoor leisure, recreation or sport; and (b) not usually open to the public without charge.
renewable energy facility	renewable energy facility means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or in connection with, the generation of energy by a renewable resource, where energy is being produced for commercial gain (i.e. solar farms as opposed to solar panels)

repurposed dwelling	means a building or structure not previously used as a single house which has been repurposed for use as a dwelling
residential aged care facility	means a residential facility providing personal and/or nursing care primarily to people who are frail and aged and which, as well as accommodation, includes appropriate staffing to meet the nursing and personal care needs of residents; meals and cleaning services; furnishings, furniture and equipment. May also include residential respite (short term) care but does not include a hospital or psychiatric facility
residential building	means a building or part of a building used to provide - (a) short-term accommodation for 2 or more persons; or (b) long-term accommodation for 7 or more persons who are not part of the same family.
resource recovery centre	means premises other than a waste disposal facility used for the recovery of resources from waste.
restaurant/cafe	means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including premises that are licenced under the <i>Liquor Control Act 1988</i> .
restricted premises	means premises used for the sale by retail or wholesale, or the offer for hire, loan or exchange, or the exhibition, display or delivery of - (a) publications that are classified as restricted under the <i>Classification (Publications, Films and Computer Games) Act 1995</i> (Commonwealth); and (b) materials, compounds, preparations or articles which are used or intended to be used primarily in or in connection with any form of sexual behaviour or activity.
roadhouse	means premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services - (a) a full range of automotive repair services; (b) wrecking, panel beating and spray-painting services; (c) transport depot facilities; (d) short-term accommodation for guests; (e) facilities for being a muster point in response to accidents, natural disasters and other emergencies and (f) dump points for the disposal of black and grey water from recreational vehicles

rural home business	<p>means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or occupation if the carrying out of the business, service or occupation -</p> <ul style="list-style-type: none">(a) does not involve employing more than 2 people who are not members of the occupier's household; and(b) will not cause injury to or adversely affect the amenity of the neighbourhood; and(c) does not occupy an area greater than 200 m²; and(d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the internet; and(e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and(f) does not involve the presence, use or calling of more than 3 vehicles at any one time or of a vehicle more than 30 tonnes gross weight.
rural pursuit/hobby farm	<p>means any premises, other than premises used for agriculture - extensive or agriculture - intensive, that are used by an occupier of the premises to carry out any of the following activities if carrying out of the activity does not involve permanently employing a person who is not a member of the occupier's household -</p> <ul style="list-style-type: none">(a) the rearing, agistment, stabling or training of animals; or(b) the keeping of bees; or(c) the sale of produce grown solely on the premises.
second hand dwelling	<p>means a dwelling that has been in a different location, and has been dismantled and transported to another location, but does not include a modular home or transportable dwelling</p>
serviced apartment	<p>means a group of units or apartments providing -</p> <ul style="list-style-type: none">(a) self-contained short stay accommodation for guests; and(b) any associated reception or recreational facilities.
service station	<p>means premises other than premises used for a transport depot, panel beating, spray painting, major repairs or wrecking, that are used for -</p> <ul style="list-style-type: none">(a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience nature; or(b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles.
shop	<p>means premises other than a bulky goods showroom, a liquor store large or a liquor store small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services.</p>
small bar	<p>means premises the subject of a small bar licence granted under the <i>Liquor Control Act 1988</i>.</p>
tavern	<p>means premises the subject of a tavern licence granted under the <i>Liquor Control Act 1988</i>.</p>
telecommunications infrastructure	<p>means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.</p>

tourist development	means a building, or a group of buildings forming a complex, other than a bed and breakfast, a caravan park or holiday accommodation, used to provide - (a) short-term accommodation for guests; and (b) onsite facilities for the use of guests; and (c) facilities for the management of the development.
trade display	means premises used for the display of trade goods and equipment for the purpose of advertisement.
trade supplies	means premises used to sell by wholesale or retail, or to hire, assemble or manufacture any materials, tools, equipment, machinery or other goods used for any of the following purposes including goods which may be assembled or manufacture off the premises - (a) automotive repairs and servicing; (b) building including repair and maintenance; (c) industry; (d) landscape gardening; (e) provision of medical services; (f) primary production; (g) use by government departments or agencies, including local government.
transport depot	means premises used primarily for the parking or garaging of 3 or more commercial vehicles including - (a) any ancillary maintenance or refuelling of those vehicles; and (b) any ancillary storage of goods brought to the premises by those vehicles; and (c) the transfer of goods or persons from one vehicle to another.
tree farm	means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the <i>Carbon Rights Act 2003</i> section 5.
veterinary centre	means premises used to diagnose animal diseases or disorders, to surgically or medically treat animals, or for the prevention of animal diseases or disorders.
warehouse/storage	means premises including indoor or outdoor facilities used for - (a) the storage of goods, equipment, plant or materials; or (b) the display or the sale by wholesale of goods.
waste disposal facility	means premises used - (a) for the disposal of waste by landfill; or (b) the incineration of hazardous, clinical or biomedical waste.
waste storage facility	means premises used to collect, consolidate, temporarily store or sort waste before transfer to a waste disposal facility or a resource recovery facility on a commercial scale.
winery	means premises used for the production of viticultural produce and associated sale of the produce.

workforce accommodation means premises, which may include modular or relocatable buildings, used -

- (a) primarily for the temporary accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and
- (b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.

Division 3 - Meaning of words and expressions used in Scheme

39. Terms Used

A word or expression that is not defined in this Scheme —

- (a) has the meaning it has in the *Planning and Development Act 2005*; or
- (b) if it is not defined in that Act — has the same meaning as it has in the R-Codes.

Schedule A - Supplemental provisions to the deemed provisions

These provisions are to be read in conjunction with the deemed provisions (Schedule 2) contained in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

- Clause 61(1)(k)** the erection or extension of a single house on a lot if a single house is a permitted (“P”) use in the zone where the R Codes do not apply, in which that lot is located and where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:
- (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
 - (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or
 - (iii) included on a heritage list prepared in accordance with this Scheme; or
 - (iv) within an area designated under the Scheme as a heritage area; or
 - (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29.
- Clause 61(1)(l)** the erection or extension of an outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool on the same lot as a single house if a single house is a permitted (“P”) in the zone where the R Codes do not apply and where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:
- (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
 - (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or
 - (iii) included on a heritage list prepared in accordance with this Scheme; or
 - (iv) within an area designated under the Scheme as a heritage area; or
 - (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29.
- Clause 61(1)(m)** The signage and advertisements contained in Schedule 1 of this Scheme do not require development approval.
- Clause 61(1)(n)** The erection of a boundary fence in a zone where the R Codes do not apply.
- Clause 61(1)(o)** The carrying out of works urgently necessary to ensure public safety, for the safety or security of plant or equipment or for the maintenance of essential services.)

Comment [FN11]: Delete footnote reference – typo error

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Schedule 1 - Signage and advertisements for which development approval not required

[Supplemental to the deemed provisions - clause 61(1)(m)]

TABLE 5

LAND USE AND/OR DEVELOPMENT	EXEMPTED SIGN TYPE AND NUMBER (All non-illuminated signs unless otherwise stated)	MAXIMUM AREA OF EXEMPTED SIGN
Dwellings	One professional name plate as appropriate	0.2m ²
Home Occupation	One advertisement describing the nature of the home occupation	0.2m ²
Places of Worship, Meeting Halls and Place of Public Assembly	One advertisement detailing the function and/or the activities of the institution concerned.	0.2m ²
Cinemas, Theatres and Drive-in Theatres	Two signs (illuminated or non-illuminated) detailing the entertainment being presented from time to time at the venue upon which the signs are displayed	Each advertisement sign not to exceed 5m ²
Shops, Showrooms and other uses appropriate to a Shopping Area	All advertisements affixed to the building below the top of the awning or, in the absence of an awning, below a line measured at 5 metres from the ground floor level of the building subject to a compliance with the requirements of the Signs Hoarding and Bill Posting Bylaws.	N/A
Industrial and Warehouse Premises	A maximum of 4 advertisements applied to or affixed to the walls of the building but not including signs which project above the eaves or the ridge of the roof of the building, and excluding signs projecting from a building whether or not those signs are connected to a pole, wall or other building. A maximum of two free-standing advertisement signs not exceeding 5m in height above ground level.	Total area of any such advertisements shall not exceed 15m ² Maximum permissible total area shall not exceed 10 m ² and individual advertisement signs shall not exceed 6m ²
Showroom, race courses, major racing tracks, sports stadia, major sporting grounds and complexes	All advertisements affixed to the building below the top of the awning or, in the absence of an awning, below a line measured at 5 metres from the ground floor level of the building subject to a compliance with the requirements of the Signs Hoarding and Bill Posting Bylaws.	N/A
Public Place and Reserves	(a) Advertisement signs (illuminated or non-illuminated) relating to the functions of government, a public authority or local government of a municipality excluding those of a promotional nature constructed or exhibited by, or on behalf of any such body; and (b) Advertisement signs (illuminated or non-illuminated) required for the management or control of traffic on any public road, car park, cycleway, railway or waterway where such advertisement has been constructed or exhibited by or at the direction of a government department, public authority or the local government of a municipality; and (c) Advertisement signs (illuminated or non-illuminated) required to be exhibited by or pursuant to powers contained within a statute provided that any such advertisement is constructed and/or exhibited strictly in accordance with the requirements specified therein.	N/A
Railway Property and Reserves	Advertisement signs exhibited on such land provided that each such advertisement is directed only at persons at or upon a railway station.	No sign shall exceed 2m ² in area

Comment [FN12]: Renumber the table to correct error with the numbering of tables

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Advertisements within Buildings	All advertisements placed or displayed within buildings which cannot ordinarily be seen by a person outside of those buildings.	N/A
All classes of buildings other than single family dwellings	One advertisement sign containing the name, number and address of the building, the purpose for which the building is used or the name and address of the managing agent thereof.	0.2m ²

TEMPORARY SIGNS	EXEMPTED SIGN TYPE AND NUMBER (All non-illuminated signs unless otherwise stated)	MAXIMUM AREA OF EXEMPTED SIGN
<p>Building Construction Sites (advertisement signs displayed only the duration of the construction as follows:</p> <p>(i) Dwellings</p> <p>(ii) Multiple Dwellings, Shops, Commercial & Industrial projects</p> <p>(iii) Large development or redevelopment projects involving shopping centres, office or other buildings exceeding 3 storeys in height.</p>	<p>One advertisement per street frontage containing details of the project and the contractors undertaking the construction work.</p> <p>One sign as for (i) above.</p> <p>One sign as for (i) above.</p> <p>One additional sign showing the name of the project builder.</p>	<p>2m²</p> <p>5m²</p> <p>5m²</p>
Sales of Goods or Livestock	One sign per lot displayed for a period not exceeding 3 months advertising the sale of goods or livestock upon any land or within any building upon which the sign is exhibited provided that the land is not normally used for that purpose.	2m ²
<p>Property Transactions Advertisement signs displayed for the duration of a period over which property transactions are offered and negotiated as follows:</p> <p>(a) Dwelling</p> <p>(b) Multiple dwellings, shops, Commercial & Industrial Properties</p> <p>(c) Large properties comprised of shopping centres, buildings in excess of four storeys and rural properties in excess of 5 ha</p>	<p>One sign per street frontage for each property relating to the sale, leasing or impending auction of the property.</p> <p>One sign as for (a) above.</p> <p>One sign as for (a) above.</p>	<p>Each sign shall not exceed an area of 2m²</p> <p>Each sign shall not exceed an area of 5m²</p> <p>Each sign shall not exceed an area of 10m²</p>
<p>Display Homes</p> <p>Advertisement signs displayed or the period over which homes are on display for public inspection.</p>	<p>i) One sign as for each dwelling on display.</p> <p>ii) In addition to (i) above one sign for each group of dwellings displayed by a single project builder giving details of the project building company and details of the range of dwellings on display.</p>	<p>2m²</p> <p>5m²</p>

Schedule 2 - Additional site and development requirements [clause 32]

(1) Development Standards – Lot size, Setbacks and site coverage requirements

- (a) Table 6 sets out the minimum lot size, setback and site coverage requirements for land in zones within the Scheme which may be supplemented by the local government's specific requirements.
- (b) The local government in determining applications for any development may require such development to comply generally with the minimum lot sizes, setbacks and site coverage requirements required for the zone as required in Table 6 to ensure that the scale, nature, design, general appearance and impact of such uses is compatible with the objectives of the zone in which the development is proposed and the general purposes and aims of the Scheme.
- (c) The site and development requirements for development within zones not referred to in Table 6 shall be in accordance with the local government's specific requirements in each particular case.

TABLE 6

ZONE	LOT AREA		EFFECTIVE FRONTAGE	MINIMUM SETBACKS FROM BOUNDARIES			MAX SITE COVERAGE	
	MIN. LOT AREA	MAX. LOT AREA		FRONT	REAR	SIDE		
Residential	As per R-Codes	N/A	As per R-Codes					
Commercial	500m ²	N/A	*	*	*	*	*	
Mixed Use	2,000m ²	N/A	15m	9m ⁽²⁾	7.5m ⁽²⁾	5/12m ⁽³⁾	75%	
General Industry	2,000m ²	N/A	15m	9m ⁽²⁾	7.5m ⁽²⁾	5m	75%	
Urban Development	*	N/A	*					
Rural	*							
Rural Residential	1ha	4ha	*	20m	15m	5m	*	
Rural Enterprise	1ha	4ha	50m	20m	10m	10m	* (4)	

Deleted: General development standards

Comment [FN13]: amend name to achieve consistency between the name of the schedule and its purpose and content, and to be consistent with the name of clause 32 in the model provisions.

Comment [FN14]: Correct admin error

Deleted: 7

Comment [FN15]: Correct admin error

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Comment [FN16]: Correct admin error

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Comment [FN17]: Correct admin error

Deleted: 7

Comment [FN18]: Correct admin error to ensure consistency with side setback requirements in the Mixed Use zone carried forward from LPS 1 as set out in Schedule 2 of LPS 2.

Deleted: 5

Comment [FN19]: The intention was that Effective Frontage would be as per the Residential R 2 zone, i.e. 50m.

Deleted: 15

NOTES:

1. * means to be determined by the local government in each particular case.
2. A 10 metre front setback shall be applied where loading and unloading facilities are provided at the rear of buildings. A 20 metre front setback shall be applied where loading and unloading facilities are provided at the front of buildings.
3. See Schedule 2 - ~~(5)(b)~~
4. See Schedule 2 - ~~(9)~~

Zone Considerations

(2) Development in the Commercial Zone

- (a) Development in the Commercial Zone shall comply with the requirements of Table ~~6~~ and the objectives for that zone as outlined in Part 3.
- (b) Development in the Commercial Zone shall not exceed two (2) storeys.
- (c) Where the ground floor of a two-storey building is used for commercial purposes, the upper floors of such building may be used for such purposes as may be permitted by Local government and may include shops, offices or residential development.
- (d) Residential uses in such circumstances are to be confined to the upper storey only.
- (e) Residential development within the Commercial Zone shall conform to the standards prescribed for the Residential Zone and the provisions of the R50 code of the R-Codes.
- (f) The site coverage of up to 100% may be permitted subject to the satisfaction of the Local government on matters relating to access, car parking, rear access and loading docks and stormwater drainage and any other matters the Local government shall consider relevant.

(3) Development in the Cultural and Natural Resource Use Zone

- (a) Development in the Cultural and Natural Resource Use zone shall comply with the ~~6~~ objectives for that zone as outlined in Part 3.
- (b) Subject to the Deemed Provisions of this Scheme development will not be approved by the local government, and the local government will not support subdivision unless a structure plan or a layout plan has been approved for the relevant part of the zone.
- (c) Development shall be in accordance with any adopted layout plan prepared in accordance with State Planning Policy No. 3.2 – Aboriginal Settlements.

(4) Development in the General Industry Zone

- (a) Development in the General Industry zone shall comply with the requirements of Table ~~6~~ and the objectives for that zone as outlined in Part 3.
- (b) Where a building is approved upon a lot and is set back from the front boundary of that lot ~~the~~ Local government shall require the provision of landscape treatment between the frontage of any building and the front

Comment [FN20]: Correct admin error to ensure consistency between note numbers and text

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Comment [FN21]: Correct admin error to ensure consistency between note numbers and text

Comment [FN22]: Correct admin error

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Comment [FN23]: Correct admin error

Comment [FN24]: delete "requirements of Table 7" as the Cultural and Natural Resources zone is not referenced in Table 6

Deleted: requirements of Table

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Comment [FN25]: Correct admin error

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Comment [FN26]: Correct a typographical error

boundary. Where a lot has frontage to two streets the local government may vary the landscaping requirement only where the setback is reduced in which case the whole of the setback so reduced shall be landscaped to the satisfaction of the local government.

Such landscape treatment may include a car parking area. Implementation of an approved landscaped plan shall occur within six calendar months of;

- (i) the completion of any other approved works; or
 - (ii) the date of occupancy, if occupancy commences prior to the completion of the development.
- (c) All development in the General Industry Zone shall be subject to the following requirements:
- (i) No building shall exceed two storeys in height without the consent of the Civil Aviation Safety Authority, and not to have highly reflective roofing material.
 - (ii) Adequate screening of work, service and storage areas;
 - (iii) All loading and unloading of materials, parking and the operation of all business associated with any industry shall take place within the boundaries of the site;
 - (iv) Minimum fencing standard shall be 1.8m security fence unless otherwise approved by the local government; and
 - (v) New buildings proposed adjacent to the Residential Zone shall be compatible in scale, materials and appearance with any existing residential development.
- (d) No dumping, storage of waste or materials, or construction, servicing or maintenance shall be carried out between the building line and the street frontage unless approved by the Local government. This does not prohibit the display of finished goods or goods for sale or ready for delivery.
- (e) The wrecking or storage of wrecked vehicles or parts thereof shall not be permitted in front of the building setback as prescribed in Table 6.
- (f) The development of built strata lots, for the purpose of providing multiple factory units in one lot, shall not be permitted in the General Industry zone unless the following requirements are complied with:
- (i) all built strata lots shall have a floor area greater than 100m².
 - (ii) each built strata lot shall have a service yard appurtenant to it which shall be a minimum of 50 % of the unit floor area.
 - (iii) access to the office attached to each built strata lot and the major access to the built strata lot.
 - (iv) off street parking may be provided as an overall area on site and shall provide for all employees with a minimum staff parking requirement of four bays per built strata lot. Customer parking shall be provided as an additional figure of one bay per built strata lot.
 - (v) all facades of built strata lots are to be of masonry construction or other material approved by the local government.

Comment [FN27]: Correct admin error

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- (g) Local government may permit the development and occupancy of a single house upon a lot for the purposes of caretaker's dwelling.

(5) Development in the Mixed-Use Zone

- (a) Development in the Mixed-Use zone shall comply with the requirements of Table 6 and the objectives for that zone as outlined in Part 3.

Comment [FN28]: Correct admin error

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- (b) Side setbacks shall:

- (i) be a minimum of 5 metres on any one side to permit access to the rear of the lot; and
- (ii) on any other side, a minimum of 1.2 metres on any other side; or depending upon the building height and materials as prescribed in the Building Code of Australia; or zero in the case of a parapet wall with a satisfactory fire rating in accordance with the Building Code of Australia.

- (c) Minimum building setbacks shall be:

- (i) in accordance with R Code R20 for residential development.
- (ii) for non-residential development the front setback shall be 9 metres; and
- (iii) the rear and side setbacks shall be as determined by the Local government in accordance with the Building Code of Australia.

- (d) Development shall not exceed 2 storeys in height except where the Local government considers that particular circumstances may warrant an exception being made and provided the 'Mixed Use' zone objectives are not compromised.

- (e) Landscaping within the 'Mixed Use' zone

- (i) Access driveways between a street alignment and buildings may be included in any landscaping requirement of this Scheme but otherwise car parking areas and driveways shall not be included in this requirement.
- (ii) The local government may in a landscaped area restrict the use of concrete, gravel, pebble and similar hard materials and require the planting of lawns, trees or shrubs in lieu thereof.

- (f) Where a building is approved upon a lot and is set back from the front boundary of that lot Local government shall require the provision of landscape treatment between the frontage of any building and the front boundary. Such landscape treatment may include a car parking area. Implementation of an approved landscaped plan shall occur within six calendar months of:

- (i) the completion of any other approved works; or
- (ii) the date of occupancy, if occupancy commences prior to the completion of the development.

(6) Development in the Residential Zone

- (a) Development in the Residential Zone shall comply with the requirements of Table 6 and the objectives for that zone as outlined in Part 3.
- (b) No horse or other hoofed animal shall be kept on any lot in the Residential Zone.

Comment [FN29]: Correct admin error

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(7) Development in the Rural Zone

- (a) Development in the Rural Zone shall comply with the requirements of Table 6 and the objectives for that zone as outlined in Part 3.
- (b) Except for:
 - (i) the establishment of a firebreak required to comply with a regulation or by-law; or
 - (ii) the provision of access to a building site; or
 - (iii) the area of building; or
 - (iv) cash crops;

Comment [FN30]: Correct admin error

Deleted: 7

not more than 2,000m² on any lot shall be cleared of indigenous trees or substantial vegetation. If the local government is satisfied upon receipt of a submission the clearing of an area greater than 2,000m² will not adversely affect the amenity, character and landscape qualities of the locality it may approve such land to be cleared subject to conditions as may be required by the local government.

- (c) Animal Husbandry - Intensive uses are not permitted in the Rural zone unless such a use is proposed to be located more than five (5) kilometres from an established townsite and more than two (2) kilometres from an existing residential dwelling.
- (d) Animal Husbandry - Intensive uses are not permitted within two (2) kilometres of an existing neighbouring residential dwelling unless the local government has exercised its discretion by granting development approval after considering a site-specific study provided by the applicant addressing the proximity of sensitive land uses and potential impacts, and giving notice in accordance with clause 64 of the deemed provisions.

(8) Development in the Rural Residential Zone

- (a) Development in the Rural Residential Zone shall comply with the requirements of Table 6 and the objectives for that zone as outlined in Part 3.
- (b) All development in the Rural Residential Zone shall comply with the following specific requirements:
 - (i) in order to conserve the rural environment and features of natural beauty all trees shall be retained unless their removal is authorized by the local government;

Comment [FN31]: Correct admin error

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- (ii) in order to enhance the rural amenity of the land in areas the local government considers deficient in tree cover it may require, as a condition of any development approval, the planting of such trees and groups of trees and species as specified by the local government;
- (iii) any person who keeps an animal or animals or who uses any land for the exercise or training of an animal or animals shall be responsible for appropriate measures to prevent noise, odour, or dust pollution or soil erosion to the satisfaction of the local government; and
- (iv) with the intention of preventing overstocking, erosion and any other practice detrimental to the amenity of a Rural Residential Zone, the local government may take any action which in the opinion of the local government is necessary to reduce or eliminate adverse effects on the environment caused wholly or partly by the stocking of animals and any costs incurred by the local government in taking such action shall be recoverable by the local government from the landowner.

(9) Development in the Rural Enterprise Zone

- a) Development in the Rural Enterprise Zone shall comply with the requirements of Table 6 and the objectives for that zone as outlined in Part 3.
- b) Development of a single house within the Rural Enterprise zone shall be in accordance with the R2 density provisions of the R-Codes, with the exception of the minimum lot size area, which is not applicable. No more than one residential dwelling will be permitted on each lot.
- c) Where an enterprise development has been established in association with a single house, the house shall only be occupied by the owner/occupier of the business and their family.
- d) No enterprise development will be granted approval for a lot within the Rural Enterprise zone, unless a single house exists on the lot, or a single house is to be constructed within the first stage of a development.
- e) Further requirements for development relating to specific areas zoned Rural Enterprise zone are set out in Table 7 as follows:

Comment [FN32]: Correct admin error
Deleted: 7

TABLE 7

Comment [FN33]: Change the format of a) to e) to (a) to (e) to ensure consistency in numbering format. (Note: this couldn't be done in track changes)

Comment [FN34]: Ensure consistency in labelling of tables

NO	DESCRIPTION OF LAND	SPECIAL REQUIREMENTS
1	Lots 14, 22, 23, 25, 27, 29 to 40, 43 47, 82, 83 and 44. Located on Beckett, Cox and Dehe Streets and Duncan Road.	1. Applications for Development Approval Subject to the deemed provisions of this scheme, applications for development approval shall provide sufficient information to address the requirements of the Scheme and the following matters: (a) the spatial extent and location of proposed residential development envelopes and enterprise development envelopes; (b) the spatial extent and location of development on lots surrounding the lot subject to the application for development approval; (c) separation distances between proposed development and sensitive

Comment [FN35]: Following advice from DPLH's Land Use Management Division, correct an administrative error and ensure consistency between description of the land and the Rural Enterprise zone shown on Map 3
Deleted: Reserve 37132

		<p>land uses including (but not limited to) Priority 1 Public Drinking Water Source Areas and Wellhead Protection Zones established as special control areas under this Scheme; and</p> <p>(d) the compatibility of the proposed development with the operation of the Halls Creek airport.</p> <p>2. Landscaping and Revegetation</p> <p>Prior to subdivision or development, a revegetation plan shall be prepared by the applicant/owner and approved by the local government. The revegetation plan shall address the following requirements:</p> <p>(a) Implementation of the approved revegetation plan is to be undertaken at the development stage using local endemic species and maintained to the satisfaction of the local government;</p> <p>(b) Within each lot no local endemic trees or vegetation may be felled, damaged or removed except where the trees or vegetation are dead, diseased or dangerous;</p> <p>(c) Lots are to be fenced from stock at the development stage to the satisfaction of the local government; and</p> <p>(d) Development of any buildings or structures within the revegetated areas identified is not permitted.</p>
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(10) Development in the Settlement Zone

- (a) Where an application for development approval within the Settlement zone includes land not covered by a Layout Plan prepared in accordance with State Planning Policy No. 3.2 – Aboriginal Settlements, the local government may determine that application in accordance with clause 68 of the Deemed Provisions after giving notice in accordance with clause 64 of the Deemed Provisions.

(11) Development in the Tourism Zone

- (a) Development in the Tourism zone is to be consistent with a structure plan prepared in accordance with the provisions of this Scheme.;
- (b) Local government may approve the use of a tourist site in the Tourist Zone for permanent residential purposes to a maximum of 35% of the number of units, rooms or caravans/cabins approved for the site.

(12) Development in the Urban Development Zone

- (a) Development in the Urban Development Zone shall comply with the requirements of Table 6 and the objectives for that zone as outlined in Part 3.
- (b) All development in the Urban Development zone shall be in accordance with a Structure Plan prepared in accordance with the provisions of Part 4 of the deemed provisions.

Comment [FN36]: Correct admin error

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General Considerations

(13) Development on land without constructed or dedicated road frontage or access

(a) Notwithstanding any other provision of the Scheme, development **approval** of the local government is required for any development on land abutting an unconstructed road, or a lot or location which does not have frontage to a constructed public road. In considering an application for the development of land abutting an unconstructed road or a lot which does not have frontage to a constructed road the local government may:

Comment [FN37]: Correct admin error

- (i) Refuse the application until the road has been constructed or access by means of a constructed road is provided;
- (ii) Grant approval to the application subject to a condition requiring the applicant to pay a sum of money in or towards payment of the cost or estimated cost of construction of the road or part thereof and any other conditions it thinks fit to impose; or
- (iii) Grant approval to the application subject to the following conditions, or any other conditions the local government see fit to impose -
 - Arrangements are to be made for permanent access, to the satisfaction of the local government;
 - The location of any legal access shall be to the satisfaction of the local government;
 - Access must be constructed and maintained to the satisfaction of the local government; and
 - A notification is to be placed on the title of the land alerting landowners that the lot does not have access to a constructed public road and alternative access arrangements must be maintained, both physically and legally.

(14) Lots with frontage to more than one street

(a) Where a lot has frontage to more than one street (except in the 'Residential' zone or 'Urban Development' zone with an adopted Structure Plan), the local government may: –

- (i) Designate one of the streets to be a primary street for the purpose of determining front setbacks;
- (ii) Require that the specified front setbacks shall apply to each road;
- (iii) Permit the setback on a secondary street to be reduced to half of the specified front setback or averaged unless the site is adjacent to a State Highway, Limited Access Road, Primary Distributor Road or Local Distributor Road unless other more specific provisions in the Scheme apply; or
- (iv) Refuse vehicular access to one of the roads.

(15) Parking of Commercial Vehicles in Residential Areas

(a) No person shall park within the Residential zone a commercial vehicle without the planning approval of the local government set out in zoning table 3. Where the commercial vehicle parking use is proposed in the Residential zone it shall comply with the following:

- (i) not more than one such vehicle is to be parked on a lot;
- (ii) the vehicle is to form an essential part of the lawful occupation of an occupant of the dwelling and that occupation if carried on upon the lot does not contravene the Scheme;
- (iii) the vehicle is to be parked behind the front building line and effectively screened from view from outside the lot;
- (iv) no part of the vehicle is to be parked on any portion of a right-of-way or public road contiguous with the lot;
- (v) the vehicle is not to exceed 3.0 metres in height or 8.0 metres in length;
- (vi) no major/minor servicing of vehicles shall be undertaken on the lot; and
- (vii) the vehicle is not brought to or taken from the lot between the hours of midnight and 6.00 am.

(16) Car parking requirements

(a) The minimum number and dimensions of car parking spaces to be provided on a residential lot shall be in accordance with the provisions of the R-Codes.

(b) The minimum number and dimensions of car parking spaces for other uses shall be in accordance with ~~Table 8:~~

TABLE 8

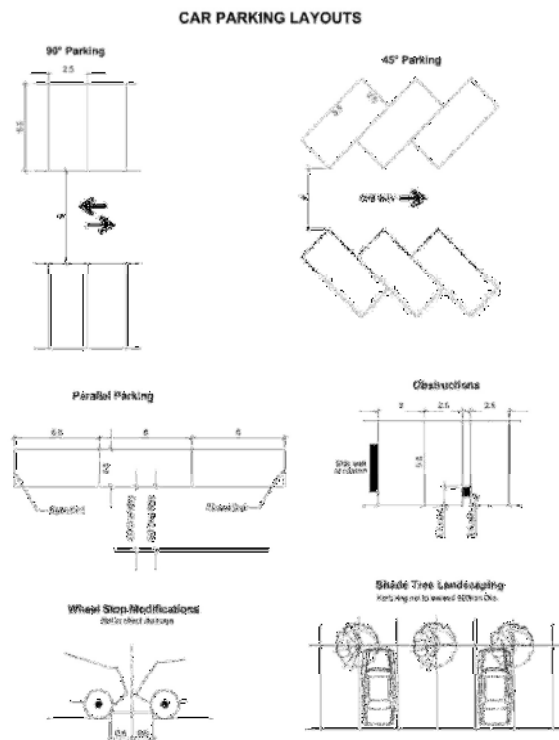
USE	NUMBER OF CAR PARKING SPACES
Betting Agency	1 bay for every 10m ² floor area
Caravan parks / Camping grounds	1 bay per caravan site and 1 bay per 2 campsites plus 1 bay per 20 sites for visitor parking with a minimum of 2 provided
Child care premises / Family day care	1 bay per 4 patrons plus 1 bay for every person employed
Civic use / Community purpose	1 bay for every 35m ² floor area
Club Premises	1 bay for every 4 persons to be accommodated
Consulting rooms	4 bays per practitioner
Education establishment	1 car bay for every person employed plus adequate pickup / set down areas on site plus 2 bays for visitors
Fast food outlet / lunch bar	1 bay for every 10m ² floor area
Hospital	1 bay for every bed provided plus 1 bay for every person employed

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Comment [FN38]: Ensure consistency in labelling of tables

Comment [FN39]: Correct spelling

Hotel	1 bay for every bedroom plus 1 bay for every 4m ² of public bar / lounge floor area
Industry - general	1 bay for every 100m ² floor area
Medical centre	3 bays for every consulting room
Motel	1 bay for every bedroom plus 1 bay for every 25m ² gross floor area of service building
Motor repair / Service station	2 bays for every working bay plus 1 bay for every person employed
Office	1 bay for every 40m ² floor area
Place of worship	1 bay for every 4 persons to be accommodated
Residential building	1 bay for every bedroom plus 1 bay for every staff member
Restaurant	1 bay for every 4 persons to be accommodated
Shop	1 bay for every 15m ² floor area
Single house / Grouped dwelling / Multiple dwelling	As prescribed in the R-Codes
Tavern	1 bay for every 4m ² of public floor area
Warehouse / showroom	1 bay for every 100m ² floor area



If a use is not listed in the preceding table, then car parking bay dimensions shall be in accordance with Australian Standard AS2890.1.

- (c) A person shall not develop or use any land or erect, use or adapt any building in the Commercial, Mixed Use, General Industry, Urban Development, Rural Residential or Rural Enterprise zones unless car parking spaces specified by the local government are provided and such spaces are constructed and maintained in accordance with the Scheme.
- (d) All areas utilised for vehicle parking, manoeuvring, access, egress and storage in the Commercial and Mixed-Use zones are to be sealed, marked and formalised as per Australian Standard 2890.1-2004 as amended.
- (e) All areas utilised for vehicle parking, manoeuvring, access and egress in the General Industry zone are to be sealed, marked and formalised as per Australian Standard 2890.1-2004 as amended.
- (f) Where the maximum dimension of any open car parking area exceeds twenty metres in length or width, one car parking space in ten shall be used for garden and tree planting to provide visual relief and so long as the garden and tree planting areas shall be maintained in good order, those car parking spaces shall be included in calculations as car parking and not as landscaping.
- (g) Where the owner can demonstrate to the satisfaction of the local government that there is not the demand for the number of parking spaces specified in subclauses (a) and (b), landscaping may be provided in lieu of

car parking spaces not constructed and the said landscaping shall be included in the calculations as car parking but not as landscaping provided that the local government may from time to time require that the additional parking spaces be provided.

- (h) All areas utilised for storage in the General Industry zone may be constructed to a suitable unsealed standard that permits all-weather access by two-wheel drive vehicles and that does not result in gravel, sand or other forms of earth leaving the site.
- (i) In the Commercial zone and Mixed-Use zone where a developer can satisfy the local government that the maximum car parking requirement cannot be provided on the site the local government may accept a cash payment in lieu of the provision of car parking spaces but subject to the requirements of this clause:
 - (i) A cash-in-lieu payment shall be not less than the estimated cost to the owner of providing and constructing the parking spaces required by the Scheme, plus the value, as determined by either the Valuer-General or by a licensed valuer appointed by the local government, of the area of his land which would have been occupied by the parking spaces.
 - (ii) Before the local government agrees to accept a cash payment in lieu of the provision of car parking spaces, the local government must either have already provided a public car park nearby, or must have firm proposals for providing a public car park area nearby within a period of not more than eighteen (18) months from the time of agreeing to accept the cash payment.
 - (iii) Payments made under this clause shall be paid into a special purpose fund to be used for the provision of public carparking facilities and the local government may use this fund to provide or maintain public parking facilities anywhere within the 'Commercial' zone and 'Mixed-Use' zone .
- (j) Where public off street parking facilities are located or are proposed to be located in the near vicinity of land or building being the subject of an application for development approval the Local government may approve such application notwithstanding that the required number of car parking spaces are not to be provided on site subject to:
 - (i) the Local government being satisfied that off street parking facilities are sufficient to cater for the requirements of the land or buildings, and
 - (ii) the applicant entering into an agreement with the Local government to pay for the cost of providing and maintaining the required number of car parking spaces as required.
- (k) Where the number of car parking spaces proposed to be provided on land or in a building the subject of an application for development approval is less than the number required to be provided pursuant to the Scheme, the Local government may approve the application if it can be demonstrated that off street parking facilities in the near vicinity are available to cater for the requirements of the proposal and that arrangements to the satisfaction of the Local government have been made to enable those facilities to be used for that purpose.

- (l) The owner or occupier of premises on which car parking spaces are provided shall ensure that the parking area is landscaped with shade trees, the car parking is laid out, drained and maintained in accordance with the approved plans relating thereto.

(17) Effluent Disposal

- (a) Where existing and proposed lots within the Scheme Area are not connected to a reticulated sewerage system, on-site effluent disposal systems shall be to the specifications and satisfaction of the local government. The use of 'non-standard' effluent disposal systems may be required at the discretion of the local government and in any event the following requirements shall be satisfied:

- (i) a 2 metre separation between the base of the leach drain and the highest recorded groundwater level or bedrock;
- (ii) at least 100 metres horizontal separation between the effluent disposal system and existing drains, water courses and water bodies;
- (iii) the area around each effluent disposal system shall be planted with indigenous trees and shrubs shall be maintained;
- (iv) prevention of direct movement of wastewater and nutrients from the locality of each effluent disposal system.

The above requirements may be altered where soil amending techniques are introduced or alternatively the use of modified effluent disposal systems may be permitted in accordance with management guidelines prepared by the Local Government.

- (b) Where on site effluent disposal systems are used, the system shall be located within the prescribed building envelope or in another appropriate location specified by the Local Government.

(18) Building Height

- (a) The height limit of any building shall be limited to 9 metres.
- (b) The height limit in subclauses (a) shall not be exceeded unless considered in accordance with clause 64 of the deemed provisions.

(19) Disability services

- (a) The local government may require the provision of facilities for the disabled when considering applications for development approval.

(20) Declared rare flora

- (a) Prior to the subdivision or development of any lot where there is remnant native vegetation, the local government may seek advice from the Department of Biodiversity, Conservation and Attractions as to whether

any declared rare flora will be affected by the proposal, and shall take appropriate action if the lot contains such flora.

(21) Caretaker's Dwellings

(a) Where a caretaker's dwelling use is proposed it shall comply with the following:

- (i) A caretaker's dwelling must be incidental to the predominant use of the site.
- (ii) Only one caretaker's dwelling is permitted on each lot.
- (iii) The total plot ratio area of a caretaker's dwelling is 80m², measured from the external face of walls excluding verandahs and carports.
- (iv) Verandahs and carports may be permitted, but if enclosed will form part of the total calculated floor area.
- (v) The Local Government may consider the use of notifications on title to advise prospective purchasers of potential impacts from noise, dust, odour or amenity that may arise from the location of a caretaker's dwelling within the zone.
- (vi) The Local Government will not consider applications for caretakers' dwellings prior to the primary site activity being either approved or constructed.
- (vii) Where simultaneous approval has been granted by the Local Government for both a caretaker's dwelling and the main activity on the same lot, the main activity must be developed and operational prior to occupation of the dwelling
- (viii) Caretaker's dwellings should be carefully sited and constructed so the potential site (or estate) impacts from noise, dust, odour or amenity are minimised.
- (ix) A caretaker's dwelling may only be occupied by the owner, manager, lessee or employee (and immediate family thereof) of the lawfully established or approved land use.
- (x) Where the primary site activity has ceased the occupation of the caretaker's dwelling is to cease.

(22) Repurposed Dwelling Requirements

(a) Where a Repurposed dwelling use is proposed it shall comply with the following:

- (i) Within the Rural Residential zone only one Repurposed dwelling may be approved on a lot.
- (ii) The Repurposed dwelling should be carefully sited and constructed so the potential impacts from noise, dust, odour or amenity are minimised.

- (iii) For the purposes of establishing whether a grouped dwelling is proposed a Repurposed dwelling will count as one dwelling.
- (iv) Regardless of external wall materials, all roofs over the main portion of the Repurposed dwelling are to have a pitch of 10° or greater.

(23) Second-hand Dwelling Requirements

- (a) Notwithstanding any other requirement of the Scheme, all Second-hand dwellings require the planning approval of the local government.
- (b) Where a Second-hand dwelling use is proposed it shall comply with the following in addition to any other relevant provision of the Scheme:
 - (i) A building that has a roof or wall sheeting or any other material such as sound proofing or insulation, that contains asbestos, is not permitted to be relocated until those materials containing asbestos are removed and disposed of in the appropriate manner, prior to transportation.
 - (ii) The void area between the floor and natural ground levels is to be enclosed with brickwork, battens or other suitable materials as approved by the local government.
- (c) When considering an application for planning approval for a second-hand dwelling, the local government may impose conditions concerning:
 - (i) The external appearance and material finishes, the screening of sub-floor spaces, the addition to or modification to the existing dwelling and the time frame imposed to complete specified work and connect the dwelling or building to lot services;
 - (ii) The provision of landscaping and/or screening of the building and/or site; and
 - (iii) The provision of a bond or bank guarantee in favour of the Local Government as surety for the completion of the building to a standard of presentation acceptable to the Local Government within a specified time.
- (d) Where the provision of a bond or bank guarantee is required, the Local Government shall refund the payment upon satisfactory completion of the necessary works.

Tourism Use Considerations

(24) Bed and Breakfast

- (a) Bed and breakfast uses may be permitted to be operated from single houses but only where the development in the opinion of the local government:
 - (i) does not adversely affect the amenity of the area;

- (ii) provides a tourist facility;
- (iii) is in a location approved by the local government;
- (iv) has been advertised for public comment, where required in the Zoning Table (Table 3), in conformity with the advertising requirements specified in clause 64 of the deemed provisions and no significant objections have been received during the advertising period; and
- (v) the proposal complies with all other Scheme requirements and any relevant local government policy.

(25) Tourist Facilities

(a) In this clause the tourist facilities refers to the following uses defined in this Scheme:

- Caravan Park
- Holiday Accommodation
- Holiday House
- Park home park
- Tourist development

(b) The local government may approve tourist facilities in accordance with the zoning table but only where the development, in the opinion of the local government:

- (i) does not adversely affect the amenity of the area;
- (ii) has no significant environmental impact;
- (iii) complies with all other Scheme requirements and any relevant local government policy; and
- (iv) has been advertised for public comment, where required in the zoning table (Table 3), in conformity with the advertising requirements specified in clause 64 of the deemed provisions and no significant objections have been received during the advertising period.

(26) Home occupation / cottage industries

(a) Local government shall not approve any Home Occupation or Industry - Cottage use unless:

- (i) development approval is granted in accordance with the Scheme. The Local government may limit the period of validity of a permitted Cottage Industry and shall review the register from time to time as the Local government deems fit;
 - the applicant provides the following information;
 - location of the home occupation/industry;
 - the area of the floor space to be devoted to the activity;
 - the times and conditions of the operation;

- demonstrate that there is a demand for the goods and services.

Amenity Control Considerations

(27) Unkempt land

- (a) On any land within the Scheme area, any undergrowth, refuse, rubbish or disused material which in the opinion of the local government is likely to adversely affect the health, comfort or convenience of the inhabitants thereof, the local government may cause a notice to be served on the owner or occupier of such land requiring that the land is cleared of trees, scrub, undergrowth, refuse or rubbish, or such refuse, rubbish or disused material is removed from such land within a specified period.
- (b) Where the owner or occupier does not clear the land or remove the refuse, rubbish or disused material as required by the notice, the local government may without payment or any compensation in respect thereof, clear or remove it and dispose of it at the expense of the owner or occupier to whom notice is given.
- (c) A person to whom a notice under this clause is given may apply for a review of the requirement to the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. Where such an appeal is lodged, the effect of the notice and subsequent actions under subclause (b) shall be suspended until a decision of the State Administrative Tribunal has been handed down.
- (d) Failure to comply with a notice under this clause shall be a breach of the provisions of this Scheme.

(28) Vehicles, caravans, trailers in residential areas

- (a) Except as hereinafter provided, no person within any lot zoned Residential Zone may without the written approval of the Local government:
 - (i) allow any commercial vehicle or truck to remain or be parked for a period of more than forty-eight hours consecutively;
 - (ii) repair, maintain, service or clean a commercial vehicle or truck;
 - (iii) keep, park, repair or store any boat, trailer, caravan or any material not specifically for the immediate use by the occupant in front of the building setback line.

(29) Derelict vehicles

- (a) Local government shall not permit the storage and/or wrecking of any vehicle on any street verge or on any lot between the front boundary and the front setback line within any Zone.

(30) Rear access and loading docks

- (a) When considering any application for development approval the Local government shall have regard to and may require the provision of loading docks or rear access. In particular, the Local government may impose conditions concerning:
- (i) the size of loading docks
 - (ii) the means of providing rear access of adequate width and design so as to ensure that transport vehicles shall be able to proceed in a forward direction.

Comment [FN40]: Proposed that this Execution page is deleted as it is not required by the regulations and adds little value to the document.

Deleted: COUNCIL RESOLUTION TO ADVERTISE LOCAL PLANNING SCHEME ¶

Adopted by resolution of the Council of the **SHIRE OF HALLS CREEK** at the Ordinary Meeting of Council held on the **[DATE]¶**

¶
¶
¶

¶
CHIEF EXECUTIVE OFFICER¶

¶
¶

¶
PRESIDENT

APPROVAL

COUNCIL EXECUTION OF LOCAL PLANNING SCHEME DOCUMENTS

Pursuant to Regulation 31(2) / 31(3)* of the Planning and Development (Local Planning Schemes) Regulations 2015, the Shire of Halls Creek submits the duly executed local planning scheme documents for endorsement

The Common Seal of the **[INSERT LOCAL GOVERNMENT]** was hereunto affixed in the presence of:

CHIEF EXECUTIVE OFFICER

PRESIDENT

Date: _____

**delete whichever is not applicable*

WAPC Endorsement (Regulation 32 (1))

Delegated under S.16 of the Planning and Development Act, 2005

Date: _____

Minister Endorsement (Regulation 32 (2))

MINISTER FOR PLANNING

Comment [FN41]: Proposed that this existing Execution page is deleted and replaced with Execution page titled "Approval".

Deleted: COUNCIL RESOLUTION TO SUPPORT / NOT SUPPORT* SCHEME FOR APPROVAL ¶
 Council resolved to **support / not support*** approval of the draft Scheme of SHIRE OF HALLS CREEK at the Ordinary Meeting of Council held on the **[DATE] ¶**

The Common Seal of the **[INSERT LOCAL GOVERNMENT]** was ¶ hereunto affixed by authority of a resolution ¶ of the Council in the presence of: ¶

CHIEF EXECUTIVE OFFICER ¶
 ¶

PRESIDENT ¶
 WAPC Recommended for Approval ¶

Delegated under S.16 of the Planning and Development Act, 2005 ¶

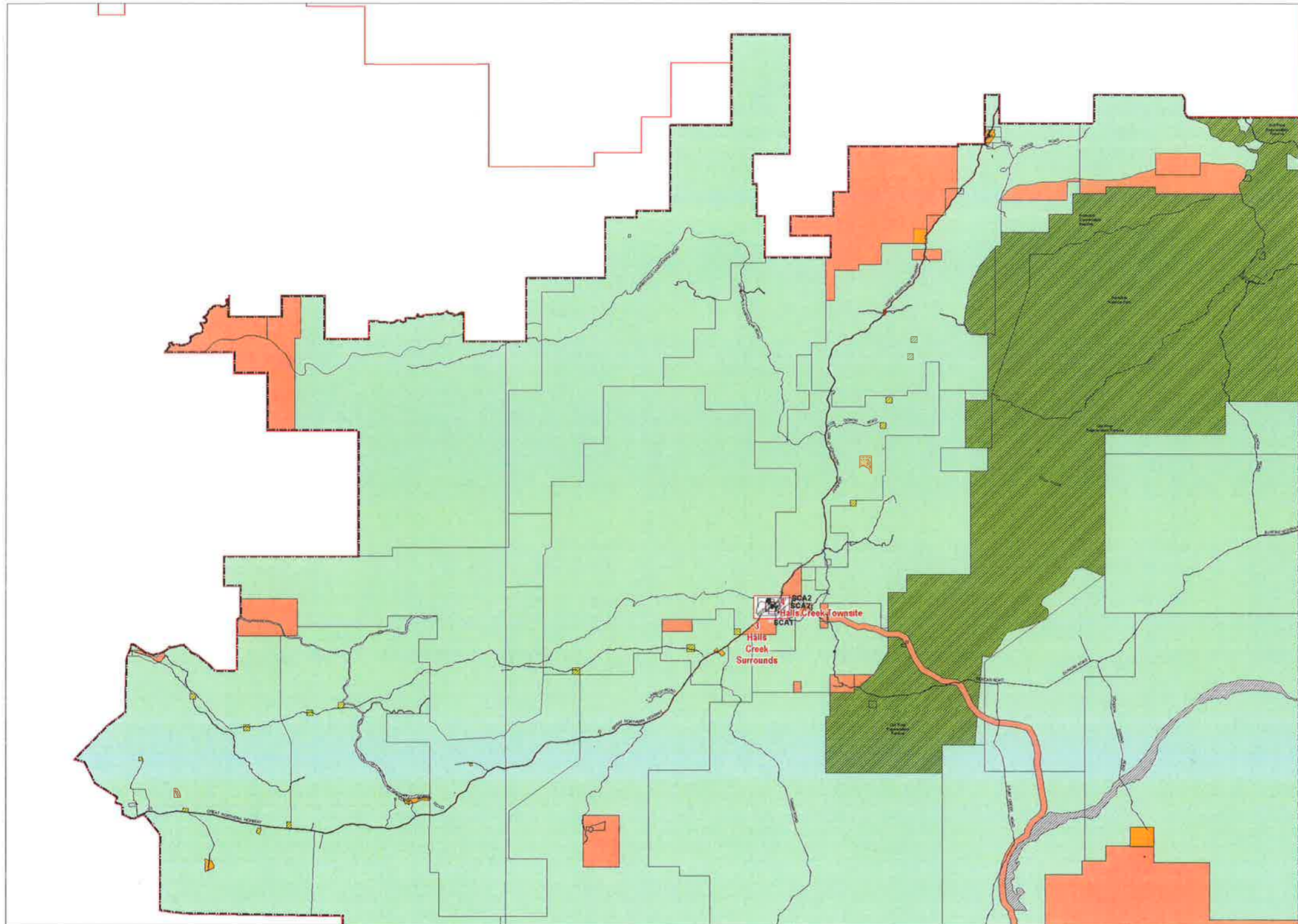
Date: _____ ¶
 Approval Granted ¶

MINISTER FOR PLANNING ¶

Deleted: Date:

Date: _____

Comment [FN42]: The Execution page is aligned to the requirements of the Local Planning Scheme Regulations 2015



LEGEND

LOCAL SCHEME RESERVES

- | | | | |
|--|----------------------------|--|--------------------------|
| | Civic and Community | | Public Purposes |
| | Drainage/Waterway | | Cemetery |
| | Environmental Conservation | | Education |
| | Local Distributor Road | | Emergency Services |
| | Local Road | | Infrastructure Services |
| | Primary Distributor Road | | Medical Services |
| | Public Open Space | | Strategic Infrastructure |

LOCAL SCHEME ZONES

- | | | | |
|--|-------------------------------|--|-------------------|
| | Commercial | | Rural Residential |
| | Cultural and Natural Resource | | Rural Enterprise |
| | General Industry | | Settlement |
| | Mixed Use | | Tourism |
| | Residential | | Urban Development |
| | Rural | | |

OTHER CATEGORIES

- (see scheme text for additional information)
- Scheme Area Boundary
 - Local Government Boundary
 - R20 R Codes
 - SCA1 Special Control Area - Environment (Public Drinking Water Source Area - Priority One)
 - SCA2 Special Control Area - Environment (Wellhead Protection Zone)
 - SCA3 Special Control Area - Infrastructure (Sewer Treatment Plant Odour Buffer)
 - No Zone

VERSION No 1

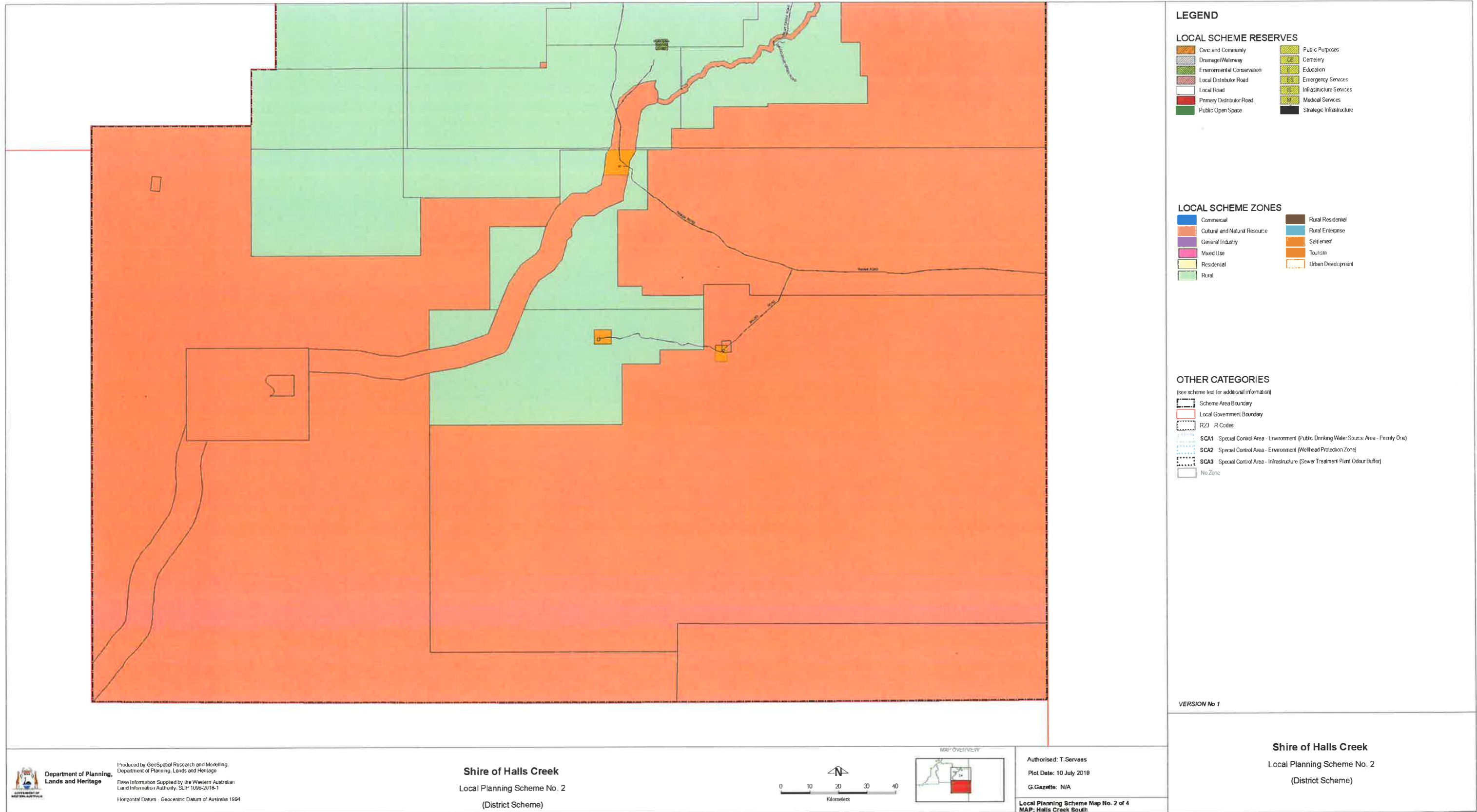
Department of Planning,
Lands and Heritage
Produced by GeoSpatial Research and Modelling
Department of Planning, Lands and Heritage
Base Information Supplied by the Western Australian
Land Information Authority, SLIP 10/95-2018-1
Horizontal Datum - Geocentric Datum of Australia 1994

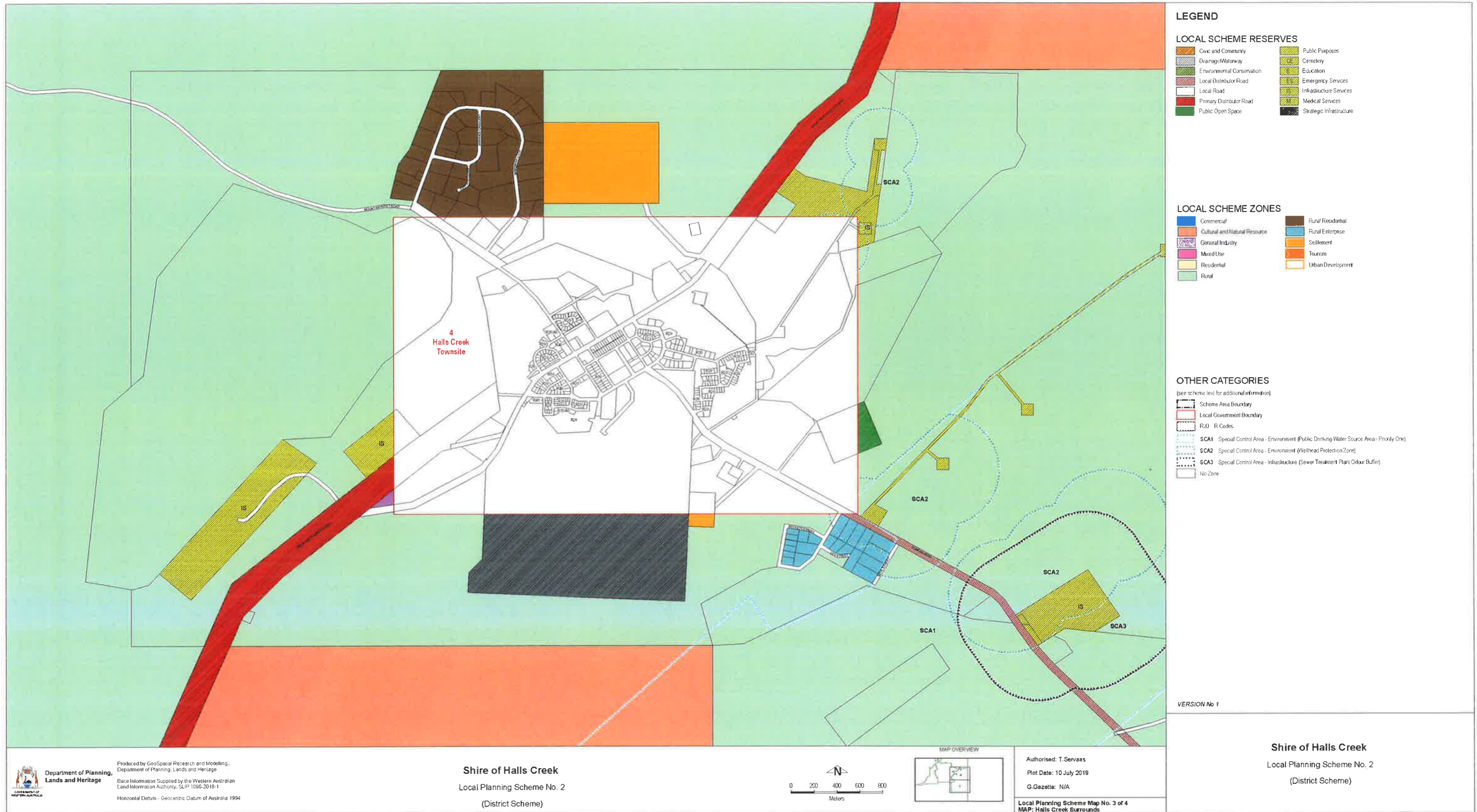
Shire of Halls Creek
Local Planning Scheme No. 2
(District Scheme)

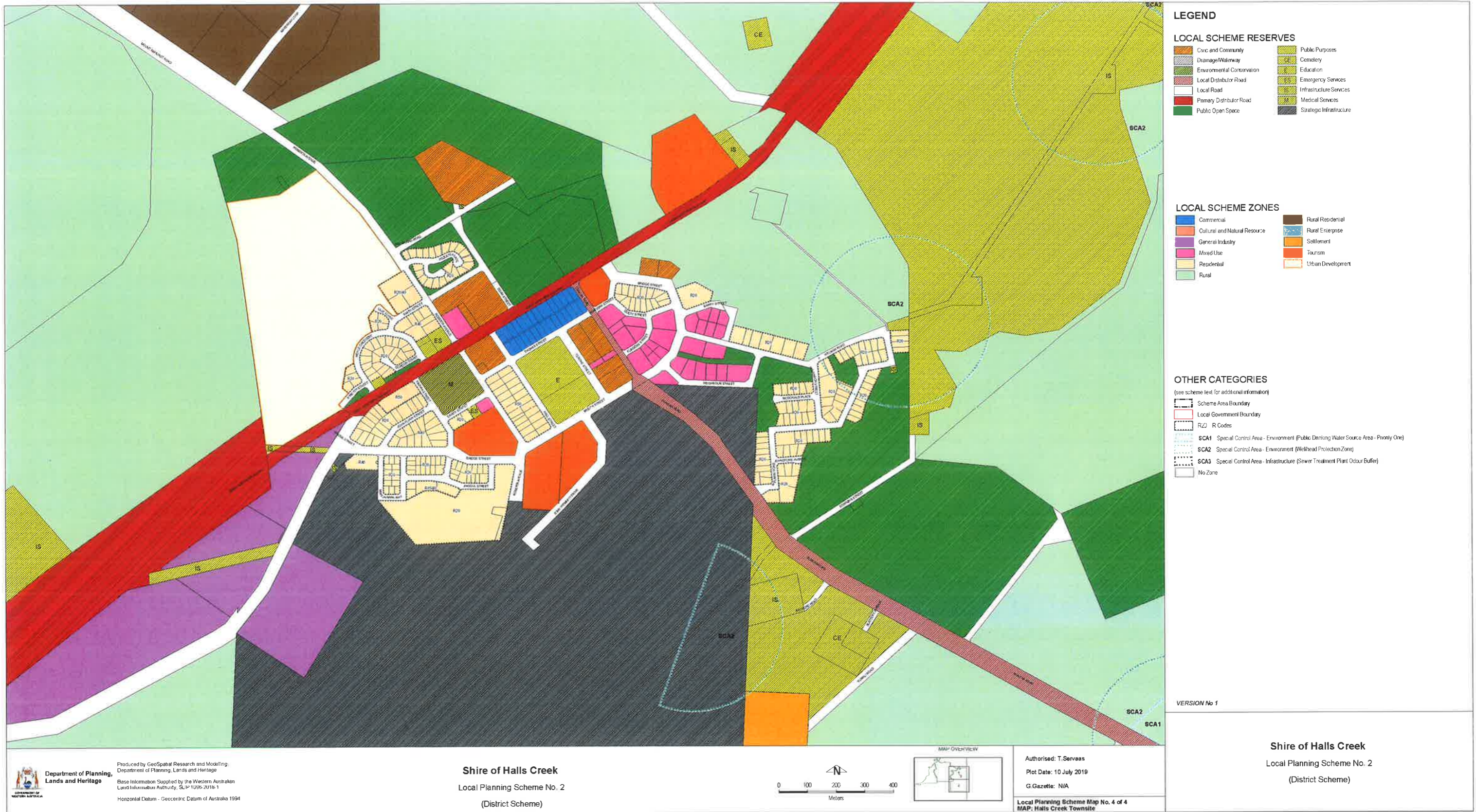


Authorised: T. Servais
Plot Date: 10 July 2019
G. Gazette: N/A
Local Planning Scheme Map No. 1 of 4
MAP: Halls Creek North

Shire of Halls Creek
Local Planning Scheme No. 2
(District Scheme)







9.4 FINANCIAL SERVICES

9.4.1 Chief Executive Officer Authorisations and Reporting to Council for the period of 01/06/2019 to 30/06/2019

ITEM NUMBER:	9.4.1
REPORTING OFFICER:	Daniel Milkins, Senior Finance Officer
SENIOR OFFICER	Kim Chua, Manager of Finance
MEETING DATE:	25 July 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 In accordance with Council Policy STF 36 Chief Executive Officer Authorisations and Reporting to Council, this report is now submitted for Council's consideration.

2.0 Background

2.1 Council Policy STF 36 Chief Executive Officer Authorisations and Reporting to Council, 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.

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 18/06/2019 and 02/07/2019.

3.2 CEO's Leave

Have received an Employee Leave Application form from the CEO for leave commencing Monday 29th July 2019 to Friday 2nd August 2019, being the week before the Local Government Convention in Perth.

Sufficient leave entitlement has been accrued by the CEO under the leave provisions of the Contract to allow this request.

The requested period does not impact on Council meetings or major events – CEO will be in Perth for the Local Government week meetings and Convention.

This report covers the period starting 01/06/2019 and ending 30/06/2019 for the CEO. There has been nil days leave taken for this period.

From Date	To Date	Number of Days	Type of Leave
01/06/2019	30/06/2019	0	

3.3 CEO's Credit Card

This report covers June 2019 credit card statements. The CEO was issued with his credit card on 01 February 2019. The following expenditure on the corporate credit card, as summarised from the attached Form – CEO's Credit Card Transactions (Appendix C).

Statement Dates	Amount
29/05/2019 to 27/06/2019	\$10,428.33
Total Spend	\$10,428.33

3.4 Reimbursement Applications

This report covers the period 01/06/2019 to 30/06/2019. There have been NIL 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 STF 36 Chief Executive Officer Authorisations and Reporting to Council.

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

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

Officer's Recommendations

That:

- 1. Council receives the information presented to this meeting of the time worked by the CEO from 24/04/2019 and ending 04/06/2019, 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 6 days leave taken by the CEO from 24/04/2019 and ending 04/06/2019.**
- 3. Council receives the information presented to this meeting of the credit card transactions made by the CEO using his corporate credit card from 27/04/2019 to 26/05/2019 and acknowledges that the payments have been incurred in accordance with the Shire's procurement policy and Credit Card Agreement.**
- 4. Council receives the information presented to this meeting of NIL reimbursement applications made by the CEO.**

VOTING REQUIREMENT: Simple Majority

Appendix:

9.4.1A - Appendix A CEO Timesheet

9.4.1B - Appendix B CEO Leave

9.4.1C - Appendix C CEO Credit Card Transactions

PO Box 21
Halls Creek WA 6770
Ph: 9168 6007
Fax: 9168 6235

SHIRE OF HALLS CREEK TIMESHEET

Employees Name: Noel Mason

Employee No: 160

Pay Fortnight Ending: 7/05/2019



Original copy located in F:\Forms\Payroll\Timesheet - NEW Electronic Full year 2017-18

DATES	SHIFT 1			SHIFT 2			SHIFT 3			TOTAL Hours Worked	LEAVE TAKEN				SHIFT LOCATION			COMMENTS / AUTHORISATIONS						
	Day	Date	Start	Finish	Start	Finish	Start	Finish	Start		Finish	Shift 1 Total (DO NOT DELETE OR EDIT THESE CELLS)	Shift 2 Total (DO NOT DELETE OR EDIT THESE CELLS)	Shift 3 Total (DO NOT DELETE OR EDIT THESE CELLS)	Time in Lieu	Annual	Personal (Sick)		Unpaid (LWOP)	Public Holiday (not worked)	Other			
Wednesday	24/04/2019	8:30	13:00	13:00	13:54	17:00	13:54	17:00	13:54	17:00	4:50	3:10	0:00	0.00										
Thursday	25/04/2019	8:30	13:00	13:00	13:54	17:00	13:54	17:00	13:54	17:00	4:50	3:10	0.00	0.00										
Friday	26/04/2019	8:30	13:00	13:00	13:54	17:00	13:54	17:00	13:54	17:00	4:50	3:10	0.00	0.00				7.60						
Saturday	27/04/2019										0.00	0.00	0.00	0.00										
Sunday	28/04/2019										0.00	0.00	0.00	0.00										
Monday	29/04/2019	8:30	13:00	13:00	13:54	17:00	13:54	17:00	13:54	17:00	4:50	3:10	0.00	0.00										
Tuesday	30/04/2019	8:30	13:00	13:00	13:54	17:00	13:54	17:00	13:54	17:00	4:50	3:10	0.00	0.00										
Wednesday	1/05/2019	8:30	13:00	13:00	13:54	17:00	13:54	17:00	13:54	17:00	4:50	3:10	0.00	0.00										
Thursday	2/05/2019	8:30	13:00	13:00	13:54	17:00	13:54	17:00	13:54	17:00	4:50	3:10	0.00	0.00										
Friday	3/05/2019	8:30	13:00	13:00	13:54	17:00	13:54	17:00	13:54	17:00	4:50	3:10	0.00	0.00										
Saturday	4/05/2019										0.00	0.00	0.00	0.00										
Sunday	5/05/2019										0.00	0.00	0.00	0.00										
Monday	6/05/2019	8:30	13:00	13:00	13:54	17:00	13:54	17:00	13:54	17:00	4:50	3:10	0.00	0.00										
Tuesday	7/05/2019	8:30	13:00	13:00	13:54	17:00	13:54	17:00	13:54	17:00	4:50	3:10	0.00	0.00										
Total Hours Worked											40.50	27.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.60	0.00	0.00	0.00

Shift Location	GL	Allocated Hrs Worked	TOTAL HRS WORKED	TOTAL LEAVE TAKEN	TOTAL HRS	LESS PAYABLE HRS	TIL Accrued
Admin	420101		68.40	7.60	76.00	0.00	
A1	149901						
Aquatic (casual)	115101						
Aquatic (fulltime)	114101						
Post	134101						
T&TC	130101						
TOTAL HOURS WORKED		0.00					

EMPLOYEE SIGNATURE: Noel Mason

DATE: 7/5/2019

SUPERVISOR or MANAGERS SIGNATURE: Noel Mason

DATE: 7/5/2019

Please Note:
Timesheets should be completed at the end of each day.
Employees should be with the pay officer by 3:00pm on the last day (Tuesday) of each pay period.
Maximum total hours paid per fortnight to permanent fulltime staff is 76 hours unless pre-approved by your manager.
Maximum payable hours worked per day for permanent fulltime staff is 8.44 hours unless otherwise stated in your employment contract or pre-approved by your manager.
Maximum total hours per fortnight (worked hours plus leave) for permanent fulltime staff is 84.44 per fortnight unless pre-approved by your manager.
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 mixed hours (worked and leave taken) is 7.6 hours.
Maximum accrued TIL (for hours worked over 76 hours and up to maximum 84.44 hours per fortnight including leave) for eligible permanent fulltime staff is 8.44 TIL hours per fortnight unless pre-approved by your manager.

SHIRE OF HALLS CREEK TIMESHEET



PO Box 21
Halls Creek WA 6770
Ph: 9168 6007
Fax: 9168 6235

Employees Name: Noel Mason

Employee No: 160

Pay Fortnight Ending: 21/05/2019

Original copy located in F:\Forms\Payroll\Timesheet - NEW Electronic July 2017 418

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	Time in Lieu	Annual	Presona (SICK)		Unpaid (LWOP)	Public Holiday (not worked)
Wednesday	8/05/2019	8:30	13:00	4:50	13:54	17:00	3:10	0:00	0:00	7:60										
Thursday	9/05/2019	8:30	13:00	4:50	13:54	17:00	3:10	0:00	0:00	7:60										
Friday	10/05/2019	8:30	13:00	4:50	13:54	17:00	3:10	0:00	0:00	7:60										
Saturday	11/05/2019			0:00			0:00	0:00	0:00	0:00										
Sunday	12/05/2019			0:00			0:00	0:00	0:00	0:00										
Monday	13/05/2019			0:00			0:00	0:00	0:00	0:00					7.60					Medical Certificate 15/5/2019
Tuesday	14/05/2019			0:00			0:00	0:00	0:00	0:00					7.60					Medical Certificate 15/5/2019
Wednesday	15/05/2019			0:00			0:00	0:00	0:00	0:00					7.60					Medical Certificate 15/5/2019
Thursday	16/05/2019			0:00			0:00	0:00	0:00	0:00					7.60					Medical Certificate 15/5/2019
Friday	17/05/2019			0:00			0:00	0:00	0:00	0:00					7.60					Medical Certificate 15/5/2019
Saturday	19/05/2019			0:00			0:00	0:00	0:00	0:00					7.60					Medical Certificate 15/5/2019
Sunday	19/05/2019			0:00			0:00	0:00	0:00	0:00					7.60					Medical Certificate 15/5/2019
Monday	20/05/2019			0:00			0:00	0:00	0:00	0:00					7.60					Dentist MKX
Tuesday	21/05/2019	8:30	13:00	4:50	13:54	17:00	3:10	0:00	0:00	7:60					0.00					
										Total Hours Worked				0.00	0.00	45.60	0.00	0.00	0.00	0.00

EMPLOYEE SIGNATURE: *Noel Mason* DATE: 21/5/2019

SUPERVISOR or MANAGERS SIGNATURE: *Noel Mason* DATE: 21/5/2019

Please Note:
 Timesheets should be completed at the end of each day.
 Casuals should be with the pay officer by 3:00pm on the last day (Tuesday) of each pay period.
 Maximum total hours worked per day for permanent fulltime staff is 8.44 hours unless pre-approved by your manager.
 Maximum total hours worked per day for permanent fulltime staff is 8.44 hours unless pre-approved by your manager.
 Maximum total hours per fortnight (worked hours plus leave) for permanent fulltime staff is 84.44 hours per fortnight unless pre-approved by your manager.
 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 mixed hours (worked and leave taken) is 7.6 hours.
 Maximum accrued TIL (for hours worked over 7.6 hours and up to maximum 84.44 hours per fortnight including leave) for eligible permanent fulltime staff is 8.44 TIL hours per fortnight unless pre-approved by your manager.

Shift Location	GL	Allocated Hrs Worked	Actual Hrs Worked
Admin	420101		30.40
Art	149901		45.60
Aquatic (casual)	115101		76.00
Aquatic (fulltime)	114101		
Post	134101		76.00
T&C	130101		0.00
TOTAL HOURS WORKED		0.00	

OFFICE USE ONLY (Do not delete or edit)	
TOTAL HRS WORKED	30.40
TOTAL LEAVE TAKEN	45.60
TOTAL HRS	76.00

FOR PERMANENT STAFF ONLY WITH TIL ACCRUABLE	
LESS PAYABLE HRS	76.00
TIL Accrued	0.00
(only negative TIL is accrued up to max. of 8.44 hours per fortnight)	

PO Box 21
Halls Creek WA 6770
Ph: 9168 6007
Fax: 9168 6235

SHIRE OF HALLS CREEK TIMESHEET

Employees Name: Noel Mason
Employee No: 160
Pay Fortnight Ending: 4/06/2019



Original copy located in F:\Forms\Payroll\Timesheet - NEW Electronic for year 2017-18

DATES	SHIFT 1			SHIFT 2			SHIFT 3			TOTAL Hours Worked	SHIFT LOCATION			LEAVE TAKEN					COMMENTS / AUTHORISATIONS	
	Date	Start	Finish	Start	Finish	Start	Finish	Start	Finish		Shift 1	Shift 2	Shift 3	Time in Lieu	Annual	Personal (Sick)	Unpaid (LWOP)	Public Holiday (not worked)		Other
Wednesday 22/05/2019	8:30	13:00	4:50	13:54	17:00	3:10	3:10													
Thursday 23/05/2019	8:30	13:00	4:50	13:54	17:00	3:10	3:10													
Friday 24/05/2019	8:30	13:00	4:50	13:54	17:00	3:10	3:10													
Saturday 25/05/2019			0:00			0:00	0:00													
Sunday 26/05/2019			0:00			0:00	0:00													
Monday 27/05/2019	8:30	13:00	4:50	13:54	17:00	3:10	3:10													
Tuesday 28/05/2019	8:30	13:00	4:50	13:54	17:00	3:10	3:10													
Wednesday 29/05/2019	8:30	13:00	4:50	13:54	17:00	3:10	3:10													
Thursday 30/05/2019	8:30	13:00	4:50	13:54	17:00	3:10	3:10													
Friday 31/05/2019	8:30	13:00	4:50	13:54	17:00	3:10	3:10													
Saturday 1/06/2019			0:00			0:00	0:00													
Sunday 2/06/2019			0:00			0:00	0:00													
Monday 3/06/2019			0:00			0:00	0:00													
Tuesday 4/06/2019	8:30	13:00	4:50	13:54	17:00	3:10	3:10													
Total Hours Worked										40.50	27.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Shift Location	GL	Allocated Hrs Worked	TOTAL HRS WORKED	TOTAL LEAVE TAKEN	TOTAL HRS
Admin	420101		68.40	0.00	68.40
Art	149801				
Aquatic (Casual)	115101				
Aquatic (Full-time)	114101				
Post	134101		76.00		
T&C	130101		7.60		
TOTAL HOURS WORKED			0.00		

EMPLOYEE SIGNATURE: Noel Mason DATE: 4/6/2019

SUPERVISOR or MANAGERS SIGNATURE: Noel Mason DATE: 4/6/2019

Please Note:
Timesheets should be completed at the end of each day.
Maximum total hours worked per fortnight for permanent fulltime staff is 76 hours unless pre-approved by your manager.
Maximum total hours worked per day for permanent fulltime staff is 8.44 hours (unless otherwise stated in your employment contract or pre-approved by your manager).
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 accrued TIL (for hours worked over 76 hours and up to maximum 84.44 hours per fortnight including leave) for eligible permanent fulltime staff is 8.44 TIL hours per fortnight unless pre-approved by your manager.

Job # 105443



SHIRE OF HALLS CREEK
CEO LEAVE APPLICATION FORM

I apply for 5 days of leave, commencing on 13 / 5 / 2019 and ending on 17 / 5 / 2019
(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		Days
Personal Leave (please state reason below)	5	Days
Long Service Leave		Days
Other Leave:		Days
Leave Without Pay		Days

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

Name: Nobel Morrison

Date: 21 / 5 / 2019

Signed: Nobel Morrison

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: 1 / 1

Managers Signature: Nobel Morrison

Date: 21 / 5 / 2019

OTHER REQUESTS or RECOMMENDATIONS



SHIRE OF HALLS CREEK
CEO LEAVE APPLICATION FORM

105444

I apply for 1 days of leave, commencing on 20 1 5 2019 and ending on 20 1 5 2019
(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		Days
Personal Leave (please state reason below)	1	Days
Long Service Leave		Days
Other Leave:		Days
Leave Without Pay		Days

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

Name: Nobel Mason

Date: 21 1 5 2019

Signed: Nobel Mason

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: 21 1 5 2019

Managers Signature: Nobel Mason Date: 21 1 5 2019

OTHER REQUESTS or RECOMMENDATIONS

Appendix C CEO's Credit Card Transactions

Credit Card Transactions for the Statement Period 27/04/2019 - 28/05/2019

User Name	Commit Description	Merchant Name	Purchase Date	Amount
Mason Noel		SHIRE OF HALLS CREEK	29/04/2019	\$ 251.00
Mason Noel		KMART ONLINE	2/05/2019	\$ 170.00
Mason Noel		BP HALLS CREEK OPT	3/05/2019	\$ 143.35
Mason Noel		CALTEX BROOME	5/05/2019	\$ 205.80
Mason Noel		ORDCO	7/05/2019	\$ 1,622.50
Mason Noel		COLES EXPRESS 6952	10/05/2019	\$ 200.00
Mason Noel		TAYLOR'S STORE	11/05/2019	\$ 219.95
Mason Noel		BP HALLS CREEK OPT	17/05/2019	\$ 200.17
Mason Noel		Ord River Roadhouse	20/05/2019	\$ 144.50
Total Spend for May 2019 Statement				\$ 3,157.27

9.4.2 Accounts Paid by Authority – June 2019

ITEM NUMBER:	9.4.2
REPORTING OFFICER	Daniel Milkins, Senior Finance Officer
SENIOR OFFICER	Kim Chua, Finance Manager
MEETING DATE:	25 July 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 Accounts paid by authority for June 2019 to be noted by Council.

2.0 Background

2.1 Nil

3.0 Comments

3.1 Creditor payments for the month of June 2019 comprised as follows:

Bank Account	Type	Numbers	Amount
Municipal	Cheque & EFT	as per schedule	\$1,528,604.03
Trust	Cheque & EFT		\$126,667.76
Municipal	Payroll		\$298,022.03
TOTAL			\$1,953,293.82

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 June 2019 to 30 June 2019 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 \$1,953,293.82. All payments made have been within the provisions of the 2018-2019 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.

9.0 Risk

9.1 Risk level is low.

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

Officer's Recommendation

That:

The total accounts paid by authority totalling \$1,953,293.82 summarised on the following schedules entitled '*Schedule of Sundry Creditor Accounts Paid by Authority (Summary) 01/06/2019 to 30/06/2019*', '*Schedule of Trust Creditor Accounts Paid by Authority (Summary) 01/06/2019 to 30/06/2019*' and '*Net Salaries and Wages Paid June 2019*' (as appended 9.4.2A & B) be received.

VOTING REQUIREMENT: Simple majority

Appendix:

1. 9.4.2A&B Schedule of sundry creditor accounts paid by authority (Summary) 01/06/2019 to 30/06/2019
Provided to Councillors as a Confidential Attachment
2. 9.4.2B Confidential Schedule of sundry creditor accounts paid by authority detailed 01/06/2019 to 30/06/2019.

SCHEDULE OF SUNDRY CREDITOR ACCOUNTS PAID BY AUTHORITY (SUMMARY)
01/06/2019 to 30/06/2019

Chq/EFT	Date	Name	Description	Amount
EFT23152	27/06/2019	AERODROME MANAGEMENT SERVICES PTY LTD	AERODROME OPERATION AND MANAGEMENT	-60,208.48
AERODROME MANAGEMENT SERVICES PTY LTD Total				-60,208.48
EFT23051	14/06/2019	ALLGEAR MOTORCYCLES & SMALL ENGINES	STIHL MS291 2019	-1,233.70
EFT23149	27/06/2019	ALLGEAR MOTORCYCLES & SMALL ENGINES	SPUR SPROCKET	-47.30
ALLGEAR MOTORCYCLES & SMALL ENGINES Total				-1,281.00
EFT23009	14/06/2019	ALPERSTEIN DESIGNS	T&TC STOCKS	-2,282.06
EFT23124	27/06/2019	ALPERSTEIN DESIGNS	YAC STOCKS	-1,306.91
ALPERSTEIN DESIGNS Total				-3,588.97
EFT23032	14/06/2019	ANGELENE PETREVSKI (HALLS CREEK HAWKS FOOTBALL CLUB)	PLAYER PERFORMANCE AWARDS	-500.00
ANGELENE PETREVSKI (HALLS CREEK HAWKS FOOTBALL CLUB) Total				-500.00
EFT23005	14/06/2019	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	AIRCONDITIONING SERVICE	-2,489.03
ARAC REFRIGERATION & AIR CONDITIONING PTY LTD Total				-2,489.03
EFT23038	14/06/2019	ARTS LAW CENTRE OF AUSTRALIA	PO#60577 - EMPLOYMENT AGREEMENT	-120.00
ARTS LAW CENTRE OF AUSTRALIA Total				-120.00
EFT23031	14/06/2019	ASK WASTE MANAGEMENT PTY LTD	PO#59929 - PROVIDE LANDFILL WASTE DATA COLLECTION SYSTEM	-709.50
ASK WASTE MANAGEMENT PTY LTD Total				-709.50
EFT23033	14/06/2019	AST MANAGEMENT (CONFERENCE AND EDUCATION MANAGEMENT PTY LTD)	PO#60733 - ACCOMMODATION	-728.00
AST MANAGEMENT (CONFERENCE AND EDUCATION MANAGEMENT PTY LTD) Total				-728.00
EFT23138	27/06/2019	ATEA CONSULTING	PO#60732 - BUSINESS CASE	-7,740.00
ATEA CONSULTING Total				-7,740.00
EFT23049	14/06/2019	AUSTRALIA POST (SHIRE POSTAL ACCOUNT)	POSTAL CHARGES	-428.99
AUSTRALIA POST (SHIRE POSTAL ACCOUNT) Total				-428.99
EFT22953	06/06/2019	AUSTRALIAN SERVICES UNION WA	Payroll deductions	-25.90
EFT23105	20/06/2019	AUSTRALIAN SERVICES UNION WA	Payroll deductions	-25.90
AUSTRALIAN SERVICES UNION WA Total				-51.80
DD16831.8	04/06/2019	AUSTRALIAN SUPER	Superannuation contributions	-5,764.03
DD16863.8	18/06/2019	AUSTRALIAN SUPER	Superannuation contributions	-5,786.57
AUSTRALIAN SUPER Total				-11,550.60
EFT22955	06/06/2019	AUSTRALIAN TAX OFFICE (ATO) - OTHER NON-PAYG PAYMENTS ONLY	Payroll deductions	-278.54
EFT23108	20/06/2019	AUSTRALIAN TAX OFFICE (ATO) - OTHER NON-PAYG PAYMENTS ONLY	Payroll deductions	-278.54
AUSTRALIAN TAX OFFICE (ATO) - OTHER NON-PAYG PAYMENTS ONLY Total				-557.08
EFT23107	20/06/2019	AUSTRALIAN TAXATION OFFICE (ATO) BAS PAYMENTS ONLY	BAS RETURN	-37,530.00
AUSTRALIAN TAXATION OFFICE (ATO) BAS PAYMENTS ONLY Total				-37,530.00

Agenda for Ordinary Meeting of the Council to be held on 25 July 2019

Chq/EFT	Date	Name	Description	Amount
EFT23055	14/06/2019	BAILEYS AUTO PARTS (EAST KIMBERLEY INVESTMENTS)	VEHICLE PARTS	-2,202.30
EFT23181	28/06/2019	BAILEYS AUTO PARTS (EAST KIMBERLEY INVESTMENTS)	ELECTRICAL REPAIRS	-1,488.14
BAILEYS AUTO PARTS (EAST KIMBERLEY INVESTMENTS) Total				-3,690.44
EFT23017	14/06/2019	BEINGTHERE SOLUTIONS PTY LTD	MONTHLY FEES	-715.00
BEINGTHERE SOLUTIONS PTY LTD Total				-715.00
EFT23011	14/06/2019	BLACKWOODS	UNIFORMS	-212.55
EFT23126	27/06/2019	BLACKWOODS	ACCESS PLATFORM	-2,155.20
BLACKWOODS Total				-2,367.75
EFT23133	27/06/2019	BMD PSYCHOLOGY CONSULTING (SQUAREDIMPACT)	CONSULTATION	-5,754.38
BMD PSYCHOLOGY CONSULTING (SQUAREDIMPACT) Total				-5,754.38
EFT22946	06/06/2019	BOAB CLEANING (MEGAN KILDEY)	CONTRACT CLEANING	-2,117.50
EFT23085	20/06/2019	BOAB CLEANING (MEGAN KILDEY)	CONTRACT CLEANING	-14,286.25
BOAB CLEANING (MEGAN KILDEY) Total				-16,403.75
EFT22938	06/06/2019	BONNIE ROSITA EDWARDS	18/19 COUNCILLOR ALLOWANCE	-489.46
EFT23076	20/06/2019	BONNIE ROSITA EDWARDS	18/19 COUNCILLOR ALLOWANCE	-489.46
BONNIE ROSITA EDWARDS Total				-978.92
EFT23007	14/06/2019	BOOEASY PTY LTD	MONTHLY FEES	-475.42
BOOEASY PTY LTD Total				-475.42
EFT22951	06/06/2019	BRETT PERKINS	18/19 COUNCILLOR ALLOWANCE	-489.46
EFT23094	20/06/2019	BRETT PERKINS	18/19 COUNCILLOR ALLOWANCE	-489.46
BRETT PERKINS Total				-978.92
EFT23146	27/06/2019	BRIDGESTONE SERVICE CENTRE (DAVEY TYRE & BATTERY SERVICE)	TYRE & RIMS	-1,090.00
BRIDGESTONE SERVICE CENTRE (DAVEY TYRE & BATTERY SERVICE) Total				-1,090.00
EFT22943	06/06/2019	BROOME CONTRACTING (INCARTA PTY LTD)	ROAD WORKS	-308,085.25
EFT23120	27/06/2019	BROOME CONTRACTING (INCARTA PTY LTD)	ROAD WORKS	-361,323.60
BROOME CONTRACTING (INCARTA PTY LTD) Total				-669,408.85
EFT23036	14/06/2019	BROOME SCOOTERS PTY LTD	VEHICLE PARTS	-6,719.00
BROOME SCOOTERS PTY LTD Total				-6,719.00
EFT23052	14/06/2019	BROOME TOYOTA (NORTHWEST MOTOR GROUP)	VEHICAL SERVICE	-1,503.03
BROOME TOYOTA (NORTHWEST MOTOR GROUP) Total				-1,503.03
DD16831.3	04/06/2019	BT SUPER FOR LIFE (SYDNEY)	Payroll deductions	-693.27
DD16863.3	18/06/2019	BT SUPER FOR LIFE (SYDNEY)	Payroll deductions	-503.27
BT SUPER FOR LIFE (SYDNEY) Total				-1,196.54
EFT23099	20/06/2019	CAMPERVAN AND MOTORHOME CLUB OF AUSTRALIA LIMITED	SIGNS	-626.00
CAMPERVAN AND MOTORHOME CLUB OF AUSTRALIA LIMITED Total				-626.00
EFT23019	14/06/2019	CARPET VINYL & TILE CENTRE (KUNUNURRA)	VARNISH	-290.00
CARPET VINYL & TILE CENTRE (KUNUNURRA) Total				-290.00
EFT23111	21/06/2019	CASTLEDINE GREGORY	LEGAL ADVICE	-1,630.20
CASTLEDINE GREGORY Total				-1,630.20

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Chq/EFT	Date	Name	Description	Amount
DD16910.1	29/06/2019	CBA - CREDIT CARDS ONLY	JUNE 2019 - 01 DOWNLOAD - CREDIT CARD TRANSACTIONS PROCESSED & APPROVED THROUGH PROMASTER	-38,620.00
CBA - CREDIT CARDS ONLY Total				-38,620.00
DD16890.1	15/06/2019	CBA - OTHER DIRECT DEBITS ONLY	CBA BANK FEES	-1,060.32
CBA - OTHER DIRECT DEBITS ONLY Total				-1,060.32
EFT23079	20/06/2019	CHADSON ENGINEERING PTY LTD	PHOTOS	-680.35
CHADSON ENGINEERING PTY LTD Total				-680.35
EFT23039	14/06/2019	CHEFMASTER AUSTRALIA (GLOBAL BAG COMPANY PTY LTD)	LITTER BAGS	-1,489.55
CHEFMASTER AUSTRALIA (GLOBAL BAG COMPANY PTY LTD) Total				-1,489.55
EFT22942	06/06/2019	CHRISTOPHER LOESSL	18/19 COUNCILLOR ALLOWANCE	-580.33
EFT23083	20/06/2019	CHRISTOPHER LOESSL	18/19 COUNCILLOR ALLOWANCE	-580.33
CHRISTOPHER LOESSL Total				-1,160.66
DD16831.2	04/06/2019	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE SUPERANNUATION	Payroll deductions	-525.01
DD16863.2	18/06/2019	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE SUPERANNUATION	Payroll deductions	-525.01
COLONIAL FIRST STATE FIRST CHOICE WHOLESALE SUPERANNUATION Total				-1,050.02
DD16831.5	04/06/2019	COLONIAL SUPER RETIREMENT FUND - COMMONWEALTH PERSONAL SUPERANNUATION	Superannuation contributions	-210.05
DD16863.5	18/06/2019	COLONIAL SUPER RETIREMENT FUND - COMMONWEALTH PERSONAL SUPERANNUATION	Superannuation contributions	-210.05
COLONIAL SUPER RETIREMENT FUND - COMMONWEALTH PERSONAL SUPERANNUATION Total				-420.10
EFT22949	06/06/2019	COMMUNITY HOUSING LTD (BOX HILL)	Payroll deductions	-503.00
EFT23088	20/06/2019	COMMUNITY HOUSING LTD (BOX HILL)	Payroll deductions	-503.00
COMMUNITY HOUSING LTD (BOX HILL) Total				-1,006.00
EFT23153	27/06/2019	D & T HARDWARE	HARDWARE	-1,232.50
D & T HARDWARE Total				-1,232.50
EFT23016	14/06/2019	DAIMLER TRUCKS PERTH (THE TRUSTEE FOR BELMONT UNIT TRUST)	VEHICLE PARTS	-61.60
DAIMLER TRUCKS PERTH (THE TRUSTEE FOR BELMONT UNIT TRUST) Total				-61.60
EFT22936	06/06/2019	DANNY CALWYN PTY LTD	ROAD MAINTENANCE	-43,401.53
EFT23112	25/06/2019	DANNY CALWYN PTY LTD	ROAD MAINTENANCE	-51,808.62
EFT23113	27/06/2019	DANNY CALWYN PTY LTD	ROAD MAINTENANCE	-53,069.68
DANNY CALWYN PTY LTD Total				-148,279.83
EFT23093	20/06/2019	DATACOM SOLUTIONS (AU) PTY LTD	MONTHLY FEES	-1,375.00
DATACOM SOLUTIONS (AU) PTY LTD Total				-1,375.00
EFT23027	14/06/2019	DEAN GRAHAM	EXPENSE CLAIM	-92.21
EFT23092	20/06/2019	DEAN GRAHAM	EXPENSE CLAIM	-21.35
DEAN GRAHAM Total				-113.56
EFT23078	20/06/2019	DEAN WILSON TRANSPORT	FREIGHT	-563.96
DEAN WILSON TRANSPORT Total				-563.96
EFT23018	14/06/2019	DESART INC.	TRAINING	-300.00
DESART INC. Total				-300.00

Agenda for Ordinary Meeting of the Council to be held on 25 July 2019

Chq/EFT	Date	Name	Description	Amount
EFT23041	14/06/2019	DESERT MANAGEMENT PTY LTD	CONSULTANCY	-6,336.00
DESERT MANAGEMENT PTY LTD Total				-6,336.00
EFT23026	14/06/2019	DON WHYTE PICTURE FRAMING	YAC STOCKS	-1,830.00
DON WHYTE PICTURE FRAMING Total				-1,830.00
DD16831.11	04/06/2019	DRANSFIELD SUPER FUND	Superannuation contributions	-430.35
DD16863.11	18/06/2019	DRANSFIELD SUPER FUND	Superannuation contributions	-511.93
DRANSFIELD SUPER FUND Total				-942.28
EFT23057	14/06/2019	EAST KIMBERLEY FOOTBALL LEAGUE	CLEANING PROGRAM	-5,075.00
EAST KIMBERLEY FOOTBALL LEAGUE Total				-5,075.00
EFT23147	27/06/2019	EAST KIMBERLEY HARDWARE (MITRE 10 KUNUNURRA)	AQUATIC CENTRE EQUIPMENT	-2,242.25
EAST KIMBERLEY HARDWARE (MITRE 10 KUNUNURRA) Total				-2,242.25
EFT23023	14/06/2019	EASYWEB DIGITAL PTY LTD	PUBLIC WIFI	-451.66
EFT23132	27/06/2019	EASYWEB DIGITAL PTY LTD	PUBLIC WIFI	-451.66
EASYWEB DIGITAL PTY LTD Total				-903.32
EFT23089	20/06/2019	EMJEY SERVICES	TOOLS	-1,431.80
EMJEY SERVICES Total				-1,431.80
EFT22945	06/06/2019	EMMA BLYTH ART	T&TC STOCK	-768.00
EMMA BLYTH ART Total				-768.00
DD16892.3	17/06/2019	ENETT INTERNATIONAL	MONTHLY FEES	-16.50
ENETT INTERNATIONAL Total				-16.50
EFT23095	20/06/2019	ENVIRONMENTAL HEALTH AUSTRALIA INC	ANNUAL SUBSCRIPTION	-330.00
ENVIRONMENTAL HEALTH AUSTRALIA (NSW) INCORPORATED Total				-330.00
DD16831.10	04/06/2019	ESSENTIAL SUPER	Superannuation contributions	-1,036.04
DD16863.10	18/06/2019	ESSENTIAL SUPER	Superannuation contributions	-1,073.45
ESSENTIAL SUPER Total				-2,109.49
EFT22947	06/06/2019	FINCAR (NOVATED LEASE PAYMENTS)	Payroll deductions	-669.71
FINCAR (NOVATED LEASE PAYMENTS) Total				-669.71
EFT23127	27/06/2019	FOURIER TECHNOLOGIES PTY LTD	IT SUPPORT	-21,596.05
FOURIER TECHNOLOGIES PTY LTD Total				-21,596.05
EFT23102	20/06/2019	FRESH BAKERY HOUSE HALLS CREEK	CATERING	-112.00
FRESH BAKERY HOUSE HALLS CREEK Total				-112.00
EFT23116	27/06/2019	G & V ROBERTS PTY LTD	FREIGHT	-1,859.00
G & V ROBERTS PTY LTD Total				-1,859.00
EFT23024	14/06/2019	GALVINS PLUMBING SUPPLIES	PLUMBING SUPPLIES	-1,360.43
GALVINS PLUMBING SUPPLIES Total				-1,360.43
EFT23134	27/06/2019	GARY ANNETT PHOTOGRAPHY	RFDS CALENDARS	-1,500.00
GARY ANNETT PHOTOGRAPHY Total				-1,500.00
EFT22940	06/06/2019	GHD PTY LTD	MASTERPLAN FOR HALLS CREEK	-8,800.00
EFT23003	14/06/2019	GHD PTY LTD	MASTERPLAN FOR HALLS CREEK	-13,200.00
EFT23119	27/06/2019	GHD PTY LTD	PLANNING SUPPORT	-921.69
GHD PTY LTD Total				-22,921.69
EFT23114	27/06/2019	GILBERT MCADAM	EXPENSE CLAIM	-355.96
GILBERT MCADAM Total				-355.96
EFT23025	14/06/2019	GREENFIELD TECHNICAL SERVICE	ENGINEERING SERVICES	-33,052.82
GREENFIELD TECHNICAL SERVICE Total				-33,052.82

Agenda for Ordinary Meeting of the Council to be held on 25 July 2019

Chq/EFT	Date	Name	Description	Amount
EFT23043	14/06/2019	HALLS CREEK CARAVAN PARK (LANUS NOMINEES PTY LTD)	GAS BOTTLE	-220.00
HALLS CREEK CARAVAN PARK (LANUS NOMINEES PTY LTD) Total				-220.00
EFT22991	11/06/2019	HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION	SAFE	-23,925.00
EFT23010	14/06/2019	HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION	FURNITURE	-7,642.90
EFT23125	27/06/2019	HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION	WHITE GOODS	-783.69
HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION Total				-32,351.59
EFT23172	28/06/2019	HALLS CREEK MOTEL	CATERING	-440.00
HALLS CREEK MOTEL Total				-440.00
EFT22990	11/06/2019	HALLS CREEK MULTI SERVICES (WARLOR PTY LTD)	BREAK-IN - REPAIR DAMAGE	-12,292.63
EFT23077	20/06/2019	HALLS CREEK MULTI SERVICES (WARLOR PTY LTD)	REPAIR DOOR AND LOCKS	-165.00
EFT23118	27/06/2019	HALLS CREEK MULTI SERVICES (WARLOR PTY LTD)	REPLACE DAMAGE WINDSCREEN	-600.00
HALLS CREEK MULTI SERVICES (WARLOR PTY LTD) Total				-13,057.63
EFT23103	20/06/2019	HALLS CREEK SERVICE STATION (BAZ INDUSTRIES PTY LTD)	FUEL PURCHASE	-9,987.81
EFT23148	27/06/2019	HALLS CREEK SERVICE STATION (BAZ INDUSTRIES PTY LTD)	FUEL PURCHASE	-148.35
HALLS CREEK SERVICE STATION (BAZ INDUSTRIES PTY LTD) Total				-10,136.16
EFT23046	14/06/2019	HALLS CREEK TOYOTA (BAZ INDUSTRIES PTY LTD)	VEHICLE SERVICE	-1,453.85
HALLS CREEK TOYOTA (BAZ INDUSTRIES PTY LTD) Total				-1,453.85
EFT23175	28/06/2019	HALLS CREEK TYRES PTY LTD	TYRES	-776.60
HALLS CREEK TYRES PTY LTD Total				-776.60
EFT23044	14/06/2019	HESPERIAN PRESS	BOOKS	-489.50
HESPERIAN PRESS Total				-489.50
EFT23176	28/06/2019	HUNTER SPECIALISED MECHANICAL	VEHICLE PARTS	-2,314.97
HUNTER SPECIALISED MECHANICAL (FLADEL HOLDINGS PTY LTD) Total				-2,314.97
EFT23006	14/06/2019	IGA X-PRESS (HALLS CREEK)	VOUCHERS	-3,918.31
EFT23122	27/06/2019	IGA X-PRESS (HALLS CREEK)	VOUCHERS	-4,492.08
EFT23173	28/06/2019	IGA X-PRESS (HALLS CREEK)	YOUTH PROGRAM	-173.43
IGA X-PRESS (HALLS CREEK) Total				-8,583.82
EFT23015	14/06/2019	IMPART MEDIA PTY LTD	MONTHLY FEE	-63.80
EFT23086	20/06/2019	IMPART MEDIA PTY LTD	MONTHLY FEE	-31.90
IMPART MEDIA PTY LTD Total				-95.70
EFT23144	27/06/2019	INFORMATION PROFICIENCY (THE TRUSTEE FOR PROFICIENCY TRUST)	RECORDS RISK ASSESSMENT	-19,827.50
INFORMATION PROFICIENCY (THE TRUSTEE FOR PROFICIENCY TRUST) Total				-19,827.50
EFT23029	14/06/2019	INLOGIK PTY LTD	MONTHLY FEES	-423.50
INLOGIK PTY LTD Total				-423.50
EFT23109	20/06/2019	IT VISION	RATES SERVICE	-5,216.86
IT VISION Total				-5,216.86
EFT22995	14/06/2019	IVAN BRIDGE	EXPENSE CLAIM	-146.93
IVAN BRIDGE Total				-146.93

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Chq/EFT	Date	Name	Description	Amount
EFT23062	14/06/2019	IXOM OPERATIONS PTY LTD	TRAINING	-821.54
IXOM OPERATIONS PTY LTD Total				-821.54
EFT23030	14/06/2019	JAKE OSMAN	EXPENSE CLAIM	-2,076.55
JAKE OSMAN Total				-2,076.55
EFT23008	14/06/2019	JEANNETTE SWAN	EXPENSE CLAIM	-393.63
JEANNETTE SWAN Total				-393.63
EFT23034	14/06/2019	JODIE TAYLOR	EXPENSE CLAIM	-1,562.00
JODIE TAYLOR Total				-1,562.00
EFT22950	06/06/2019	KEVIN KELLY	EXPENSE CLAIM	-204.40
EFT23091	20/06/2019	KEVIN KELLY	EXPENSE CLAIM	-56.67
KEVIN KELLY Total				-261.07
EFT22952	06/06/2019	KIM CHUA	EXPENSE CLAIM	-114.19
KIM CHUA Total				-114.19
EFT23028	14/06/2019	KIMBERLEY FIRE SYSTEMS	MONTHLY INSPECTION	-4,499.00
KIMBERLEY FIRE SYSTEMS Total				-4,499.00
EFT23101	20/06/2019	KIMBERLEY HOTEL	ACCOMMODATION	-234.00
KIMBERLEY HOTEL Total				-234.00
EFT23141	27/06/2019	KIMBERLEY JIYIGAS (BIRDS) (SHORT, NATASHA AMY)	WORKSHOP	-283.80
KIMBERLEY JIYIGAS (BIRDS) (SHORT, NATASHA AMY) Total				-283.80
EFT23060	14/06/2019	KIMBERLEY SIGNS & DESIGNS	DESIGN AND FORMAT LOGOS	-132.00
KIMBERLEY SIGNS & DESIGNS Total				-132.00
EFT23047	14/06/2019	KIMBERLEY TYRES (BAZ INDUSTRIES PTY LTD)	VEHICLE SERVICE	-1,081.30
KIMBERLEY TYRES (BAZ INDUSTRIES PTY LTD) Total				-1,081.30
EFT22999	14/06/2019	KRSP PTY LTD	CUSTOMER#1601	-819.77
KRSP PTY LTD Total				-819.77
EFT23054	14/06/2019	KUNUNURRA 4WD SPARES	VEHICLE PARTS	-3,239.99
EFT23151	27/06/2019	KUNUNURRA 4WD SPARES	VEHICLE SERVICE	-4,690.00
KUNUNURRA 4WD SPARES Total				-7,929.99
EFT23053	14/06/2019	KURURRUNGKU STORE (BILLILUNA)	BILLILUNA YOUTH PROGRAM	-475.00
KURURRUNGKU STORE (BILLILUNA) Total				-475.00
EFT23000	14/06/2019	LANDGATE	VALUATION ROLLS & MINING TENEMENTS	-2,027.15
LANDGATE Total				-2,027.15
EFT22954	06/06/2019	LGRCEU (WA SHIRE COUNCILS UNION)	Payroll deductions	-19.40
EFT23106	20/06/2019	LGRCEU (WA SHIRE COUNCILS UNION)	Payroll deductions	-19.40
LGRCEU (WA SHIRE COUNCILS UNION) Total				-38.80
EFT23042	14/06/2019	LIGHTBRIE PTY LTD (THE TRUSTEE FOR THE A R WIGGINS FAMILY TRUST)	INSTALL BROCHURE RACKS	-132.00
LIGHTBRIE PTY LTD (THE TRUSTEE FOR THE A R WIGGINS FAMILY TRUST) Total				-132.00
EFT23143	27/06/2019	LIONS CANCER INSTITUTE INC.	DONATION	-2,000.00
LIONS CANCER INSTITUTE INC. Total				-2,000.00
DD16831.12	04/06/2019	LOCAL GOVERNMENT SUPER SCHEME	Superannuation contributions	-925.32
DD16863.12	18/06/2019	LOCAL GOVERNMENT SUPER SCHEME	Superannuation contributions	-873.60
LOCAL GOVERNMENT SUPER SCHEME Total				-1,798.92

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Chq/EFT	Date	Name	Description	Amount
EFT23004	14/06/2019	LOVELL MACHINERY (CLIVE M LOVELL)	ROAD MAINTENANCE	-7,918.16
EFT23121	27/06/2019	LOVELL MACHINERY (CLIVE M LOVELL)	ROAD MAINTENANCE	-17,820.00
LOVELL MACHINERY (CLIVE M LOVELL) Total				-25,738.16
EFT23129	27/06/2019	LYNDELLE WILSON	CONSULTING HOURS	-2,070.00
LYNDELLE WILSON Total				-2,070.00
EFT22937	06/06/2019	MALCOLM HACK EDWARDS	18/19 COUNCILLOR ALLOWANCE	-852.92
EFT23075	20/06/2019	MALCOLM HACK EDWARDS	18/19 COUNCILLOR ALLOWANCE	-852.92
MALCOLM HACK EDWARDS Total				-1,705.84
EFT23140	27/06/2019	MALCOLM THOMPSON PUMPS PTY LTD	PUMP	-4,874.43
MALCOLM THOMPSON PUMPS PTY LTD Total				-4,874.43
EFT23013	14/06/2019	MAP CREATIVE P/L	T&TC STOCKS	-1,016.40
MAP CREATIVE P/L Total				-1,016.40
EFT23022	14/06/2019	MARKETFORCE	ADVERTISING	-697.28
MARKETFORCE Total				-697.28
EFT23040	14/06/2019	MBS ENVIRONMENTAL (MARTINICK BOSCH SELL PTY LTD)	IMPACT ASSESSMENT	-4,016.38
MBS ENVIRONMENTAL (MARTINICK BOSCH SELL PTY LTD) Total				-4,016.38
EFT23154	27/06/2019	METALAND (KUNUNURRA)	PARTS FOR FENCING	-1,423.74
METALAND (KUNUNURRA) Total				-1,423.74
EFT23021	14/06/2019	MOORE STEPHENS	CONFERENCE	-1,760.00
EFT23131	27/06/2019	MOORE STEPHENS	BUDGET TEMPLATES	-715.00
MOORE STEPHENS Total				-2,475.00
EFT23098	20/06/2019	MOWMASTER TURF EQUIPMENT (THE TRUSTEE FOR THE D & S HARRISON FAMILY TRUST)	TOOL PARTS	-108.00
MOWMASTER TURF EQUIPMENT (THE TRUSTEE FOR THE D & S HARRISON FAMILY TRUST) Total				-108.00
EFT22993	11/06/2019	MRB PLUMBING LTD	PLUMBING SERVICE	-585.20
EFT23020	14/06/2019	MRB PLUMBING LTD	PLUMBING SERVICE	-259.60
EFT23130	27/06/2019	MRB PLUMBING LTD	PLUMBING SERVICE	-26,059.00
MRB PLUMBING LTD Total				-26,903.80
EFT22994	11/06/2019	MSC SAFE COMPANY (RIVONIA NOMINEES PTY LTD)	DOOR	-3,800.00
MSC SAFE COMPANY (RIVONIA NOMINEES PTY LTD) Total				-3,800.00
DD16831.1	04/06/2019	MTAA SUPERANNUATION FUND	Payroll deductions	-916.93
DD16863.1	18/06/2019	MTAA SUPERANNUATION FUND	Payroll deductions	-1,306.93
MTAA SUPERANNUATION FUND Total				-2,223.86
EFT22998	14/06/2019	MULAN COMMUNITY STORE	YOUTH PROGRAM	-115.49
MULAN COMMUNITY STORE Total				-115.49
EFT23177	28/06/2019	NEIL MANSELL TRANSPORT PTY LTD	FREIGHT	-49.50
NEIL MANSELL TRANSPORT PTY LTD Total				-49.50
EFT23097	20/06/2019	NOEL MASON	EXPENSE CLAIM	-990.00
NOEL MASON Total				-990.00
EFT22996	14/06/2019	NORTH REGIONAL TAFE	COURSE FEE	-435.10
NORTH REGIONAL TAFE Total				-435.10
EFT23001	14/06/2019	OFFICE MAX	STATIONERY	-2,282.44
OFFICE MAX Total				-2,282.44

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Chq/EFT	Date	Name	Description	Amount
EFT22997	14/06/2019	OFFICE NATIONAL (KUNUNURRA) (COOLGEM HOLDINGS PTY LTD)	TONER	-624.68
EFT23117	27/06/2019	OFFICE NATIONAL (KUNUNURRA) (COOLGEM HOLDINGS PTY LTD)	TONER	-1,408.17
OFFICE NATIONAL (KUNUNURRA) (COOLGEM HOLDINGS PTY LTD) Total				-2,032.85
24527	14/06/2019	OPTUS COMMUNICATIONS	SAT PHONE CHARGES	-148.72
OPTUS COMMUNICATIONS Total				-148.72
EFT23090	20/06/2019	ORD AGRICULTURAL EQUIPMENT	VEHICLE PARTS	-292.76
EFT23135	27/06/2019	ORD AGRICULTURAL EQUIPMENT	VEHICLE PARTS	-510.87
ORD AGRICULTURAL EQUIPMENT Total				-803.63
EFT23157	27/06/2019	ORD RIVER DISTRICT CO-OPERATIVE LTD	CHEMICALS	-2,079.00
ORD RIVER DISTRICT CO-OPERATIVE LTD Total				-2,079.00
24532	20/06/2019	PIVOTEL SATELLITE PTY LTD	SAT PHONE CHARGES	-463.80
PIVOTEL SATELLITE PTY LTD Total				-463.80
EFT23035	14/06/2019	POOL ROBOTICS PERTH (THE TRUSTEE FOR THE SHEPHARD FAMILY TRUST)	ROBOTIC CLEANER	-4,600.00
POOL ROBOTICS PERTH (THE TRUSTEE FOR THE SHEPHARD FAMILY TRUST) Total				-4,600.00
EFT22948	06/06/2019	QUICK & EASY FINANCE	Payroll deductions	-185.00
EFT23087	20/06/2019	QUICK & EASY FINANCE	Payroll deductions	-185.00
QUICK & EASY FINANCE Total				-370.00
EFT23178	28/06/2019	RAPID SPRAY PTY LTD	TOOLS	-2,214.40
RAPID SPRAY PTY LTD Total				-2,214.40
EFT22957	06/06/2019	REGIONAL POWER CORPORATION	UTILITIES	-44,637.24
EFT23061	14/06/2019	REGIONAL POWER CORPORATION	UTILITIES	-924.37
EFT23156	27/06/2019	REGIONAL POWER CORPORATION	UTILITIES	-4,830.73
REGIONAL POWER CORPORATION Total				-50,392.34
DD16831.9	04/06/2019	REST SUPERANNUATION	Superannuation contributions	-309.08
DD16863.9	18/06/2019	REST SUPERANNUATION	Superannuation contributions	-309.08
REST SUPERANNUATION Total				-618.16
EFT23096	20/06/2019	RIBNGA GREEN	EXPENSE CLAIM	-100.00
EFT23174	28/06/2019	RIBNGA GREEN	EXPENSE CLAIM	-676.50
RIBNGA GREEN Total				-776.50
EFT22939	06/06/2019	ROSEMARY STRETCH	18/19 COUNCILLOR ALLOWANCE	-489.46
EFT23081	20/06/2019	ROSEMARY STRETCH	18/19 COUNCILLOR ALLOWANCE	-489.46
ROSEMARY STRETCH Total				-978.92
EFT23050	14/06/2019	ROYAL LIFE SAVING SOCIETY WA (RLSSWA)	COURSE	-580.00
EFT23104	20/06/2019	ROYAL LIFE SAVING SOCIETY WA (RLSSWA)	COURSE	-380.00
ROYAL LIFE SAVING SOCIETY WA (RLSSWA) Total				-960.00
EFT23037	14/06/2019	SALLY ANN NEVILL COUNSELLING, SUPERVISION AND TRAINING	TRAINING	-8,830.00
SALLY ANN NEVILL COUNSELLING, SUPERVISION AND TRAINING Total				-8,830.00
EFT23100	20/06/2019	SANDERSONS OUTDOOR POWER EQUIPMENT(I S & A SMITH)	TOOLS	-100.00
SANDERSONS OUTDOOR POWER EQUIPMENT(I S & A SMITH) Total				-100.00
EFT23012	14/06/2019	SEA VIEW ORTHOTICS PTY LTD (LITTERGRABBER)	TOOLS	-859.00
SEA VIEW ORTHOTICS PTY LTD (LITTERGRABBER) Total				-859.00

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Chq/EFT	Date	Name	Description	Amount
24531	14/06/2019	SHIRE OF BROOME	FORUM REGISTRATION	-790.00
SHIRE OF BROOME Total				-790.00
24529	14/06/2019	SHIRE OF HALLS CREEK (MUNI)	REFUSE COLLECTION CHARGES	-1,245.80
SHIRE OF HALLS CREEK (MUNI) Total				-1,245.80
24526	06/06/2019	SHIRE OF HALLS CREEK (PAYROLL)	Payroll deductions	-740.31
24534	20/06/2019	SHIRE OF HALLS CREEK (PAYROLL)	Payroll deductions	-544.71
SHIRE OF HALLS CREEK (PAYROLL) Total				-1,285.02
24530	14/06/2019	SHIRE OF HALLS CREEK (YARLIYIL ART CENTRE)	REFUSE COLLECTION CHARGES	-107.10
24535	27/06/2019	SHIRE OF HALLS CREEK (YARLIYIL ART CENTRE)	REFUSE COLLECTION CHARGES	-37.80
SHIRE OF HALLS CREEK (YARLIYIL ART CENTRE) Total				-144.90
24533	20/06/2019	SKYMESH PTY LTD	INTERNET CHARGES	-299.85
SKYMESH PTY LTD Total				-299.85
EFT23080	20/06/2019	SPINIFEX CONTRACTING	MAINTENANCE	-1,408.00
SPINIFEX CONTRACTING Total				-1,408.00
EFT23139	27/06/2019	SPLASH ALLEY (KIGELIA INVESTMENTS PTY LTD)	UNIFORM	-723.47
SPLASH ALLEY (KIGELIA INVESTMENTS PTY LTD) Total				-723.47
DD16831.4	04/06/2019	SUNSUPER SUPERANNUATION FUND	Superannuation contributions	-213.37
DD16863.4	18/06/2019	SUNSUPER SUPERANNUATION FUND	Superannuation contributions	-222.41
SUNSUPER SUPERANNUATION FUND Total				-435.78
24536	27/06/2019	TELSTRA	FIXED SERVICE	-5,057.65
TELSTRA Total				-5,057.65
EFT23123	27/06/2019	THE KIMBERLEY GRANDE HOTEL	ACCOMMODATION	-431.00
THE KIMBERLEY GRANDE HOTEL Total				-431.00
DD16831.7	04/06/2019	THE TRUSTEE FOR HOBSON SUPER FUND	Superannuation contributions	-809.44
DD16863.7	18/06/2019	THE TRUSTEE FOR HOBSON SUPER FUND	Superannuation contributions	-809.44
THE TRUSTEE FOR HOBSON SUPER FUND Total				-1,618.88
EFT23145	27/06/2019	THERESA DARBY (NEE POLKINGHORNE - WESTPAC ACCOUNT)	EXPENSE CLAIM	-159.98
THERESA DARBY (NEE POLKINGHORNE - WESTPAC ACCOUNT) Total				-159.98
EFT22956	06/06/2019	THINKWATER KUNUNURRA	PARTS FOR OVAL LIGHTING	-1,768.94
EFT23058	14/06/2019	THINKWATER KUNUNURRA	EQUIPMENT FOR OVAL WATERING	-180.45
EFT23155	27/06/2019	THINKWATER KUNUNURRA	EQUIPMENT FOR OVAL WATERING	-297.15
THINKWATER KUNUNURRA Total				-2,246.54
EFT23115	27/06/2019	TOLL EXPRESS	FREIGHT	-977.74
TOLL EXPRESS Total				-977.74
EFT23059	14/06/2019	TOTALLY WORKWEAR (BROOME)	UNIFORM	-344.50
EFT23110	20/06/2019	TOTALLY WORKWEAR (BROOME)	UNIFORM	-528.80
TOTALLY WORKWEAR (BROOME) Total				-873.30
EFT23045	14/06/2019	TOURISM COUNCIL WESTERN AUSTRALIA LTD	MEMBERSHIP FEE	-1,579.00
TOURISM COUNCIL WESTERN AUSTRALIA LTD Total				-1,579.00
EFT22944	06/06/2019	TREVOR HOWARD BEDFORD	18/19 COUNCILLOR ALLOWANCE	-489.46
EFT23084	20/06/2019	TREVOR HOWARD BEDFORD	18/19 COUNCILLOR ALLOWANCE	-519.89
TREVOR HOWARD BEDFORD Total				-1,009.35

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Chq/EFT	Date	Name	Description	Amount
EFT23137	27/06/2019	UTOPIA AUSTRALIA PTY LTD	T&TC STOCKS	-1,299.10
UTOPIA AUSTRALIA PTY LTD Total				-1,299.10
EFT22941	06/06/2019	VIRGINIA O'NEIL	18/19 COUNCILLOR ALLOWANCE	-489.46
EFT23082	20/06/2019	VIRGINIA O'NEIL	18/19 COUNCILLOR ALLOWANCE	-489.46
VIRGINIA O'NEIL Total				-978.92
EFT23014	14/06/2019	VISION POWER PTY LTD	ELECTRICAL SERVICE	-676.12
VISION POWER PTY LTD Total				-676.12
DD16831.13	04/06/2019	VISION SUPER	Superannuation contributions	-322.81
DD16863.13	18/06/2019	VISION SUPER	Superannuation contributions	-322.81
VISION SUPER Total				-645.62
EFT23002	14/06/2019	VISIT MERCHANDISE (VISIT GROUP PTY LTD)	T&TC STOCKS	-379.50
VISIT MERCHANDISE (VISIT GROUP PTY LTD) Total				-379.50
EFT23150	27/06/2019	WA HINO SALES & SERVICE	VEHICLE PARTS	-599.76
WA HINO SALES & SERVICE Total				-599.76
EFT23048	14/06/2019	WA LOCAL GOVERNMENT ASSOCIATION (WALGA SUBCRIPTIONS & COURSES ONLY)	SURVEY SUBSCRIPTION	-1,805.00
WA LOCAL GOVERNMENT ASSOCIATION (WALGA SUBCRIPTIONS & COURSES ONLY) Total				-1,805.00
DD16831.6	04/06/2019	WA SUPER	Payroll deductions	-9,431.86
DD16863.6	18/06/2019	WA SUPER	Payroll deductions	-9,323.94
WA SUPER Total				-18,755.80
24525	06/06/2019	WATER CORPORATION (OSBORNE PARK)	UTILITIES	-22,459.97
24528	14/06/2019	WATER CORPORATION (OSBORNE PARK)	UTILITIES	-8,273.37
WATER CORPORATION (OSBORNE PARK) Total				-30,733.34
DD16880.1	30/06/2019	WESTNET PTY LTD	INTERNET CHARGES	-99.95
WESTNET PTY LTD Total				-99.95
EFT23179	28/06/2019	WESTSIDE CARNIVALS	REFUND OF HIRE CHARGES	-1,313.00
WESTSIDE CARNIVALS Total				-1,313.00
EFT22992	11/06/2019	WURTH AUST. PTY LTD	GRAFFITI REMOVAL	-1,337.86
EFT23128	27/06/2019	WURTH AUST. PTY LTD	TOOLS & CONSUMABLES	-2,278.44
WURTH AUST. PTY LTD Total				-3,616.30
EFT23142	27/06/2019	YARLIYIL ART CENTRE ABORIGINAL CORP.	TRANSFER	-14,756.00
EFT23180	28/06/2019	YARLIYIL ART CENTRE ABORIGINAL CORP.	AQUATIC CENTRE ARTWORKS	-8,654.00
YARLIYIL ART CENTRE ABORIGINAL CORPORATION Total				-23,410.00
EFT23056	14/06/2019	YURA YUNGI MEDICAL SERVICE ABORIGINAL CORPORATION	PREEMPLOYMENT MEDICAL	-430.00
YURA YUNGI MEDICAL SERVICE ABORIGINAL CORPORATION Total				-430.00
EFT23136	27/06/2019	ZHICHAO (SAM) SONG	EXPENSE CLAIM	-69.90
ZHICHAO (SAM) SONG Total				-69.90

**Total Sundry Creditor Accounts Paid by Authority \$1,528,604.03
June 2019 Gross Salaries & Wages Paid \$298,022.03**

SCHEDULE OF TRUST CREDITOR ACCOUNTS PAID BY AUTHORITY (SUMMARY)
01/06/2019 to 30/06/2019

Chq/EFT	Date	Name	Description	Amount
EFT22981	07/06/2019	ALEISHA CLAIRE	YAC ARTIST REMITTANCE	-288.00
EFT23072	20/06/2019	ALEISHA CLAIRE	YAC ARTIST REMITTANCE	-294.00
ALEISHA CLAIRE Total				-582.00
EFT23159	28/06/2019	AVIAIR PTY LTD (AKA SLINGAIR)	T&TC OPERATOR REMITTANCE	-681.62
AVIAIR PTY LTD (AKA SLINGAIR) Total				-681.62
EFT23063	20/06/2019	BARRY DEMI-NYON	YAC ARTIST REMITTANCE	-588.00
BARRY DEMI-NYON Total				-588.00
EFT22964	07/06/2019	BIDDY TIMBINAH	ALPERSTEIN ROYALTIES	-18.18
BIDDY TIMBINAH Total				-18.18
EFT23161	28/06/2019	BUILDING SERVICES LEVY (DEPT. OF MINES, INDUSTRY REGULATION & SAFETY)	BRB REMITTANCE BA005-18	-309.90
BUILDING SERVICES LEVY (DEPT. OF MINES, INDUSTRY REGULATION & SAFETY) Total				-309.90
EFT22965	07/06/2019	BUNGLE BUNGLE CARAVAN PARK & EXPEDITIONS	T&TC OPERATOR REMITTANCE	-87.50
EFT23163	28/06/2019	BUNGLE BUNGLE CARAVAN PARK & EXPEDITIONS	T&TC OPERATOR REMITTANCE	-949.37
BUNGLE BUNGLE CARAVAN PARK & EXPEDITIONS Total				-1,036.87
EFT22977	07/06/2019	CARMEN BUTTERS	YAC ARTIST REMITTANCE	-174.00
CARMEN BUTTERS Total				-174.00
EFT23074	20/06/2019	DALLAS FLETCHER	YAC ARTIST REMITTANCE	-1,250.00
DALLAS FLETCHER Total				-1,250.00
EFT22973	07/06/2019	DEIDRE BUTTERS	ALPERSTEIN ROYALTIES	-80.56
DEIDRE BUTTERS Total				-80.56
2727	07/06/2019	DEPT, OF COMMERCE CONSUMER PROTECTION	PET BOND	-200.00
DEPT, OF COMMERCE CONSUMER PROTECTION Total				-200.00
DD16866.1	28/06/2019	DEPT. OF TRANSPORT (DOT)	DOT REMITTANCE	-1,671.05
DD16866.2	20/06/2019	DEPT. OF TRANSPORT (DOT)	DOT REMITTANCE	-8,226.35
DD16888.1	27/06/2019	DEPT. OF TRANSPORT (DOT)	DOT REMITTANCE	-10,299.76
DD16913.1	30/06/2019	DEPT. OF TRANSPORT (DOT)	DOT REMITTANCE	-5,234.85
DEPT. OF TRANSPORT (DOT) - LICENSING AGENT Total				-25,432.01
EFT23064	20/06/2019	DIANNE RIVERS	YAC ARTIST REMITTANCE	-708.00
DIANNE RIVERS Total				-708.00
EFT23068	20/06/2019	DIANNE SAMBO	YAC ARTIST REMITTANCE	-1,470.00
DIANNE SAMBO Total				-1,470.00
EFT22966	07/06/2019	DR SAWFISH'S HOT GLASS STUDIO	T&TC OPERATOR REMITTANCE	-291.20
EFT23164	28/06/2019	DR SAWFISH'S HOT GLASS STUDIO	T&TC OPERATOR REMITTANCE	-434.40
DR SAWFISH'S HOT GLASS STUDIO Total				-725.60
EFT22971	07/06/2019	ERICA GALLAGHER	YAC ARTIST REMITTANCE	-270.00
ERICA GALLAGHER Total				-270.00
EFT22963	07/06/2019	GIRLOORLOO TOURS MIMBI CAVES	T&TC OPERATOR REMITTANCE	-1,890.00
EFT23162	28/06/2019	GIRLOORLOO TOURS MIMBI CAVES	T&TC OPERATOR REMITTANCE	-1,470.00
GIRLOORLOO TOURS MIMBI CAVES Total				-3,360.00

Agenda for Ordinary Meeting of the Council to be held on 25 July 2019

Chq/EFT	Date	Name	Description	Amount
EFT22984	07/06/2019	GO BEYOND BROOME	T&TC OPERATOR REMITTANCE	-2,782.50
EFT23169	28/06/2019	GO BEYOND BROOME	T&TC OPERATOR REMITTANCE	-2,782.50
GO BEYOND BROOME Total				-5,565.00
DD16866.1	20/06/2019	GREYHOUND AUSTRALIA PTY LTD	T&TC OPERATOR REMITTANCE	-2,550.75
DD16888.2	27/06/2019	GREYHOUND AUSTRALIA PTY LTD	T&TC OPERATOR REMITTANCE	-524.40
DD16899.1	28/06/2019	GREYHOUND AUSTRALIA PTY LTD	T&TC OPERATOR REMITTANCE	-437.95
GREYHOUND AUSTRALIA PTY LTD Total				-3,513.10
EFT22958	07/06/2019	HALLS CREEK MOTEL	T&TC OPERATOR REMITTANCE	-411.25
HALLS CREEK MOTEL Total				-411.25
EFT22959	07/06/2019	HELISPIRIT (PREV. HELIWORK)	T&TC OPERATOR REMITTANCE	-3,535.87
EFT23158	28/06/2019	HELISPIRIT (PREV. HELIWORK)	T&TC OPERATOR REMITTANCE	-5,848.49
HELISPIRIT (PREV. HELIWORK) Total				-9,384.36
EFT22962	07/06/2019	HORIZONTAL FALLS SEAPLANE ADVENTURES	T&TC OPERATOR REMITTANCE	-6,451.35
HORIZONTAL FALLS SEAPLANE ADVENTURES Total				-6,451.35
EFT22988	07/06/2019	HOTEL KUNUNURRA	T&TC OPERATOR REMITTANCE	-330.75
HOTEL KUNUNURRA Total				-330.75
EFT22983	07/06/2019	JACQUILINE WHISPUTT	YAC ARTIST REMITTANCE	-288.00
EFT23073	20/06/2019	JACQUILINE WHISPUTT	YAC ARTIST REMITTANCE	-288.00
JACQUILINE WHISPUTT Total				-576.00
EFT22975	07/06/2019	JANET DREAMER	YAC ARTIST REMITTANCE	-3,781.20
EFT23066	20/06/2019	JANET DREAMER	YAC ARTIST REMITTANCE	-2,644.80
JANET DREAMER Total				-6,426.00
EFT23069	20/06/2019	JANET STRETCH	YAC ARTIST REMITTANCE	-156.00
JANET STRETCH Total				-156.00
EFT22974	07/06/2019	JANINE GORDON	ALPERSTEIN ROYALTIES	-18.18
JANINE GORDON Total				-18.18
EFT23067	20/06/2019	JOHNATHON JOHNSON	YAC ARTIST REMITTANCE	-210.00
JOHNATHON JOHNSON Total				-210.00
EFT22961	07/06/2019	JUANITA PETREVSKI	ALPERSTEIN ROYALTIES	-99.33
JUANITA PETREVSKI Total				-99.33
EFT22976	07/06/2019	JUDITH BUTTERS	YAC ARTIST REMITTANCE	-1,512.00
JUDITH BUTTERS Total				-1,512.00
EFT22980	07/06/2019	KAHEISHA CLAIRE	YAC ARTIST REMITTANCE	-378.00
KAHEISHA CLAIRE Total				-378.00
EFT22969	07/06/2019	KINGFISHER TOURS	T&TC OPERATOR REMITTANCE	-1,435.00
EFT23165	28/06/2019	KINGFISHER TOURS	T&TC OPERATOR REMITTANCE	-3,543.75
KINGFISHER TOURS Total				-4,978.75
EFT23160	28/06/2019	LAKE ARGYLE CRUISES	T&TC OPERATOR REMITTANCE	-258.12
LAKE ARGYLE CRUISES Total				-258.12
EFT22967	07/06/2019	LAKE ARGYLE TOURS PTY LTD (KIMBERLEY DURACK)	T&TC OPERATOR REMITTANCE	-275.62
LAKE ARGYLE TOURS PTY LTD (KIMBERLEY DURACK) Total				-275.62
EFT22987	07/06/2019	LULU TRANCOLLINO	ALPERSTEIN ROYALTIES	-937.33
LULU TRANCOLLINO Total				-937.33
EFT23071	20/06/2019	MAGDA YOOMARIE	YAC ARTIST REMITTANCE	-210.00
MAGDA YOOMARIE Total				-210.00

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Chq/EFT	Date	Name	Description	Amount
EFT22986	07/06/2019	MAGGIE MILNER (LONG)	ALPERSTEIN ROYALTIES	-1,454.42
MAGGIE MILNER (LONG) Total				-1,454.42
EFT22985	07/06/2019	MARIETTA MCDONALD	YAC ARTIST REMITTANCE	-138.00
MARIETTA MCDONALD Total				-138.00
EFT22970	07/06/2019	MAUREEN DEEGAN	YAC ARTIST REMITTANCE	-5,436.00
EFT23065	20/06/2019	MAUREEN DEEGAN	YAC ARTIST REMITTANCE	-690.00
EFT23166	28/06/2019	MAUREEN DEEGAN	YAC ARTIST REMITTANCE	-4,800.00
MAUREEN DEEGAN Total				-10,926.00
EFT22979	07/06/2019	MELISSA SUNFLY	YAC ARTIST REMITTANCE	-348.00
MELISSA SUNFLY Total				-348.00
EFT22989	07/06/2019	NORTHWEST REGIONAL AIRLINES (BROOME AVIATION GROUP)	T&TC OPERATOR REMITTANCE	-1,120.00
NORTHWEST REGIONAL AIRLINES (BROOME AVIATION GROUP) Total				-1,120.00
EFT22968	07/06/2019	ROSIE LALA	ALPERSTEIN ROYALTIES	-2,982.62
ROSIE LALA Total				-2,982.62
EFT22972	07/06/2019	RUBY UNGIA	ALPERSTEIN ROYALTIES	-19.61
RUBY UNGIA Total				-19.61
2728	07/06/2019	SHIRE OF HALLS CREEK (TRUST)	YAC COMMISSION	-9,756.30
2730	20/06/2019	SHIRE OF HALLS CREEK (TRUST)	YAC COMMISSION	-6,271.85
2731	28/06/2019	SHIRE OF HALLS CREEK (TRUST)	T&TC COMMISSION	-2,899.08
SHIRE OF HALLS CREEK (TRUST) Total				-18,927.23
EFT23070	20/06/2019	SHIRLEY YOOMARIE	YAC ARTIST REMITTANCE	-1,558.80
SHIRLEY YOOMARIE Total				-1,558.80
2729	20/06/2019	SUSAN PETERS	ALPERSTEIN ROYALTIES	-505.12
SUSAN PETERS Total				-505.12
EFT22960	07/06/2019	TOWN CARAVAN PARK KUNUNURRA	T&TC OPERATOR REMITTANCE	-420.00
TOWN CARAVAN PARK KUNUNURRA Total				-420.00
EFT23171	28/06/2019	VICTOR EDGARDO LOPEZ	REFUND OF HIRE BOND	-1,000.00
VICTOR EDGARDO LOPEZ Total				-1,000.00
EFT23170	28/06/2019	WESTSIDE CARNIVALS	REFUND OF HIRE BOND	-3,000.00
WESTSIDE CARNIVALS Total				-3,000.00
EFT22982	07/06/2019	YEEDA KIMBERLEY TOURS (BUNGLE BUNGLES)	T&TC OPERATOR REMITTANCE	-1,929.36
EFT23168	28/06/2019	YEEDA KIMBERLEY TOURS (BUNGLE BUNGLES)	T&TC OPERATOR REMITTANCE	-3,583.12
YEEDA KIMBERLEY TOURS (BUNGLE BUNGLES) Total				-5,512.48
EFT22978	07/06/2019	ZEBRA UNIQUE	T&TC OPERATOR REMITTANCE	-142.40
EFT23167	28/06/2019	ZEBRA UNIQUE	T&TC OPERATOR REMITTANCE	-35.20
ZEBRA UNIQUE Total				-177.60

Total Trust Creditor Accounts Paid by Authority \$126,667.76

SCHEDULE OF CANCELLED PAYMENTS – MUNI
01/06/2019 to 30/06/2019

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

SCHEDULE OF CANCELLED PAYMENTS - TRUST
01/06/2019 to 30/06/2019

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

SCHEDULE OF CREDIT CARD TRANSACTIONS PROCESSED (DETAILED)
01/06/2019 to 30/06/2019

CARD HOLDER	Date	MERCHANT	PURPOSE	Amount
L BARTON	8/05/2019	TENDERLINK COM	Issue of Tender RFT 2019-03 Roads Maintenance on T	165.00
L BARTON	8/05/2019	TENDERLINK COM	Issue of Printer Request for Quotes on Tenderlink	55.00
L BARTON	17/05/2019	COLLECTIONHOUSE POST	Settlement of claim for damage by Shire to Telstra	1,040.59
L BARTON	16/05/2019	CHECKED.COM.AU	Police check for personal file	44.00
L BARTON	25/06/2019	HARRIS TECHNOLOGY PTY	Printer for works supervisor	347.85
L BARTON	16/06/2019	WARMUN ROADHOUSE	Fuel - HC2855	50.00
L BARTON Total				1,702.44
M HOBSON	7/06/2019	COLES EXPRESS 6948	Diesel - HC2823 - Tourism Guide drop offs at Fitzr	130.01
M HOBSON	13/06/2019	The Redbook	The Red Book Valuation for Yarliyil Troop Carrier	33.00
M HOBSON Total				163.01
K KELLY	6/06/2019	SHIRE OF HALLS CREEK	Eftpos and Card test transaction	1.00
K KELLY	10/06/2019	COLES EXPRESS 6954	Diesel Fuel - HC2522 Yarliyil Troopy	106.39
K KELLY	10/06/2019	COLES EXPRESS 6954	Diesel Fuel - HC2522 Yarliyil Troopy	2.00
K KELLY	10/06/2019	E/KIMBERLEY HARDWA	East Kimberley Hardware Hardware irrigation and g	349.60
K KELLY	16/06/2019	COLES EXPRESS 6952	Diesel - HC2522 Yarliyil Troopy	124.19
K KELLY	17/06/2019	MERCURE	Accommodation Mercure Alice Springs SAM software t	481.18
K KELLY	17/06/2019	MERCURE	Accommodation Alice Springs Bradley McAdam SAM training	481.18
K KELLY	19/06/2019	MERCURE	Accommodation Alice Springs Susan Peters SAM train	526.76
K KELLY	19/06/2019	BUNNINGS 396000	Garden supplies Bunnings Alice Springs	56.55
K KELLY	19/06/2019	EG FUELCO 5523 ALICE S	Diesel -HC2522 Yarliyil Troopy EG fuel Alice Sprin	261.24
K KELLY	19/06/2019	EG FUELCO 5523 ALICE S	Diesel -HC2522 Yarliyil Troopy EG fuel Alice Sprin	6.00
K KELLY	20/06/2019	TILMOUTH WELL	Diesel - HC2522 & food Tillmouth Well	57.82
K KELLY	20/06/2019	TILMOUTH WELL	Diesel - HC2522 & food Tillmouth Well	33.50
K KELLY	23/06/2019	Microsoft*Store	Software Office Word for new iMacs Microsoft	398.00
K KELLY	20/06/2019	MERCURE	Food for Bradley Mcadam in Alice Springs SAM Train	75.47
K KELLY	20/06/2019	MERCURE	Food - Alice Springs SAM Training - Kevin	35.46
K KELLY Total				2,996.34
M GLASS	1/06/2019	ST JOHN AMBULANCE AU	First Aid - Refill - Aquatic Center	333.63
M GLASS	1/06/2019	ST JOHN AMBULANCE AU	First Aid - Refill - Aquatic Center	388.70
M GLASS	6/06/2019	POST HALLS CREEK LPOHA	Police Clearance - P Foynes	54.30
M GLASS	1/06/2019	RLSSWA	Chlorine Gas Emergency Signs	196.50

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CARD HOLDER	Date	MERCHANT	PURPOSE	Amount
M GLASS	2/04/2019	AVIAIR PTY LTD	Tamara Ritchie - Work Cover	325.00
M GLASS	23/03/2019	CANVA* 02272-1746059	Annual Subscription	168.71
M GLASS	11/06/2019	Teds Cameras	Canon Camera Battery Charger	129.85
M GLASS	10/06/2019	POST Halls Creek LPOHA	Police Clearance - A Little	54.30
M GLASS	2/06/2019	HALLS CREEK SERVICE ST	HC2754 - Fuel	113.66
M GLASS	31/05/2019	BAZ INDUSTRIES PTY L	Thermos Night Patrol	40.00
M GLASS	31/05/2019	HALLS CREEK HOME	Kettle for Night Patrol	50.00
M GLASS	31/05/2019	HALLS CREEK IGA EXPR	Food Supplies for Olabud Program	67.52
M GLASS	31/05/2019	HALLS CREEK IGA EXPR	Food Supplies for Olabud Program	111.66
M GLASS	28/05/2019	COLES EXPRESS 6952	water & ice for youth program	16.00
M GLASS	28/05/2019	COLES EXPRESS 6952	water & ice for youth program	4.20
M GLASS	28/05/2019	HALLS CREEK IGA EXPR	Olabud Doogethu food	27.07
M GLASS	28/05/2019	HALLS CREEK IGA EXPR	Olabud Doogethu food	24.30
M GLASS	10/05/2019	COLES EXPRESS 6952	Water for Yardgee community clean up	32.00
M GLASS	7/05/2019	AS Colour	Olabud uniform	625.99
M GLASS	12/06/2019	CLOCKWORK PRINT	Banner - Youth Events	535.23
M GLASS	8/05/2019	HALLS CREEK HOSPITAL	Medical for HR file - Tamara Ritchie	280.00
M GLASS	15/06/2019	POINCIANA ROADHOUSE	Medical Meeting lunch - Client Services DP	14.00
M GLASS	16/06/2019	POINCIANA ROADHOUSE	Hospital Visit Lunch - Client DP	14.50
M GLASS	14/06/2019	COLES EXPRESS 6952	Supplies Food - Youth Night Patrol	65.30
M GLASS	14/06/2019	COLES EXPRESS 6952	Supplies Food - Youth Night Patrol	4.00
M GLASS	14/06/2019	COLES EXPRESS 6952	Fuel	126.37
M GLASS	14/06/2019	COLES EXPRESS 6952	Voucher for Night Patrol	300.00
M GLASS	10/06/2019	D.J. CITY	Powered Speakers - Community Disco	1,487.95
M GLASS	11/06/2019	POST HALLS CREEK LPOHA	Police Clearance - J Malay	54.30
M GLASS	12/06/2019	POST Halls Creek LPOHA	WWC SCREENING FOR JAHMAL STRETCH	11.00
M GLASS	21/06/2019	INTNL TRANS FEE REFUND	INTNL TRANS FEE REFUND	-36.59
M GLASS	24/06/2019	WARMUN ROADHOUSE	food - KNX DLG meeting - A Little and M Glass	13.90
M GLASS	24/06/2019	WARMUN ROADHOUSE	food - KNX DLG meeting - A Little and M Glass	0.46
M GLASS	24/06/2019	WARMUN ROADHOUSE	food - KNX DLG meeting - A Little and M Glass	1.00
M GLASS	27/06/2019	IVAN JUAN PAEZ	Save DSS & DPMC - OD network meeting	42.00
M GLASS	25/06/2019	KIMBERLEY CAFE	Breakfast for Damien Burton - youth program	12.50
M GLASS	26/06/2019	HALLS CREEK MOTEL	Meal - DLG Meeting	36.65
M GLASS	17/06/2019	COLES EXPRESS 6952	Food - Youth engagement night Officer	16.00
M GLASS	17/06/2019	POST Halls Creek LPOHA	Postage - Uniform	27.60
M GLASS	24/06/2019	COLES EXPRESS 6952	Fuel - HC2754	129.85
M GLASS	25/06/2019	KIMBERLEY CAFE	Breakfast - DLG meeting	62.50
M GLASS	25/06/2019	KIMBERLEY CAFE	Breakfast - DLG meeting	7.00

Agenda for Ordinary Meeting of the Council to be held on 25 July 2019

CARD HOLDER	Date	MERCHANT	PURPOSE	Amount
M GLASS	25/06/2019	SUBWAY KUNUNURRA	Lunch - DLG meeting - MG and AL	33.50
M GLASS	17/06/2019	COLES EXPRESS 6952	YENO supplies	3.00
M GLASS	17/06/2019	COLES EXPRESS 6952	YENO supplies	8.00
M GLASS	17/06/2019	COLES EXPRESS 6952	YENO supplies	6.00
M GLASS	21/06/2019	POST HALLS CREEK LPOHA	Police Clearance - T Ritchie	54.30
M GLASS	18/06/2019	POINCIANA ROADHOUSE	Lunch for Client - DP and AL	44.90
M GLASS Total				6,118.61
K GILL	29/05/2019	QANTAS AIRWAYS LIMIT	Flight - KNX - Perth WALGA Training LGA	1,305.44
K GILL	16/05/2019	SEEK 31970599	SEEK - Advertising - Records Manager - Fixed Term	308.00
K GILL	29/05/2019	POST Halls Creek LPOHA	Police Check - Gilbert McAdam - Town Crew	54.30
K GILL	16/05/2019	VIRGIN AU7952156046021	Flight Change - Assistant Ranger - Perth to KNX -	90.00
K GILL	13/05/2019	HALLS CREEK HOME	Certificate Frame for Citizenship Ceremony	9.95
K GILL	17/06/2019	HOUSE	Cutlery for the Shire Chambers	141.99
K GILL	14/06/2019	COLES EXPRESS 6952	Bottled Water for Council Chambers	64.00
K GILL	14/06/2019	COLES EXPRESS 6952	Bottled Water for Council Chambers	3.00
K GILL	1/06/2019	Ord River Roadhouse	Fuel - HC2656	30.00
K GILL	16/06/2019	PERTH RIVERVIEW HOL/A	Accommodation - Training (LG Act) - KGill	480.00
K GILL	17/06/2019	HALLS CREEK IGA EXPQPS	Morning tea - Main Road WA meeting	4.65
K GILL	17/06/2019	HALLS CREEK IGA EXPQPS	Morning tea - Main Road WA meeting	15.31
K GILL	17/06/2019	HLLSCRK KIMBERLEY HT	Catering - All of Staff Meeting - 14 June 2019	165.00
K GILL	18/06/2019	POINCIANA ROADHOUSE	Lunch - Main Roads Meeting 18/6/2019	150.00
K GILL	18/06/2019	CLOCKWORK PRINT	Youth Services - 3M Teardrop Flags	1,697.58
K GILL	22/06/2019	CabFare Payments	Transport Taxi - Training - KGill	42.21
K GILL	24/06/2019	SELECTED ENTERPRISES	Meals - Training (LG Act) - KGill	18.00
K GILL	25/06/2019	SELECTED ENTERPRISES	Meals - Training (LG Act) - KGill	18.00
K GILL	26/06/2019	SELECTED ENTERPRISES	Meals - Training (LG Act) - KGill	18.00
K GILL	24/06/2019	SWAN TAXIS 13 13 30	Transport Taxi -Trainnig (LG Act) - KGill	16.96
K GILL	25/06/2019	THE KIMBERLEY GRANDE H	Accommodation - Training (LG Act) - KGill	161.19
K GILL Total				4,793.58
N MASON	2/05/2019	KMART ONLINE	Mother's day decorations Olabud event	170.00
N MASON	3/05/2019	BP HALLS CREEK OPT	Diesel - HC2850	143.35
N MASON	5/05/2019	CALTEX BROOME	Diesel - HC2850	205.80
N MASON	7/05/2019	ORDCO	Bulka bag NPK Fertilizer - Parks and gardens	1,622.50
N MASON	10/05/2019	COLES EXPRESS 6952	Vouchers for Litter collection	200.00
N MASON	11/05/2019	TAYLOR'S STORE	CEO PPE - Boots	219.95
N MASON	17/05/2019	BP HALLS CREEK OPT	Diesel - HC2850	200.17
N MASON	20/05/2019	Ord River Roadhouse	Diesel - HC2850	144.50
N MASON	30/05/2019	BP HALLS CREEK OPT	Diesel - HC2850	200.72

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CARD HOLDER	Date	MERCHANT	PURPOSE	Amount
N MASON	31/05/2019	PRINTING IDEAS	printing - Litter promotion	151.80
N MASON	30/05/2019	PEARLRESTAURANTS	Dinner for Conference Expenses - Musa & Noel	84.00
N MASON	27/05/2019	BALI HAI RESORT P/L	Accommodation - Waste Summit Broome	214.00
N MASON	30/05/2019	BALI HAI RESORT P/L	Accommodation - Broome Waste Summit Musa Mono	642.00
N MASON	8/06/2019	QANTAS AIRWAYS LIMIT	Peter Kenyon Airfares - Integrated Planning consul	2,599.40
N MASON	8/06/2019	QANTAS AIRWAYS LIMIT	Peter Kenyon Airfares Integrated Planning consulta	2,599.40
N MASON	8/06/2019	BP HALLS CREEK OPT	Diesel - HC2850	211.26
N MASON	8/06/2019	COLES EXPRESS 6952	Coke - staff	6.00
N MASON	12/06/2019	CALTEX BROOME	Diesel Kimberley Forum Conference - HC2850	198.97
N MASON	7/06/2019	MANGROVE RESORT	Cr Chris Loessl Kimberley Forum Accommodation	819.10
N MASON	7/06/2019	MANGROVE RESORT	Accommodation M Edwards Kimb Forum	819.10
N MASON	7/06/2019	MANGROVE RESORT	CEO Accommodation Kimberley Forum Broome June 2019	819.10
N MASON	12/06/2019	MANGROVE RESORT	CEO Meals - Kimberley Forum conference	146.15
N MASON	13/06/2019	AIRNORTH	Airfare - M Edwards Nthn Forum Karratha	857.33
N MASON	19/06/2019	SHIRE OF HALLS CREEK	Licensing - HR Licence Spinks Menmuir	60.00
N MASON Total				13,334.60
N NIVEN	26/05/2019	THE KIMBERLEY BOOK	Stock for visitor centre -books	179.70
N NIVEN	7/06/2019	NOVOTEL DARWIN AIRPOR	Accommodation - Anthony King POM Training	227.00
N NIVEN	7/06/2019	WEBJET	Training - Anthony King POM - FLIGHTS	1,612.04
N NIVEN	14/06/2019	BULURRU AUSTRALIA PT	T&TC Stock purchases - approved by Finance Manager	2,644.73
N NIVEN Total				4,663.47
M MONO	5/04/2019	LANDGATE	Investigation of illegal waste dumping	25.70
M MONO	15/03/2019	EUROPEAN HOTEL	Accommodation and Meals - Local Emergency Recovery	326.00
M MONO	17/05/2019	POST Halls Creek LPOHA	Ranger Services and Halls Creek Rubbish Tip	359.98
M MONO	31/05/2019	EG FUELCO 4223 DJUGUN	Diesel - HC2850 - Waste Summit - Broome	188.21
M MONO	15/05/2019	SHIRE OF HALLS CREEK	Drivers licences for the Town Crew	19.25
M MONO	15/05/2019	SHIRE OF HALLS CREEK	Drivers Licences - Town Crew	89.15
M MONO	2/06/2019	HLLSCRK KIMBERLEY HT	Health and Regulatory Services Planning Meeting	160.00
M MONO	10/06/2019	TAYLOR'S STORE	Ranger Services - Firearms licence and supplies	200.00
M MONO	31/05/2019	MA AND OM KEBABS PTY	Waste Summit - Broome	22.90
M MONO	8/06/2019	ASHMAR NOMINEES PTY	Ranger services	25.50
M MONO	8/06/2019	ASHMAR NOMINEES PTY	Disease surveillance program	120.50
M MONO	29/05/2019	BUNNINGS 325000	Cemetery Maintenance	627.00
M MONO	13/06/2019	COLES EXPRESS 6952	Water for Tip Staff	56.00
M MONO	13/06/2019	HALLS CREEK IGA EXPR	Dog Pound maintenance	70.39
M MONO	13/06/2019	HALLS CREEK IGA EXPR	Waste Tip - Fly control	41.85

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CARD HOLDER	Date	MERCHANT	PURPOSE	Amount
M MONO	11/06/2019	BAZ INDUSTRIES PTY L	HC2853 maintenance	10.00
M MONO	26/05/2019	GOODEARTH PERTH	Aboriginal Environmental Health workshop - Perth	311.17
M MONO	23/05/2019	WEBJET	Aboriginal Environmental Health workshop - Perth	1,290.56
M MONO	31/05/2019	RED DOT STORES BROOM	Health Promotion - Food Hygiene program	51.00
M MONO	19/06/2019	SWAN TAXIS 13 13 30	Ranger Services - Service of 22 Rifle - Maylands G	16.17
M MONO	18/06/2019	DOON DOON ROADHOUSE	Aboriginal Env Health workshop - Perth	15.80
M MONO	18/06/2019	DOON DOON ROADHOUSE	Aboriginal Env Health workshop - Perth	4.00
M MONO	19/06/2019	WA CABS PTY LTD	Ranger Services - Rifle for service at Maylands gu	21.47
M MONO	19/06/2019	GM CABS PTY LTD	Aboriginal Environmental Health Workshop	49.40
M MONO	20/06/2019	GRILLD PTY LTD	Meeting at the Department of Planning	17.00
M MONO	21/06/2019	GOODEARTH PERTH	Aboriginal Env Health workshop	42.30
M MONO	21/06/2019	SWAN TAXIS 13 13 30	Taxi - Aboriginal Environmental Health workshop in	36.49
M MONO	21/06/2019	KUNUNURRA HOME & GAR	Disease surveillance - birdnet	73.75
M MONO	25/06/2019	EHA (WA) Inc	Professional membership - Env Health Australia	325.00
M MONO	25/03/2019	QANTAS AIRWAYS LIMIT	Freight - Public swimming pools water testing	198.66
M MONO	25/03/2019	QANTAS AIRWAYS LIMIT	Duplicate payment error - refunded	198.66
M MONO	21/05/2019	QANTAS AIRWAYS LIMIT	Public swimming pools water testing - refund	-198.66
M MONO Total				4,795.20
J HAY	20/05/2019	Pivotel Satellite	Subscription for Satellite Spottracker - Vehicle S	19.95
J HAY	11/05/2019	ADOBE PHOTOGRAPHY PLAN	Adobe Subscription for Photography - Social Media	14.29
J HAY	2/05/2019	CANVA* FOR WORK MONTH	Canva Subscription - Posters Leaflets etc for Soci	18.51
J HAY Total				52.75

TOTAL OF CREDIT CARD TRANSACTIONS AUTHORISED AND PROCESSED JUNE 2019 \$38,620.00

9.4.3 Financial Investment Report for period ending 30 June 2019

ITEM NUMBER:	9.4.3
REPORTING OFFICER:	Kim Chua, Finance Manager
SENIOR OFFICER	Lloyd Barton, Director Corporate Services
MEETING DATE:	25 July 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 Information report regarding current investments.

2.0 Background

2.1 The current investment information is required to be presented to Council, in accordance with Policy FIN06 FINANCIAL INVESTMENTS.

2.2 This report contains the current investment information for both reserve and municipal funds for the period ending 30 June 2019.

3.0 Comments

3.1 Municipal funds
\$1,500,000 has been put on term deposit for a period of 120 day at 2.45%, due to mature on 3 July 2019. Interest at maturity will be \$9,061.64.

3.2 The 2018-2019 budget has allowed \$20,000 of interest income from municipal investments. Year to Date interest earned as at 30 June 2019 was \$35,261.24.

3.3 Reserve funds:
\$5,000,000 has been re-invested for a period of 182 days at 2.8%, due to mature 3 September 2019. Interest earned at maturity will be \$69,808.

3.4 The 2018-2019 budget has allowed \$85,000 of interest income from reserve investments. Year to Date interest earned as at 31 May 2019 was \$91,229.12.

3.5 All investments are 'trustee grade' investments with practically no default risk involved. They are short-term face value investments with major Australian banks. All investments are done in compliance with Policy FIN6 – FINANCIAL INVESTMENTS.

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

6.0 Policy Implications

6.1 Complies with Policy FIN06 FINANCIAL INVESTMENTS.

7.0 Financial Implications

7.1 Interest earned on investments is income for the Shire. Any extra interest earned (over the budget allowance) is surplus cash to the Shire that can be used in a number of ways.

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.

9.0 Risk

9.1 Risk level is low and the risk is managed by routine procedures.

9.2 Risk control Measures

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

Officer's Recommendations

That Council:

Accepts the Financial Investment Report as at 30 June 2019 (as appended 9.4.3A).

VOTING REQUIREMENT

Simple majority

Appendix:

9.4.3A. Reserve Funds Investment Register

9.4.4 Adoption of 2019-20 Budget

ITEM NUMBER:	9.4.4
REPORTING OFFICER:	Kim Chua, Finance Manager
SENIOR OFFICER:	Noel Mason, Chief Executive Officer
MEETING DATE:	25 July 2018
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 Adoption of the Municipal Fund Budget for 2019-20 Financial Year together with supporting schedules, including imposition of rates and minimum payments, adoption of the fees and charges, approval of \$4 million loan funds from the Treasury Corporation of WA and other consequential matters arising from the budget papers.

2.0 Background

2.1 Each year, Council is to adopt the Budget for the financial year. The process of preparing the budget starts in February with the 2018-19 Budget Review, including comprehensive reviews by responsible officers right across the Shire. Throughout these reviews, officers are looking to maintain or improve levels of service and to provide these services in the most cost-efficient manner.

2.2 Councillors were presented with budget assumptions as well as a report on the proposed differential rates at the April Ordinary Council Meeting. This was followed up with a report to consider rates differentials submissions and in June a budget workshop was held. This workshop covered:

- Budget assumptions
- \$4m borrowings from the Treasury Corporation of WA
- Key activities of Council and levels of service
- Operating expenditure
- Staff EFTs and costs
- Capital expenditure
- Income operating and non-operating
- Rates and the rates required
- Reserves and transfers to and from

2.3 As part of the Budget process, Council is required to get Ministerial approval to:

- Levy differential rate-in-the-dollar that are more than twice the lowest rates-in-the-dollar; and
- Levy minimum rates on a greater number of properties than is allowed under Section 6.35 of the Local Government Act 1995.

2.4 An application for Ministerial approval has been made and approval is expected to be granted on or before 25 July 2019.

3.0 Comments

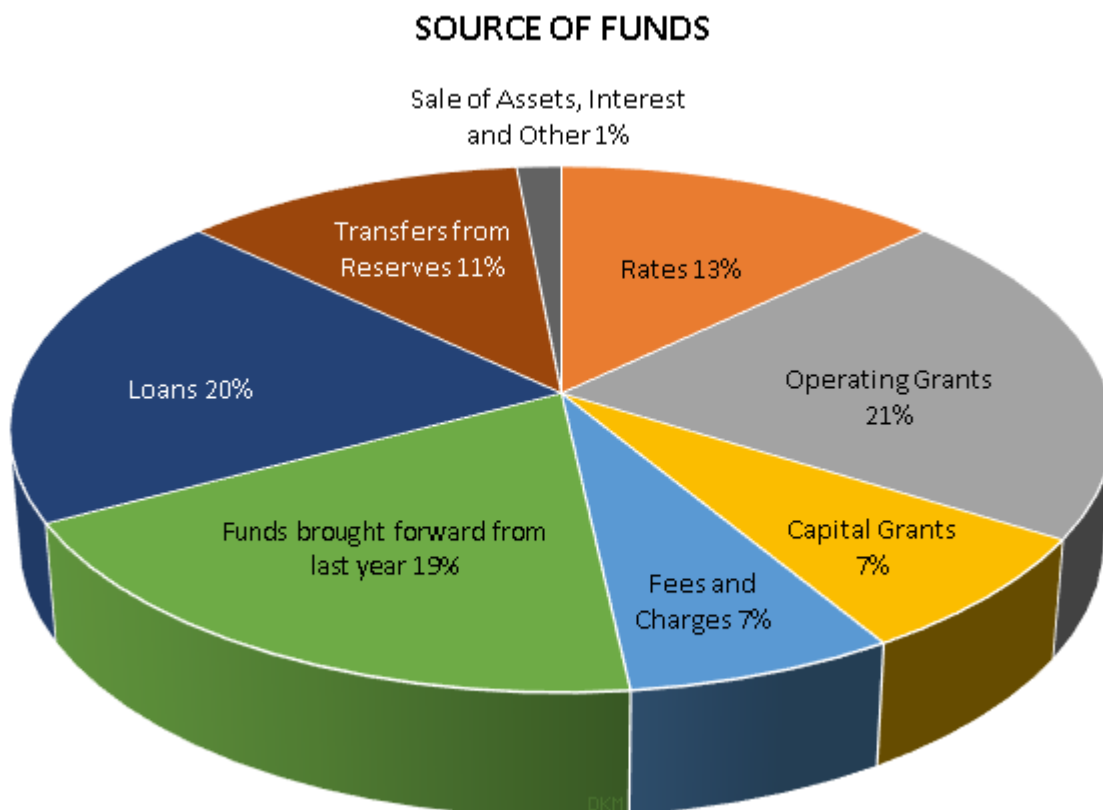
3.1 The 2019-20 budget sets a new milestone for the Shire in several ways although essential services remain at similar or improved levels as in previous year.

Overview

3.2 The 2019-20 Budget is a balanced budget, meaning all planned outgoing funds, or application of funds have been matched with incoming funds, or source of funds. At a high level, the 2019-20 Budget consists of the following:

Source of Funds \$20.1 million

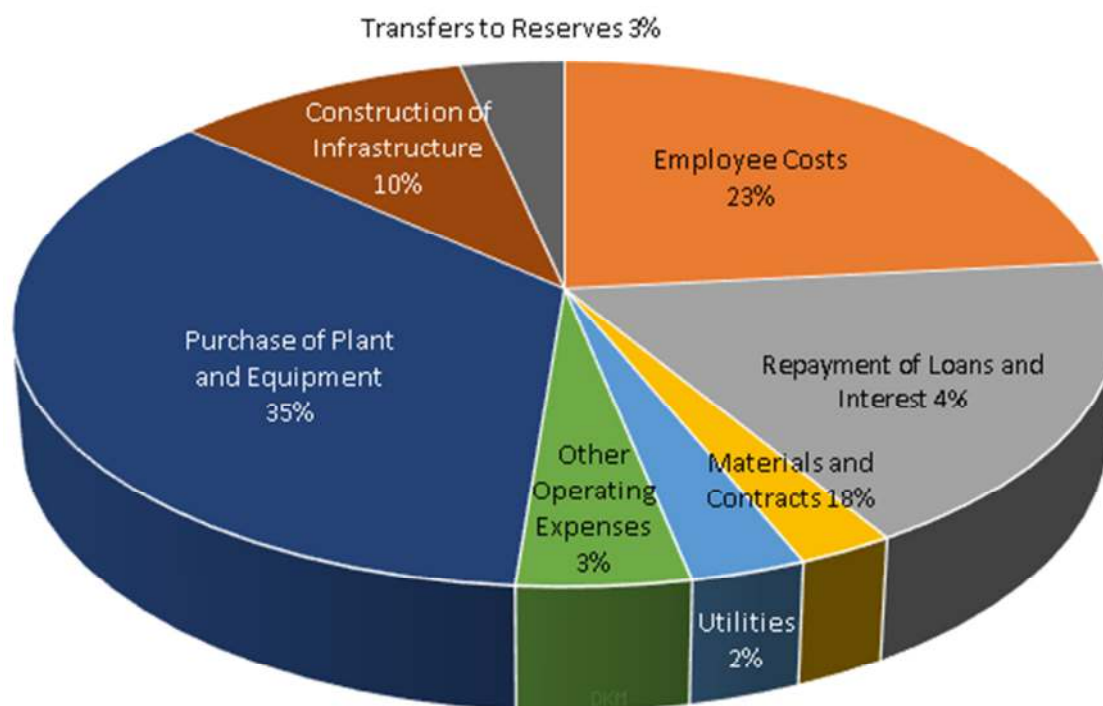
- Rates \$2.6 m
- Operating Grants \$4.2 m
- Capital Grants \$1.5 m
- Fees and Charges \$1.4 m
- Funds brought forward from last year \$3.8 m
- Loans \$4.0m
- Transfers from reserves \$2.3m
- Sale of assets, interest and other \$0.3 m



Application of Funds \$20.1 million

- Employee costs \$4.7 m
- Materials and contracts \$3.6 m
- Utilities \$0.5 m
- Other operating expenses \$0.6 m
- Repayment of loans and interest \$0.9 m
- Purchase of plant and equipment \$7.1 m
- Construction of infrastructure \$2.0 m
- Transfers to reserves \$0.7 m

APPLICATION OF FUNDS



3.3 Rates

Council will require \$2.6 million in rates to achieve a balanced budget. The average ratepayer will experience a 1.9% rate increases or \$59 for an average residential assessment. From the 2018-19 actual rates collected, the budgeted 2018-19 rates are up 6.1%, this is due to some growth in prospecting and exploration.

3.4 **Fees and Charges**

Except for a number of changes which are mainly due to bringing them in line with legislative changes in charges, all other fees and charges remain the same with no increases as in previous year. The 1.9% increases in rates does not apply to fees and charges.

3.5 **Staff**

Staff levels have gone up by 11.85 FTE (Full Time Equivalent) from 42.8 to 54.65 FTE, at an additional cost of approximately \$80,000, mainly due to 9 traineeships and 4.5 Youth Engagement Night/Day Officers fund from previous positions no longer required (Strategic Planning Officer). The traineeship positions create local employment and are partly grant funded. The Youth Engagement Night/Day Officers are funded by Council but staff are seeking support funding for this program. If received, this will be additional to budget expectations.

That new Superannuation policy for long-term staff to receive additional Shire matching contribution if they are paying additional superannuation is receiving excellent support from staff and will add to staff superannuation cost this and subsequent years.

3.6 **Capital Expenditure**

The budget has a capex of \$9.1 m in 2019-20 funded by a transfer from Reserve funds of \$2.3m, government grants and a loan of \$4 m from the Treasury Corp of WA. The capex was \$3.1 m last year.

Below is a list of the major capital projects.

- | | |
|---|---------|
| • Roads* | \$2.0 m |
| • Plant replacements | \$1.3 m |
| • Heavy road plant and machinery | \$5.5 m |
| • Civic building refurb and maintenance | \$0.1 m |
| • Staff housing refurb and maintenance | \$0.2 m |

3.7 **Reserves**

Reserves are important to ensure the Shire has funds to take on big projects for important assets when they are needed. This budget has an overall reserve movement of \$1.644m; with \$2.311m being transferred from reserves offset by \$0.667 m being transferred to Reserves. More transfer to Reserve will be made, if necessary and budget permits after the 30 June 2019 Financial Statements have been finalised and audited, from surplus operation funds.

3.8 **Variance Reporting**

Each year Council is required to adopt a percentage or value to be used in statements of financial activity for reporting material variances, as required by Clause 34(5) of the Local Government (financial Management) Regulations 1996.

3.9 Council policy FIN09 Variance Levels for Financial Reporting specifies that;

- Any variances of 10% or greater will be the level of variance to be reported to Council in the monthly statement of financial activity.
- This is subject to a minimum of \$50,000 below which variances will not be reported.

4.0 Statutory Environment

4.1 The Budget document is prepared in accordance with legislative/ statutory requirements, including provisions of the:

- Local Government Act 1995 (as amended)
- Local Government (Financial Management) Regulations 1996
- Relevant Accounting Standards where applicable

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 FIN 09 Variance Levels for Financial Reporting.

7.0 Financial Implications

7.1 This document is the financial framework that the Shire will operate within for the 2018-19 financial year. The document itself clearly spells out the financial implications of the Shire's proposed works, services, administration and operative requirements.

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 a number of inherent risks in Budgeting but all are managed by Monthly review and assessment by staff, Council in the production of monthly statements and the Audit Committee quarterly when undertaking reviews. The Shire also completes a half-yearly review of Budget in February each year. In these ways, risks are minimised.

Officer's Recommendations

That:

The Council adopts, for the 2019-20 financial year:

- 1 The following rates-in-the-dollar and minimums for said rate categories:**

Differential Category	Rate	Rate-in-the-Dollar	Minimum Rate
<u>Unimproved Value</u>			
Rural/Pastoral		\$0.04740	\$821.00
Mining Leases		\$0.38269	\$821.00
Exploration Leases		\$0.23338	\$562.00
Prospecting Leases		\$0.23338	\$562.00
<u>Gross Rental Value</u>			
GRV Improved		\$0.08412	\$822.00
GRV Vacant		\$0.14185	\$1,643.00

- 2 A penalty interest rate of 11%, per annum, to be charged on all overdue or unpaid rates (including overdue/unpaid instalments) in accordance with the Local Government Financial Management Regulations;**
- 3 An administration fee of \$20.00 per instalment (excluding the first instalment) for the four instalment payment option, to be charged in accordance with the Local Government Financial Management Regulations and Local Government Act;**
- 4 An administration interest rate of 5.5% per annum for the four instalment payment option, to be charged in accordance with the Local Government Financial Management Regulations and Local Government Act;**
- 5 An annual domestic refuse collection of \$570.00 per mobile garbage bin (MGB), collected twice-weekly, as a contribution towards waste collection and management;**
- 6 A non-domestic refuse collection charge of \$6.60 per mobile garbage bin (MGB) per collection as a contribution towards waste collection and management;**
- 7 An annual rebroadcasting service charge of \$10.00 for all applicable improved properties in designated areas (*as per designated areas previously adopted by Council Resolution 21 May 2009*);**

- | | |
|-----------|---|
| 8 | A penalty interest rate of 11% per annum, to be charged on all overdue or unpaid sundry debtor accounts in accordance with the Local Government Financial Management Regulations; |
| 9 | The 2019-20 Schedule of Fees and Charges as detailed in the 2019-20 Annual Budget; |
| 10 | The 2019-20 Annual Budget, including all income and expenditure, in its entirety; |
| 11 | The reporting variance for the monthly statement of financial activity for both operating and capital activities of 10% or greater for expenditure and below 10% for income, subject to a \$50,000 minimum below which, variances are not required to be reported. |

VOTING REQUIREMENT Absolute majority

Appendix:

(To be circulated prior to the meeting)

9.4.4A - Draft Budget 2019-2020

9.4.4B - Draft 2019-2020 - Proposed Fees and Charges

9.4.4C - Draft 2019-2020 - Proposed Plant Hire Rates

9.5 COMMITTEE MEETINGS

9.5.1 Minutes – Local Emergency Management Committee Meeting held 6 June 2019

ITEM NUMBER:	9.5.1
AUTHOR:	Lloyd Barton, Director Corporate Services
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	25 July 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 A Local Emergency Management Committee meeting was held on Thursday 6 June and Council therefore needs to note and receive the Minutes of this Committee meeting and consider the Committee's recommendations to Council.

1.2 The minutes of the Local Emergency Management Committee meeting held Thursday 6 June 2019 are now presented (Appendix 9.5.1A) to Council for consideration.

2.0 Statutory Environment:

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 the persons in the 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

Nil

7.0 Financial Implications

There are no financial implications 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.

Officers Recommendations

That:

The minutes of the meeting of the Local Emergency Management Committee meeting held Thursday 6 June 2019 (as appended 9.5.1A) be received and its recommendations endorsed.

VOTING REQUIREMENT: Simple Majority

Appendix:

9.5.1A – LEMC Minutes – Thursday 6 June 2019



Minutes of the meeting of the Local Emergency Management Committee of Shire of Halls Creek held in the Council Chambers, Thomas St Halls Creek on 06 June 2019.

1. DECLARATION OF OPENING

The meeting was opened at 3.05pm by the Chairperson.

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 Attendance

Committee Members:

Director Corporate Services	Lloyd Barton (Chair)
Volunteer Fire Emergency Services	Huby Vink
WA Community Health Services	Sue Gordon
Dept Communities ESU	Megan Spence
WAPOL	Mike Dearnley
WA Community Health Services	Ian Nugent
Horizon Power	Tara Stigwood

2.1.1 Other Attendees

Dept Biodiversity Conservation & Attractions (DBCA)	Lance Jackson
Airport Management Services	Bradon Kotua
Parks and Wildlife	Geoff Harris
VFES Halls Creek	Anthony King
Northern Minerals	Scott Sly
Dept Communities Housing	Brian Burgess
OSH Training Administration Officer	Lorri Dransfield (Minutes)

These minutes were confirmed by the Committee as a true and accurate record of the meeting

Signed: _____ Date: 06 / 06 / 2019
Presiding Officer

Local Emergency Management Committee Meeting 6 June 2019

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2.1.2 Apologies

Deputy President	Cr Chris Loessl
Officer in Charge HC Police	Dean Bailey
DFES	John Saffrey
DBCA	Trent Stillman
DBCA	Bill Dempsey
Redhill School Principal	Katherine Coulter
Operations Officer	Jaymie Coleman
Director Health & Regulatory Services	Musa Mono
Director Infrastructure Assets	Phil Burgess
CEO Yuri Yungi Medical Service	Brenda Garstone
Northern Minerals	Robin Jones
DFES	Lee Vallance
Wunun	Ollie Smith
OEM	Helen Kent

3. Confirmation of Minutes of the LEMC meeting held 07 March 2019

Moved: Sue Gordon

Seconded: Bradon Kotua

That the minutes of the Local Emergency Management Committee meeting held on 07 March 201.19 be confirmed as a true and correct record of the meeting.

CARRIED 6/0

Resolution no. L 2019/002

4. Emergency Exercise

- 4.1 Lloyd Barton advised that the Emergency Exercise which had been scheduled for today had been deferred until September at the request of DFES. This is so they can facilitate the exercise.

5. Contact details update.

- 5.1 Contacts list is up to date – No amendments required at this stage.

3.18pm Bradon Kotua left meeting due to call out to the airport

These minutes were confirmed by the Committee as a true and accurate record of the meeting

Signed: _____ Date: 06 / 06 / 2019
Presiding Officer

Local Emergency Management Committee Meeting 7 June 2019

Page 3 of 4

6. Risk Management/Treatment Strategies update

- 6.1 Bush Fire Liaison Group – to restart after the September LEMC Meeting.
- 6.2 Emergency Alert Telephone Systems
 - 6.2.1 VFES Captain Huby Vink receives messages
 - 6.2.2 DCS Lloyd Barton to follow up with Telstra and report back.

7. LEMA Review

- 7.1 Local Emergency Management Arrangements (LEMA) are reviewed every five years. The next major review is scheduled for 2020.

8. Correspondence

- 8.1 Incoming
 - Nil
- 8.2 Outgoing
 - Nil

9. OEM – Office of Emergency Management Advisor Report

- 9.1 Nil
- 9.2 Megan Spence spoke about her two-week secondment to Townsville to assist with the Recovery after major flooding in February – March 2019.

10. Halls Creek Aerodrome Report

- 10.1 Nil

11. Matters Arising at the Meeting

- 11.1 Late Item – Megan Spence presented an updated Local Emergency Welfare Plan for all members to peruse and advise of any required additions/deletions. The document will be attached to the minutes for distribution to LEMC Members. Please advise any changes to Megan Spence within two weeks of receiving the document.
- 11.2 Acting OIC HC Police, Mike Dearnley, commented that the Night Patrols have made a fantastic difference to the town. They are working more in engagement to keep the kids out of the Justice System.
- 11.3 VFES Anthony King read out a written report from the VFES Captain – this will also be attached to the LEMC Minutes.

These minutes were confirmed by the Committee as a true and accurate record of the meeting

Signed: _____ Date: 06 / 06 / 2019
Presiding Officer

Local Emergency Management Committee Meeting 6 June 2019

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- 11.4 DCS, Lloyd Barton suggested that we use Social Media to inform the community just what the VFES have achieved to protect their town. Shire social media can assist.
- 11.5 Sue Gordon stated that any of the Emergency Management team wanting to observe the exercise at the Halls Creek Hospital are welcome to do so.
- 11.6 Brian Bennett Department of Housing advised that there had been another teen suicide at Balgo, which resulted in her father having a heart attack whilst trying to revive her. Brian also advised that there were water leaks around town – Water Corp are following up on excessive use.
- 11.7 Tara Stigwood of Horizon Power advised that the power stations throughout the Kimberley are at risk of kids trying to break into them.
- 11.8 Scott Sly from Brown's Range advised that they have now been powered up for about 6 months with hazards being managed.
- 11.9 Lloyd Barton advised that the Shire were seeking access to earthmoving machinery as funding for Duncan and Tanami Roads has become available. The CEO is planning on resurrecting the Road Crew with Tippers Trucks, Graders etc.
- 11.10 Lloyd Barton, on behalf of the Committee thanked Sue Gordon for her support over the last two years. Sue is leaving the Kimberley to return south.

12. Next Meeting

- 12.1 The Halls Creek Emergency Exercise will be held on Thursday 5 September 2019 commencing at 1.30pm.
- 12.2 The next LEMC Meeting is scheduled straight after the exercise on Thursday 05 September 2019 commencing at 3pm in the Shire Council Chambers.

12. Closure

- 12.1 There being no further business the Chairperson closed the meeting at 4.02 pm.

These minutes were confirmed by the Committee as a true and accurate record of the meeting

Signed: _____ Date: 06 / 06 / 2019
 Presiding Officer

