



AGENDA

ORDINARY COUNCIL MEETING

An Ordinary Meeting of the Shire of Halls Creek will be held at **4.30pm**
on Thursday 16 May 2019 in the Council Chambers, 7 Thomas Street,
Halls Creek.

Noel Mason
Chief Executive Officer

Date

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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 16 May 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

9.6.2B	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 Executive Services
Manager of Finance
Economic Development Manager

Noel Mason
Lloyd Barton
Musa Mono
Phil Burgess
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			

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

Representatives from Northern Minerals will be making a presentation to Council to provide an update on the Browns Range Operations and the Ore sorting project.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Officer's Recommendation

That Council confirms the minutes of the Ordinary Council Meeting held 18 April 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. Shire of Halls Creek Policy Manual Review

ITEM NUMBER:	9.1.1
REPORTING OFFICER:	Noel Mason, Chief Executive Officer
SENIOR OFFICER	NA
MEETING DATE:	16 May 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Adoption of the Shire of Halls Creek policy 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 Shire Council workshopped the policy manual on Thursday 2 May 2019 and the discussed amendments have been included.
- 2.3 The policy framework has been reviewed and a new format adopted reflecting a more contemporary Local Government appearance. Many of the existing policy wordings have been thinned and streamlined to remove all process and practice description.
- 2.4 The objectives of the Council's Policy Manual are:
- a) to provide Council with a formal written record of all policy decisions;
 - 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 accordance with Council's requirements, but without reference to Council, in the case of delegated actions;
 - d) to allow Councillors to be knowledgeable in how the Administration will act in relation to policy matters;
 - e) to enable a record of Council policy decisions 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 Policy.
- 2.5 The last full review of Council policies was conducted 15 June 2017. Previously, it was intended that Shire policies be reviewed every four years, with the next review due 2020. Independent review by the

CCC, DLGC and Moore Stephens identified a number of changes required to existing policies and significant policy gaps. For these reasons it was decided to rewrite the Policy Manual completely and to adopt a different format.

3.0 Comments

- 3.1 The Shire of Halls Creek Policy Manual has been prepared to assist Council and staff to administer the Shire. The creation of Policy sits in the realm of Councillors and Council.
- 3.2 This manual is a compilation of policy on subject matters that form the basis of administrative decision making, without the need to refer matters 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 As new policies are adopted, or existing policies are amended, the Manual is updated, maintaining the Shire's most recent view on how it will conduct business. The guiding documents establishing the principles of doing business are established in the Code of Conduct and the Customer Service Charter.
- 3.4 Obviously, time changes the need for and the relevance of policy responses. The Policy Manual framework allows the Council to design, recreate or update policy, without being overly influenced by current hot topics or influences as it develops the best Shire response to matters at a policy level.
- 3.5 The use of policy in Local Government (LG) sits between statute and legislative requirements or the 'must do's and must comply' elements of its business. Operational procedures provide a guide on the best way to conduct the operations. Therefore, policy 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 Policy sometimes can be misinterpreted as having firm 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 in its business practice and whilst case law may apply to some of these elements, policy is only a past resolution of the Council. Whilst having the status of a Council resolution, the effect of such is that it can be changed by a new resolution or a rescinded motion.
- 3.7 Policy's true purpose is to provide an outline and guidance of the Council expectation and response so that consistency of decision making can be achieved.
- 3.8 If the interpretation of policy identifies that the matter cannot be accurately understood or addressed, or that the policy takes away from the cultural or principled positions of the Council – then at those times review is required to again clarify what the Council's intent would be in those circumstances.

- 3.9 The Policy Manual therefore will be review annually by the Council and tested against live examples and current trends to ensure that the policies are still consistent with Council's current stance and preference. Being the first year of a new format, it would be appropriate not to cement policy numbering and format information until the review in 2020. It is expected that DLGC changes or new policy gaps will require regular addition to this Manual.
- 3.10 Adopted policies may have a Delegation component. Policies will be used to form part of the Delegation Register to the CEO and staff. Existing delegations will be amended to mirror the new policy manual as staff complete this work. Council will adopt the Delegations under a separate report at a later date.
- An appropriate start date for all new policies would be the 1 July 2019.
- 3.11 The Councillors workshop on Policy held 2 May 2019 viewed and considered the policy listed below as a starting point to the new Policy Manual. Adoption of these policies will see a significant portion of the work completed. The next step in this process, is to prepare procedures and guidelines that support the policy framework. It is planned to complete the bulk of this work for consideration at the Council July meeting.

LIST OF POLICIES

- A1 CODE OF CONDUCT - MEMBERS AND STAFF
- A2 CUSTOMER SERVICE CHARTER
- A3 ABORIGINAL EMPLOYMENT
- A4 ANNUAL ELECTORS GENERAL MEETING
- A5 COMMON SEAL - AFFIXING OF
- A6 COMPLAINT HANDLING
- A7 DISABILITY ACCESS AND INCLUSION
- A8 LEGAL ADVICE, REPRESENTATION & COST REIMBURSEMENT
- A9 LIQUOR CONTROL - RESTRICTED AREA REG
- APPLICATIONS
- A10 NATIVE TITLE
- A11 PROCUREMENT - PURCHASE OF GOODS AND SERVICES
- A12 REGIONAL PRICE PREFERENCE POLICY
- A13 PRIMARY DOCUMENTS
- A14 PUBLIC INTEREST DISCLOSURE
- A15 RECORDS MANAGEMENT
- A16 REFRESHMENTS
- A17 RISK MANAGEMENT

- F1 CORPORATE CREDIT CARDS – USE
- F2 FEES & CHARGES - DISCOUNTS
- F3 FINANCIAL INVESTMENTS
- F4 RATES - PROCEDURE FOR UNPAID RATES
- F5 WRITE OFF – RATES AND SUNDRY DEBTORS

- G1 COUNCIL MEMBERS – INDUCTION
- G2 COUNCIL MEMBERS - INITIATED REQUESTS
- G3 COUNCIL MEMBERS - TRAINING AND DEVELOPMENT
- G4 COUNCIL MEMBERS - PROVISION OF SUPPORT FOR
- G5 COUNCIL MEETINGS – VISITORS, DELEGATIONS AND PETITIONS
- G6 COUNCIL MEETINGS – PUBLIC QUESTION TIME
- G7 RECOGNITION AWARDS and HONORARY SHIRE FREEMAN STATUS
- G8 REGIONAL CO-OPERATION AND SERVICES
- G9 BUSHFIRE PROHIBITED/RESTRICTED BURNING PERIODS – PRESIDENTIAL DELGATION TO CHANGE

- HR1 OCCUPATIONAL SAFETY & HEALTH
- HR2 EQUAL OPPORTUNITY and HARASSMENT
- HR3 CHIEF EXECUTIVE OFFICER (CEO) – HUMAN RESOURCE MANAGEMENT
- HR4 CHIEF EXECUTIVE OFFICER (CEO) - PERFORMANCE REVIEW
- HR5 CHIEF EXECUTIVE OFFICER (CEO) – LEAVE APPLICATIONS and OTHER APPROVALS
- HR6 ACTING CHIEF EXECUTIVE OFFICER
- HR7 RELOCATION EXPENSES
- HR8 SUPERANNUATION
- HR9 TERMINATION PAYMENTS – SEVERANCE PAYMENTS

- HR10 AUTHORISED OFFICER APPOINTMENT BY CEO
- HR11 COMMON BENEFITS FOR PERMANENT EMPLOYEES
- HR12 SMOKE FREE – SHIRE WORKPLACES AND BUILDINGS

- RS1 BUILDING PERMIT APPLICATIONS - TO BE CERTIFIED
- RS2 CAT OWNERSHIP LIMIT – CAT CONTROL
- RS3 DOG CONTROL - ATTACKS
- RS4 DOG OWNERSHIP LIMIT – DOG CONTROL

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 As per this 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 Policy item bring to Council a degree of risk, though the overall impact of Policy is as an attempt to minimise risks to the organisation.

Officer's Recommendations

That:

1. The Shire of Halls Creek adopt the following Shire policies:

- A1 CODE OF CONDUCT - MEMBERS AND STAFF**
- A2 CUSTOMER SERVICE CHARTER**
- A3 ABORIGINAL EMPLOYMENT**
- A4 ANNUAL ELECTORS GENERAL MEETING**
- A5 COMMON SEAL – AFFIXING OF**
- A6 COMPLAINT HANDLING**
- A7 DISABILITY ACCESS AND INCLUSION**
- A8 LEGAL ADVICE, REPRESENTATION & COST REIMBURSEMENT**
- A9 LIQUOR CONTROL - RESTRICTED AREA REG APPLICATIONS**
- A10 NATIVE TITLE**
- A11 PROCUREMENT - PURCHASE OF GOODS AND SERVICES**
- A12 REGIONAL PRICE PREFERENCE POLICY**
- A13 PRIMARY DOCUMENTS**
- A14 PUBLIC INTEREST DISCLOSURE**
- A15 RECORDS MANAGEMENT**
- A16 REFRESHMENTS**
- A17 RISK MANAGEMENT**
- F1 CORPORATE CREDIT CARDS – USE**
- F2 FEES & CHARGES - DISCOUNTS**
- F3 FINANCIAL INVESTMENTS**
- F4 RATES - PROCEDURE FOR UNPAID RATES**
- F5 WRITE OFF – RATES AND SUNDRY DEBTORS**
- G1 COUNCIL MEMBERS – INDUCTION**
- G2 COUNCIL MEMBERS - INITIATED REQUESTS**
- G3 COUNCIL MEMBERS - TRAINING AND DEVELOPMENT**
- G4 COUNCIL MEMBERS - PROVISION OF SUPPORT FOR**
- G5 COUNCIL MEETINGS – VISITORS, DELEGATIONS AND PETITIONS**
- G6 COUNCIL MEETINGS – PUBLIC QUESTION TIME**
- G7 RECOGNITION AWARDS and HONORARY SHIRE FREEMAN STATUS**
- G8 REGIONAL CO-OPERATION AND SERVICES**
- G9 BUSHFIRE PROHIBITED/RESTRICTED BURNING PERIODS – PRESIDENTIAL DELEGATION TO CHANGE**
- HR1 OCCUPATIONAL SAFETY & HEALTH**
- HR2 EQUAL OPPORTUNITY and HARASSMENT**
- HR3 CHIEF EXECUTIVE OFFICER (CEO) – HUMAN RESOURCE MANAGEMENT**

HR4 CHIEF EXECUTIVE OFFICER (CEO) - PERFORMANCE REVIEW

HR5 CHIEF EXECUTIVE OFFICER (CEO) – LEAVE APPLICATIONS and OTHER APPROVALS

HR6 ACTING CHIEF EXECUTIVE OFFICER

HR7 RELOCATION EXPENSES

HR8 SUPERANNUATION

HR9 TERMINATION PAYMENTS – SEVERANCE PAYMENTS

HR10 AUTHORISED OFFICER APPOINTMENT BY CEO

HR11 COMMON BENEFITS FOR PERMANENT EMPLOYEES

HR12 SMOKE FREE – SHIRE WORKPLACES AND BUILDINGS

RS1 BUILDING PERMIT APPLICATIONS - TO BE CERTIFIED

RS2 CAT OWNERSHIP LIMIT – CAT CONTROL

RS3 DOG CONTROL - ATTACKS

RS4 DOG OWNERSHIP LIMIT – DOG CONTROL

2. Note that all previous policies be rescinded effective close of business 30th June 2019 and the new policies will take effect on the 1 July 2019.
3. The Chief Executive Officer to transition the new Shire of Halls Creek Policy Manual by the effective date, giving appropriate notice to the public of these changes, with information posted on Shire Website.
4. Final changes to the adopted policies permitted to include formatting, page and policy numbering and expansion of the delegation information and the record of previous policy adoption and changes, be resolved in the final production.
5. Additional Policy for adoption to be submitted to Council under separate report.

VOTING REQUIREMENT: Simple Majority

Appendix:

1. Policy Manual June 2019 (circulated under separate cover)

9.1.2. Advertising – Halls Creek Herald

ITEM NUMBER:	9.1.2
REPORTING OFFICER:	Noel Mason, Chief Executive Officer
SENIOR OFFICER	NA
MEETING DATE:	16 May 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 To determine if the Shire of Halls Creek requires additional services as offered by the Halls Creek Herald (HCH) to establish expended services and add to the media and public coverage in Halls Creek.

2.0 Background

- 2.1 Shire established a Website presence on the HCH website in February 2019, and currently advertises on this site. The Platinum package costs the Shire \$1900 per year and allows for positions vacant and other advertising. As part of our ongoing quest to remain connected to media users, the HCH have suggested that additional services could be provided. This request was initially refused by staff, as additional media activities were being directed towards local radio, Facebook and Instagram.
- 2.2 HCH was advised that the Council had only authorised the Website expenditure (\$1,900), and that staff were looking towards alternate multimedia options for expanding contacts with residents and stakeholders. HCH have asked if the Council would consider the request.

3.0 Comments

- 3.1 The HCH proposal suggested:
1. A 15 to 20-minute pre-recorded interview based on decisions made at the latest Ordinary Meeting of Council,
 2. A full-page summary of the items voted upon (which Shire staff would be required to compile)
 3. An advertising platform where the community and Shire advertise all employment advertisements, Public Notices, Tenders and the like within the Halls Creek Herald Digital Edition, which in turn would be included on the Hall Creek Herald digital Website and made available to all Shire businesses who wanted to advertise, of which the Shire would pay for.

- 3.2 The full proposal would cost of \$900 per month (\$10,800pa). HCH revised the options to only include Item 1 as a separate item, (Pre-recorded interviews) at \$200 per month (\$2,400pa).
- 3.3 The following table lists Shire advertising costs over many years – and whilst not entirely accurate in the sense that there would have been additional expenditure with the West and Echo in the shaded years, it does provide a reasonably accurate picture of what has occurred and how the cost of multi print media options has affected that price in recent times.

FY	HCH Expend	West	Echo	Market F	Seek	WALGA	Total
2005/06	\$ 4,107						\$ 4,107
2006/07	\$ 2,467						\$ 2,467
2007/08	\$ 2,973						\$ 2,973
2008/09	\$ 6,319						\$ 6,319
2009/10	\$ 9,596						\$ 9,596
2010/11	\$ 10,361						\$ 10,361
2011/12	\$ 20,281						\$ 20,281
2012/13	\$ 57,952						\$ 57,952
2013/14	\$ 66,972	\$ 2,048	\$ 2,893				\$ 71,913
2014/15	\$ 48,297	\$ 8,304					\$ 56,601
2015/16	\$ 11,416	\$ 10,887	\$ 7,121	\$ 341			\$ 29,765
2016/17	\$ 679	\$ 1,620	\$ 5,155	\$ 7,607			\$ 15,061
2017/18	\$ 419	\$ 3,111	\$ 1,324	\$ 13,817	\$ 2,500		\$ 21,171
2018/19 part	\$ 1,900	\$ 3,500	\$ 311	\$ 7,696	\$ 3,300	\$ 5,000	\$ 21,707
							\$ 330,274
	\$ 243,739	\$ 29,470	\$ 16,804	\$ 29,461	\$ 5,800	\$ 5,000	\$ 330,274

- 3.4 During 2013/14, the total revenue at HCH was \$95,000. The Shire contributed to 70% of that revenue stream.
- 3.5 The Shire has now developed a Facebook and Instagram platform for additional contact with residents, stakeholders and others. Our Instagram followers on posts average 58 followers at this point in time.

The coverage on Facebook is more extensive, 209 follow us regularly with 202 additional people liking the page.

As examples:

- Junior Football post - 575 viewed in 2 days;
- Patrick Dodson visit - 223 in 9 days;
- Promoting Junior Football - 1682 viewed in 10 days
- School Holiday program - Boosted post (pay to get it promoted) for 10 days at cost of \$42 and reached 4616 people

This is far more than what could be expected in having additional local business advertising on a webpage. The majority of Instagram

and Facebook followers do not choose websites to access their information platforms; the majority is transacted on mobile phones and other devices through conversation sites.

- 3.6 During the Shire's initial contact with HCH, Mr Willett was advised that the Shire will always be attracted to value for money communication. Facebook and Instagram offer that option to the target audiences at nil cost. The cost of the staff member working in producing the communication material is spread across the various sections of the organisation.
- 3.7 HCH had requested that the additional advertising platform be paid for by the Shire. This is not a normal use of public funds and would be difficult to justify unless it could be demonstrated it reaches a majority of Shire residents. That question seems to be answered in terms of coverage and it is difficult to justify when making comparisons.
- 3.8 The radio interviews that occur following the Ordinary Council Meetings, along with the Shire website, Facebook and Instagram options provide the primary communication strategies. Additional web-based advertising platforms with associated advertising would not be recommended to form part of our communication strategy. The final addition to this strategy will be a local SMS messaging system, to develop direct messages to phone users, which is still being researched.
- 3.9 The Shire also uses other App platforms to receive feedback on Halls Creek – like Wiki Camps. This provides the travelling public a platform to provide feedback on issues, problems and other matters occurring in Halls Creek.

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

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

5.2 Outcome:

Social - 1.3 Improved access to communication technology, training and

Civic - 4.6 A well informed and engaged community that actively participates

5.3 Strategy:

Civic - 4.2.4 Maintain and continue to improve the Shire website and general internet presence

6.0 Policy Implications

6.1 Nil

7.0 Financial Implications

7.1 Shire currently pays a staff member to prepare communications for Facebook, Shire Website and Instagram therefor any additional options would be a direct additional cost. The full HCH proposal would cost \$900 per month (\$10,800pa). Item 1 as a separate item, (Pre-recorded interviews) would cost \$200 per month. (\$2,400pa)

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.

Officer's Recommendations

That the Shire support the current communications strategy and not undertake any additional web based advertising.

VOTING REQUIREMENT: Simple Majority

9.2. EXECUTIVE SERVICES

9.2.1. Review of Councillor Remuneration

ITEM NUMBER:	9.2.1
REPORTING OFFICER:	Kellie Gill, Director Executive Services
SENIOR OFFICER:	Noel Mason, Chief Executive Officer
MEETING DATE:	16 May 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Council to consider recommendation following annual review of Councillors' remuneration by the Salaries and Allowances Tribunal (SAT).

2.0 Background

- 2.1 Since 1 July 2013, all Councillor Remuneration has been subject to the determinations of SAT.
- 2.2 The SAT released a Determination of Fees, Allowances and Expenses for Local Government Elected Council Members in June 2013, which took effect on 1 July 2013. This was a General Remuneration Adjustment under the Western Australia Salaries and Allowances Act 1975.
- 2.3 Following the proclamation of relevant sections of the Local Government Amendment Bill 2011 on 5 February 2013, SAT was empowered to determine certain payments that are to be made or reimbursed to elected council members with effect from 1 July 2013.
- 2.4 Where SAT chose to determine minimum and maximum amounts for fees, expenses or allowances, there is an obligation on local government to set the amounts to be paid or reimbursed within the range determined.
- 2.5 In accordance with section 8(d) of the Salaries and Allowances Act, not more than a year is to elapse between one determination and another under section 7B(2). Hence adjustments to the fees, expenses and allowances payable to council members will be made regularly under the legislation.
- 2.6 It is clear within the Local Government Amendment Bill 2011, that the fees, expenses and allowances to which they refer are not intended to be full time salaries for council members. There is a recognised element of voluntary community service in the role of council members.

- 2.7 In 2013 the SAT set four band levels, 1 being the highest and 4 being the lowest. The Shire of Halls Creek continues to be specified as being band 3. Below is an extract from the SAT's review released in April 2019.

Annual Attendance Fees In Lieu of Council Meeting and Committee Meeting Attendance Fees

(Extract for band 3 regions)

	Minimum	Maximum
President	\$7,688	\$25,342
Council member other than president	\$7,688	\$16,367

Annual Allowance for a President

(Extract for band 3 regions)

	Minimum	Maximum
President	\$1,025	\$36,957

Annual Allowance for a Deputy President

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

3.0 Comments

- 3.1 The Tribunal's determination as at the 9 April 2019 will become effective on 1 July 2019, and has determined a 1 percent increase in the remuneration, fees, expenses or allowances ranges provided to elected members. The Tribunal notes that the increase to the remuneration ranges does not constitute an automatic increase to the remuneration provided to elected members. Each local government must conduct its own remuneration review to determine whether any increase, within the applicable bands, is justified.

Annual local government allowance for President and Deputy President

- 3.2 The Shire of Halls Creek falls under Band 3 of the SAT Determination part 7.2, which states the minimum annual local government allowance for the Shire President is \$1,025 and the maximum is \$36,957. The Shire currently pays \$9,450 as an annual local government allowance to the Shire President.
- 3.3 Section 7.3(1) provides that the Deputy Shire President must be paid an allowance of 25% of the President's allowance. The Shire currently pays \$2,362.50 as an annual local government allowance to the Deputy Shire President.

Annual ITC allowance

- 3.4 Under the SAT Determination at 9.2(2), for the purposes of section 5.99A(b) of the Local Government Act, the minimum annual allowance for ICT expenses is \$500 and the maximum is \$3,500. The current annual communications allowance is \$3,276. This is for the purpose of telephone and facsimile rental charges and any other telecommunications expense that would have otherwise been reimbursable.

Annual travel expenses allowance

- 3.5 The SAT Determination section 9.2(3) stipulates an annual allowance for travel and accommodation expenses of \$50. Councillor travel expenses are covered by the Shire for the costs associated with travel and accommodation for Councillors attending training, conferences, and meetings outside the Shire therefore rescinds the \$50 travel expense allowance.

Motor vehicle expenses

- 3.6 Under the SAT Determination at 8.2(3), the extent to which a council member of a local government can be reimbursed for travel costs referred to in regulation 31(1)(b) of the LG Regulations is –
- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
 - (4) The extent to which a council member of a regional local government can be reimbursed for travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
 - (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local*

Government Officers' (Western Australia) Interim Award 2011 as at the date of the determination.

Councillors who use their motor vehicles for travel to council meetings or on other authorised council business be paid a motor vehicle expense allowance on a per-kilometre basis as per the schedule below in line with Section 30.6 of the *Local Government Officers' (Western Australia) Interim Award 2011*:

Area and Details	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
Cents per kilometre			
Metropolitan area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 Latitude	103.52	74.12	61.21
Rest of state	99.01	70.87	58.37

- 3.7 It is recommended that the remuneration generally reflect the costs associated with providing services to the community. The Shire President has been consulted to provide the following recommendation, and the 2018-2019 remuneration resolution has been used as a basis point.
- 3.8 In 2018 the Council adopted annual increases of 5.00% to the annual attendance fee for the Shire President and Councillor allowances, the communication/ICT and travel allowances have remained the same.
- 3.9 **Recommendation Options**
The 2 options below are provided for Council's consideration and are based on an annual increase of either 1% or 2% from last financial year plus travel and vehicle reimbursements.

Option 1: 1% increase:

Item	Actual 2018-2019	Proposed 2019-2020
Attendance President	\$9,450.00	\$9,544.50
Attendance Councillors	\$9,450.00	\$9,544.50
LG allowance President	\$9,450.00	\$9,544.50
LG allowance Deputy	\$2,362.50	\$2,386.12
Communications/ICT Allowance	\$3,276.00	\$3,276.00
Vehicle reimbursement	Cents per km based on distance	Cents per km based on distance
Total	\$100,894.50 + reimbursements	\$101,674.12 + reimbursements

Option 2: 2% increase:

Item	Actual 2018-2019	Proposed 2019-2020
Attendance President	\$9,450.00	\$9,639.00
Attendance Councillors	\$9,450.00	\$9,639.00
LG allowance President	\$9,450.00	\$9,639.00
LG allowance Deputy	\$2,362.50	\$2,409.75
Communications/ICT Allowance	\$3,276.00	\$3,276.00
Vehicle reimbursement	Cents per km based on distance	Cents per km based on distance
Total	\$100,894.50 + reimbursements	\$102,453.75 + reimbursements

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 In accordance with Section 7B(2) of the Salaries and Allowances Act 1975, the Salaries and Allowances Tribunal is required to *"inquire into and determine –*

- a) the amount of fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 to elected council members for attendance at meetings; and*
- b) the amount of expenses, or the minimum and maximum of expenses, to be reimbursed under the Local Government Act 1995 to elected council members; and*
- c) the amount of allowances, or the minimum and maximum amounts of allowances, to be paid under the Local Government Act 1995 to elected council members".*

4.2 Sections 5.98 to 5.100 of the Local Government Act were also amended with effect from 1 July 2013 to complement the changes to the Salaries and Allowances Act.

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 Nil

7.0 Financial Implications

7.1 The recommendations in this report will need to be accommodated within the 2019-2020 Budget.

7.2 The quantifiable cost to the Shire would depend on the actual amounts that are adopted by the Council.

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.

Officer's Recommendation 1

Option 1 – 1% increase

That:

As a matter of policy, a 1% increase is applied and Councillors be remunerated as follows from 1 July 2019 with back pay given where applicable:

1. Pursuant to Salaries and Allowances Tribunal Determination April 2019 section 6.4, each councillor receives the minimum annual attendance allowance of \$9,544.50.00 in lieu of meeting attendance fees;
2. Pursuant to Salaries and Allowances Tribunal Determination April 2019 section 7.2, the Shire President is paid an annual local government allowance of \$9,544.50.00;
3. Pursuant to Salaries and Allowances Tribunal Determination April 2019 section 7.3, the Deputy Shire President is paid an annual local government allowance of 25 per cent of that paid to the Shire President;
4. Pursuant to Salaries and Allowances Tribunal Determination April 2019 section 9.2(2) each Councillor including the Shire President receive an annual Communications/ICT allowance of \$3276.00;
5. The allowances referred to in paragraphs 1 to 5 above be paid by 26 equal fortnightly instalments;
7. Councillors who use their motor vehicles for travel to council meetings or on other authorised council business be paid a motor vehicle expense allowance on a per-kilometre basis as per the schedule below in line with Section 30.6 of the *Local Government Officers' (Western Australia) Interim Award 2011*:

Area and Details	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
Cents per kilometre			
Metropolitan area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 Latitude	103.52	74.12	61.21
Rest of state	99.01	70.87	58.37

8. The Chief Executive Officer be instructed to implement the outcome of the Councillor remuneration review.

Officer's Recommendation 2

Option 2 – 2% increase

That:

As a matter of policy, a 2% increase is applied and Councillors be remunerated as follows from 1 July 2019 with back pay given where applicable:

1. Pursuant to Salaries and Allowances Tribunal Determination April 2019 section 6.4, each councillor receives the minimum annual attendance allowance of \$9,639.00 in lieu of meeting attendance fees;
2. Pursuant to Salaries and Allowances Tribunal Determination April 2019 section 7.2, the Shire President is paid an annual local government allowance of \$9,639.00;
3. Pursuant to Salaries and Allowances Tribunal Determination April 2019 section 7.3, the Deputy Shire President is paid an annual local government allowance of 25 per cent of that paid to the Shire President;
4. Pursuant to Salaries and Allowances Tribunal Determination April 2019 section 9.2(2) each Councillor including the Shire President receive an annual Communications/ICT allowance of \$3276.00;
5. The allowances referred to in paragraphs 1 to 5 above be paid by 26 equal fortnightly instalments;
7. Councillors who use their motor vehicles for travel to council meetings or on other authorised council business be paid a motor vehicle expense allowance on a per-kilometre basis as per the schedule below in line with Section 30.6 of the *Local Government Officers' (Western Australia) Interim Award 2011*:

Area and Details	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
Cents per kilometre			
Metropolitan area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 Latitude	103.52	74.12	61.21
Rest of state	99.01	70.87	58.37

8. The Chief Executive Officer be instructed to implement the outcome of the Councillor remuneration review.

VOTING REQUIREMENT: Absolute Majority

9.3 CORPORATE SERVICES

9.3.1 Facility Hire Grant – Rubbish Bins – Halls Creek Campdraft and Rodeo

ITEM NUMBER:	9.3.1
REPORTING OFFICER:	Lloyd Barton, Director Corporate Services
SENIOR OFFICER:	Noel Mason, Chief Executive Officer
MEETING DATE:	16 May 2019
DISCLOSURE OF INTEREST:	Nil

1. Matter for Consideration

Application by the Kimberley Stampede Rodeo Club (Inc) for a Facility Hire Grant from Council.

2. Applicant's Submission

- 2.1 An application from Kimberley Stampede Rodeo Club (Inc) seeks a grant to cover the hire of 20 rubbish bins and their daily collection/emptying from Thursday 25th July until Monday 29th July 2019 (4 days). The application relates to the 2019 Halls Creek Campdraft and Rodeo.

3. Background

- 3.1 The event has been held at the Rodeo Grounds for many years, and is one of the more significant events to be held in Halls Creek, with numerous members of the community participating.

4. Statutory Environment

- 4.1 Nil.

5. Policy Implications

- 5.1 Nil.

6. Financial Implications

- 6.1 The value of the rubbish bin hire is \$3,280 including GST (\$41 per bin per day).
- 6.2 Council has set aside \$15,000 for Facility Hire Grants in the 2018/19 budget. Sufficient funds are available with the current balance being \$5,607.51.

7. Strategic Implications:

- 7.1 Social Objective:
Vibrant and connected communities. We support cultural and language diversity
- 7.2 Social Outcomes:
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.
- 1.8.3 Support the development of sports and recreation facilities and programs in the town and communities

8. Comments:

- 8.1 Supporting the event by way of awarding the grant is consistent with the above mentioned policies in the Strategic Community Plan.

Officer's Recommendation

That:

The application from the Kimberley Stampede Rodeo Club Inc. for a facility hire grant to cover the costs associated with the supply and removal of 20 rubbish bins per day over the duration of the 2019 Halls Creek Rodeo to the value of \$3,280 including GST is approved.

Voting Requirement: Simple majority

Appendix: 1. Letter of 24th March 2019 from the Kimberley Stampede Rodeo Club Inc.

HALLS CREEK CAMPDRAFT & RODEO



APPENDIX 9.3.1A

KIMBERLEY STAMPEDE RODEO CLUB (INC)
c/- Ruby Plains Stn PMB 130 HALLS CREEK WA 6770
Phone: (08) 9168 8901 Fax: (08) 9168 8925
E-mail: rubyplains@bigpond.com

ABN Number: 70316 203 452

KSRC is not registered for GST

CEO
Halls Creek Shire
PO Box 21
Halls Creek WA 6770

24th March, 2019

Dear Sir,

The Kimberley Stampede Rodeo Club would like to thank the Shire of Halls Creek for their donation of the hire of rubbish bins and rubbish collection for their 2018 Campdraft and Rodeo.

We would like to again request the donation of the hire of 20 rubbish bins and the daily collection/emptying of the rubbish from Thursday 25th July for 4 days until Monday 29th, 2019 for our event this year.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Charmaine Grott'.

Charmaine Grott.
Secretary
KSRC
Halls Creek

HALLS CREEK CAMPDRAFT & RODEO



KIMBERLEY STAMPEDE RODEO CLUB (INC.)

C/- Ruby Plains Station HALLS CREEK WA 6770

Phone: (08) 91 688901 or 08 91688915 Fax: (08) 91688925

halls creek rodeo@outlook.com

ABN Number: 70 316 203 452

11th March, 2019

SPONSORSHIP

Dear Sir / Madam,

Thank you once again for sponsoring a very successful Halls Creek Rodeo & Campdraft last year. The Club greatly appreciates your kind sponsorship of this event.

I am writing to ask if you would like to sponsor the Hire of Bins again this year. The rodeo is being held on the 26th, 27th and 28th July 2019.

Please fill out the form below and reply as soon possible. If you do not wish to sponsor the event it would be great if you could let me know so I can arrange for another sponsor.

Thank you,

Charmaine

Charmaine Grott,
Secretary.

Name: Halls Creek Shire

Event Sponsored last year: Ladies BAWA Roping

Would you like to sponsor this event again?

HIKE OF BINS
~~Amount~~ donated last year: ☒ Same again \$ or state different amount

Address: PO Box 21

Halls Creek 6770

Phone: 91686007 Fax: Email:

Other details/requirements

Please make cheque payable to "Kimberley Stampede Rodeo Club Inc" and post to the above address. I will then post you an INVOICE (or contact me and I can issue it first).

Direct Debit :BSB 066530 A/c 10027408

9.5. FINANCIAL SERVICES

9.5.1 Chief Executive Officer Authorisations and Reporting to Council for the period of 01/04/2019 to 31/04/2019

ITEM NUMBER:	9.5.1
REPORTING OFFICER:	Daniel Milkins, Senior Finance Officer
SENIOR OFFICER	Lloyd Barton, Director of Corporate Services
MEETING DATE:	16 May 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 09/04/2019 and 23/04/2019.

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 pay period starting 27/03/2019 and ending 23/04/2019 for the CEO. There has been NIL leave taken for this period.

From Date	To Date	Number of Days	Type of Leave
27/03/2019	23/04/2019	0	

3.3 CEO's Credit Card

This report covers April 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 B).

Statement Dates	Amount
Credit Card Statement for 27/03/19 to 26/04/19	\$695.34
Total Spend	\$695.34

3.4 Reimbursement Applications

This report covers the period 01/04/2019 to 30/04/2019. 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 27/03/2019 and ending 23/04/2019, and acknowledges that the time worked is in accordance with the CEO's Contract of Employment (as appended 9.4.1A).**
- 2. The request for leave for the period 29th July to the 2 August 2019 is approved.**
- 3. Council receives the information presented to this meeting of NIL leave taken by the CEO from 27/03/2019 and ending 23/04/2019.**
- 4. Council receives the information presented to this meeting of the credit card transactions made by the CEO using his corporate credit card from 27/03/2019 to 26/04/2019 and acknowledges that the payments have been incurred in accordance with the Shire's procurement policy and Credit Card Agreement (as appended 9.4.1B).**
- 5. 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 C CEO Credit Card Transactions

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: 9/04/2019

Agenda for Ordinary Meeting of the Council to be held on 16 May 2019

Original copy located in: F:\Users\paysys\Timesheet - NEW Desktops\160\160 2017 12

Original copy located in: F:\Europe\Payroll\template - NEW - Choose to by year 2017

APPENDIX 9.4.1A

DATES	SHIFT 1			SHIFT 2			SHIFT 3			TOTAL Hours Worked	SHIFT LOCATION			LEAVE TAKEN					COMMENTS / AUTHORISATIONS		
	Start	Finish	Shift 1 Total (DO NOT DELETE or EDIT THESE CELLS)	Start	Finish	Shift 2 Total (DO NOT DELETE or EDIT THESE CELLS)	Start	Finish	Shift 3 Total (DO NOT DELETE or EDIT THESE CELLS)		Shift 1	Shift 2	Shift 3	Time in Lieu	Annual	Personal (Sick)	Unpaid (LWOP)	Public Holiday (not worked)		Other	
Wednesday	27/03/2019	8:30	13:00	4:30	13:54	17:00	3:10			0:00											
Thursday	28/03/2019	8:30	13:00	4:30	13:54	17:00	3:10			0:00											
Friday	29/03/2019	8:30	13:00	4:30	13:54	17:00	3:10			0:00											
Saturday	30/03/2019			0:00			0:00			0:00											
Sunday	31/03/2019			0:00			0:00			0:00											
Monday	1/04/2019	8:30	13:00	4:30	13:54	17:00	3:10			0:00											
Tuesday	2/04/2019	8:30	13:00	4:30	13:54	17:00	3:10			0:00											
Wednesday	3/04/2019	8:30	13:00	4:30	13:54	17:00	3:10			0:00											
Thursday	4/04/2019	8:30	13:00	4:30	13:54	17:00	3:10			0:00											
Friday	5/04/2019	8:30	13:00	4:30	13:54	17:00	3:10			0:00											
Saturday	6/04/2019			0:00			0:00			0:00											
Sunday	7/04/2019			0:00			0:00			0:00											
Monday	8/04/2019	8:30	13:00	4:30	13:54	17:00	3:10			0:00											
Tuesday	9/04/2019	8:30	13:00	4:30	13:54	17:00	3:10			0:00											
			Total Hours Worked			45.00			31.00			6.00			0.00			0.00			0.00

APPENDIX 9.4.1A

OFFICE USE ONLY (Do not delete or edit)		Allocated hrs Worked	TOTAL HRS WORKED
Shift Location	GL		75.00
Admin	420101		0.00
Art	145501		75.00
Aquatic (Casual)	115101		
Aquatic (Full-time)	114101		
Port	134101		
T&C	130101		0.00
FOR PERMANENT STAFF ONLY WITH TIL ACCRUAL		LESS PAYABLE HRS	75.00
		TIL Accrued	0.00
TOTAL HOURS WORKED			0.00

EMPLOYEE SIGNATURE: Noel Mason

DATE: 9/4/2019

SUPERVISOR or MANAGERS SIGNATURE: Noel Mason

DATE: 9/4/2019

Please Note:
Timesheets should be completed at the end of each day.
Unpaid leave must be agreed & substantiated in writing by the pay officer by 3:00pm on the day (Tuesday) of each pay period.
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 75 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: **23/04/2019**

Agenda for Ordinary Meeting of the Council to be held on 16 May 2019

DATES		SHIFT 1			SHIFT 2			SHIFT 3			TOTAL Hours Worked	SHIFT LOCATION			LEAVE TAKEN				COMMENTS / AUTHORISATIONS	
Day	Date	Start	Finish	Shift 1 Total DO NOT DELETE & EDIT THESE CELLS	Start	Finish	Shift 2 Total DO NOT DELETE & EDIT THESE CELLS	Start	Finish	Shift 3 Total DO NOT DELETE & EDIT THESE CELLS	Shift 1	Shift 2	Shift 3	Time in Lieu	Annual	Personal (Sick)	Unpaid (LWOP)	Public Holiday (not worked)		
NOTE: Use 24hr time with : separating hrs & mins. EG: 07:15 or 14:00 1pm = 13:00, 2pm = 14:00, 3pm = 15:00, 4pm = 16:00, 5pm = 17:00, 6pm = 18:00 etc																				
Wednesday	10/04/2019	8:30	13:00	4:50	13:54	17:00	3:10			0:00										
Thursday	11/04/2019	8:30	13:00	4:50	13:54	17:00	3:10			0:00										
Friday	12/04/2019	8:30	13:00	4:50	13:54	17:00	3:10			0:00										
Saturday	13/04/2019			0:00			3:50			0:00										
Sunday	14/04/2019			0:00			0:00			0:00										
Monday	15/04/2019	8:30	13:00	4:50	13:54	17:00	3:10			0:00										
Tuesday	16/04/2019	8:30	13:00	4:50	13:54	17:00	3:10			0:00										
Wednesday	17/04/2019	8:30	13:00	4:50	13:54	17:00	3:10			0:00										
Thursday	18/04/2019	8:30	13:00	4:50	13:54	17:00	3:10			0:00										
Friday	19/04/2019			0:00			3:30			0:00								7.50		PUBLIC HOLIDAY - GOOD FRIDAY 2019
Saturday	20/04/2019			0:00			0:00			0:00										
Sunday	21/04/2019			0:00			0:00			0:00										
Monday	22/04/2019			0:00			3:30			0:00								7.50		PUBLIC HOLIDAY - EASTER MONDAY 2019
Tuesday	23/04/2019			0:00			3:30			0:00								7.50		PUBLIC HOLIDAY - WA LOCAL GOVERNMENT - FAMILY PICNIC DAY 2019
Total Hours Worked				31.60			21.70			53.30			Total Leave Taken	0.00	0.00	0.00	0.00	22.80	0.00	

OFFICE USE ONLY (Do not delete or edit)			
Shift Location	GL	Allocated Hrs Worked	
Admin	420101		53.30
Art	145801		22.50
Aquatic (Casual)	115101		75.00
Aquatic (Full-time)	114101		
Pool	134101		
T&C	130101		
TOTAL HOURS WORKED		0.00	

EMPLOYEE SIGNATURE: *Noel Mason*

DATE: *16/4/2019*

SUPERVISOR or MANAGERS SIGNATURE: *Noel Mason*

DATE: *16/4/2019*

Please Note:
Employees should be paid for the full shift unless they are on leave or have been approved for a reduced shift.
Maximum payable hours per fortnight for permanent full-time staff is 76 hours unless pre-approved by your manager.
Maximum payable hours per day for permanent full-time staff is 8.44 hours unless pre-approved by your manager.
Maximum total hours per fortnight (worked hours plus leave) for permanent full-time staff is 84.44 hours unless pre-approved by your manager.
Maximum total hours per day (worked hours plus leave) for permanent full-time staff is 8.44 hours unless pre-approved by your manager.
Maximum leave hours taken per day is 7.6 and per fortnight is 76 hours.
Maximum accrued TIL (for hours worked over 7.6 hours and up to maximum 84.44 hours per fortnight) for eligible permanent full-time staff is 8.44 TIL hours per fortnight unless pre-approved by your manager.

Appendix B CEO's Credit Card Transactions

Credit Card Transactions for the Statement Period 27/03/2019 - 26/04/2019

User Name	Commit Description	Merchant Name	Purchase Date	Amount
Mason Noel	Fuel and Oil	BP HALLS CREEK OPT	2/04/2019	\$ 200.17
Mason Noel	Fuel and Oil	Ord River Roadhouse	23/04/2019	\$ 215.17
Mason Noel	Sundries etc	HALLS CREEK HOSPITAL	26/04/2019	\$ 280.00
Total Spend for November 18 Statement				\$ 695.34

**APPENDIX
9.3.1B73**

9.4.2 Accounts Paid by Authority – April 2019

ITEM NUMBER:	9.4.2
REPORTING OFFICER	Daniel Milkins, Senior Finance Officer
SENIOR OFFICER	Lloyd Barton, Director of Corporate Services
MEETING DATE:	16 May 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 Accounts paid by authority for April 2019 to be noted by Council.

2.0 Background

2.1 Nil.

3.0 Comments

3.1 Creditor payments for the month of April 2019 comprised as follows:

Bank Account	Type	Numbers	Amount
Municipal	Cheque & EFT	as per schedule	\$700,733.28
Trust	Cheque & EFT		\$34,977.55
Municipal	Payroll		\$287,584.35
TOTAL			\$1,223,295.18

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 April 2019 to 30 April 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 \$1,223,295.18. 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 \$1,223,295.18 summarised on the following schedules entitled 'Schedule of Sundry Creditor Accounts Paid by Authority (Summary) 01/04/2019 to 30/04/2019', 'Schedule of Trust Creditor Accounts Paid by Authority (Summary) 01/04/2019 to 30/04/2019' and 'Gross Salaries and Wages Paid April 2019' (as appended 9.4.2A) be received.

VOTING REQUIREMENT: Simple majority

Appendix:

1. 9.4.2A Schedule of sundry creditor accounts paid by authority (Summary) 01/04/2019 to 30/04/2019.

Provided to Councillors as a Confidential Attachment

2. 9.4.2B Confidential Schedule of sundry creditor accounts paid by authority detailed 01/04/2019 to 30/04/2019.

APPENDIX 9.4.2A

SCHEDULE OF SUNDRY CREDITOR ACCOUNTS PAID BY AUTHORITY (SUMMARY)

01/04/2019 to 30/04/2019

Chq/EFT	Date	Name	Description	Amount
EFT22690	18/04/2019	AERODROME MANAGEMENT SERVICES PTY LTD (AMS)	AERODROME OPERATION & MANAGEMENT SERVICES - MARCH 2019	-30,104.24
AERODROME MANAGEMENT SERVICES PTY LTD (AMS) Total				-30,104.24
EFT22702	26/04/2019	ALPERSTEIN DESIGNS	STOCK FOR T&TC	-3,279.65
ALPERSTEIN DESIGNS Total				-3,279.65
EFT22665	11/04/2019	ANGELO CORTESE	FUEL	-7,500.00
ANGELO CORTESE Total				-7,500.00
EFT22700	26/04/2019	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	BUILDING MAINTENANCE - CAFE	-4,851.00
ARAC REFRIGERATION & AIR CONDITIONING PTY LTD Total				-4,851.00
EFT22631	04/04/2019	ASK WASTE MANAGEMENT PTY LTD	LANDFILL WASTE DATA COLLECTION SYSTEM	-7,210.50
ASK WASTE MANAGEMENT PTY LTD Total				-7,210.50
EFT22660	11/04/2019	ATEA CONSULTING	2X 3 MINUTE VIDEOS	-4,950.00
ATEA CONSULTING Total				-4,950.00
24508	11/04/2019	AUSTRALIA POST (MELBOURNE)	MONEY LOST	-446.42
AUSTRALIA POST (MELBOURNE) Total				-446.42
EFT22634	04/04/2019	AUSTRALIA POST (SHIRE POSTAL ACCOUNT)	POSTAL CHARGES - MARCH 2019	-303.78
AUSTRALIA POST (SHIRE POSTAL ACCOUNT) Total				-303.78
EFT22668	11/04/2019	AUSTRALIAN SERVICES UNION WA	PAYROLL DEDUCTIONS	-25.90
EFT22717	26/04/2019	AUSTRALIAN SERVICES UNION WA	PAYROLL DEDUCTIONS	-25.90
AUSTRALIAN SERVICES UNION WA Total				-51.80
DD16728.9	09/04/2019	AUSTRALIAN SUPER	SUPERANNUATION	-9,560.17
DD16747.9	23/04/2019	AUSTRALIAN SUPER	SUPERANNUATION	-8,041.19
AUSTRALIAN SUPER Total				-17,601.36
EFT22670	11/04/2019	AUSTRALIAN TAX OFFICE (ATO)	PAYROLL DEDUCTIONS	-278.54
EFT22719	26/04/2019	AUSTRALIAN TAX OFFICE (ATO)	PAYROLL DEDUCTIONS	-278.54
AUSTRALIAN TAX OFFICE (ATO) Total				-557.08
EFT22709	26/04/2019	AVANTGARDE TECHNOLOGIES PTY LTD	CCTV SYSTEM REPAIR & MAINTENANCE	-14,905.00
AVANTGARDE TECHNOLOGIES PTY LTD Total				-14,905.00
EFT22654	11/04/2019	BEINGTHERE SOLUTIONS PTY LTD	VIDEO CONFERENCE FEES	-715.00
BEINGTHERE SOLUTIONS PTY LTD Total				-715.00
EFT22677	18/04/2019	BINA-WAJI NYURRA-NGA ABORIGINAL CORPORATION	GRADER HIRE - 5/4/2019	-1,155.00
EFT22699	26/04/2019	BINA-WAJI NYURRA-NGA ABORIGINAL CORPORATION	CUT NEW V DRAIN	-1,925.00
BINA-WAJI NYURRA-NGA ABORIGINAL CORPORATION Total				-3,080.00
EFT22680	18/04/2019	BOAB CLEANING (MEGAN KILDEY)	CLEANING VARIATIONS	-5,836.50
EFT22704	26/04/2019	BOAB CLEANING (MEGAN KILDEY)	CONTRACT CLEANING MARCH 2019	-14,286.25
BOAB CLEANING (MEGAN KILDEY) Total				-20,122.75
EFT22644	11/04/2019	BONNIE ROSITA EDWARDS	COUNCILLOR ALLOWANCE PE 09/04/19	-489.46
EFT22695	26/04/2019	BONNIE ROSITA EDWARDS	COUNCILLOR ALLOWANCE PE23/04/19	-489.46
BONNIE ROSITA EDWARDS Total				-978.92

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Chq/EFT	Date	Name	Description	Amount
EFT22651	11/04/2019	BOOEASY PTY LTD	MONTHLY FEE - MAR 2019	-220.00
BOOEASY PTY LTD Total				-220.00
EFT22661	11/04/2019	BRETT PERKINS	COUNCILLOR ALLOWANCE PE 09/04/19	-489.46
EFT22711	26/04/2019	BRETT PERKINS	COUNCILLOR ALLOWANCE PE23/04/19	-489.46
BRETT PERKINS Total				-978.92
EFT22675	18/04/2019	BROOME CONTRACTING (INCARTA PTY LTD)	RFT2017-14 - CLAIM#1 - INVOICE 2	-310,187.90
BROOME CONTRACTING (INCARTA PTY LTD) Total				-310,187.90
DD16728.4	09/04/2019	BT SUPER FOR LIFE (SYDNEY)	SUPERANNUATION	-526.41
DD16747.4	23/04/2019	BT SUPER FOR LIFE (SYDNEY)	SUPERANNUATION	-503.27
BT SUPER FOR LIFE (SYDNEY) Total				-1,029.68
DD16755.1	30/04/2019	CBA - OTHER DIRECT DEBITS ONLY	CBA BANK FEES - APRIL 2019	-1,102.26
CBA - OTHER DIRECT DEBITS ONLY Total				-1,102.26
EFT22649	11/04/2019	CHRISTOPHER LOESSL	COUNCILLOR ALLOWANCE PE 09/04/19	-580.33
EFT22698	26/04/2019	CHRISTOPHER LOESSL	COUNCILLOR ALLOWANCE PE23/04/19	-580.33
CHRISTOPHER LOESSL Total				-1,160.66
DD16728.3	09/04/2019	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE SUPERANNUATION	PAYROLL DEDUCTIONS	-367.50
DD16747.3	23/04/2019	COLONIAL FIRST STATE FIRST CHOICE WHOLESALE SUPERANNUATION	PAYROLL DEDUCTIONS	-525.01
COLONIAL FIRST STATE FIRST CHOICE WHOLESALE SUPERANNUATION Total				-892.51
DD16728.6	09/04/2019	COLONIAL SUPER RETIREMENT FUND - COMMONWEALTH PERSONAL SUPERANNUATION	SUPERANNUATION	-209.93
DD16747.6	23/04/2019	COLONIAL SUPER RETIREMENT FUND - COMMONWEALTH PERSONAL SUPERANNUATION	SUPERANNUATION	-210.05
COLONIAL SUPER RETIREMENT FUND - COMMONWEALTH PERSONAL SUPERANNUATION Total				-419.98
EFT22656	11/04/2019	COMMUNITY HOUSING LTD (BOX HILL)	PAYROLL DEDUCTIONS	-503.00
EFT22706	26/04/2019	COMMUNITY HOUSING LTD (BOX HILL)	PAYROLL DEDUCTIONS	-503.00
COMMUNITY HOUSING LTD (BOX HILL) Total				-1,006.00
EFT22721	26/04/2019	D & T HARDWARE	HARDWARE PURCHASE MARCH 2019	-210.00
D & T HARDWARE Total				-210.00
EFT22612	04/04/2019	DANNY CALWYN PTY LTD	ROAD MAINTENANCE 16/3/2019 - 26/3/2019	-30,370.55
EFT22673	18/04/2019	DANNY CALWYN PTY LTD	ROAD MAINTENANCE 01/04/19 - 11/04/19	-42,981.20
DANNY CALWYN PTY LTD Total				-73,351.75
EFT22664	11/04/2019	DARRELL FORREST ADVISORY SERVICES (DARRELL JOHN FORREST)	LOCAL GOVERNMENT ACT AMENDMENT DOCUMENTS	-95.00
DARRELL FORREST ADVISORY SERVICES (DARRELL JOHN FORREST) Total				-95.00
EFT22710	26/04/2019	DATACOM SOLUTIONS (AU) PTY LTD	MONTHLY FEE - MARCH 2019	-1,375.00
DATACOM SOLUTIONS (AU) PTY LTD Total				-1,375.00
EFT22625	04/04/2019	DEAN GRAHAM	EXPENSE CLAIM	-175.45
EFT22684	18/04/2019	DEAN GRAHAM	EXPENSE CLAIM	-132.81
DEAN GRAHAM Total				-308.26
EFT22622	04/04/2019	DESMOND (JNR) ALLAN DARBY	EXPENSE CLAIM	-59.10
DESMOND (JNR) ALLAN DARBY Total				-59.10

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Chq/EFT	Date	Name	Description	Amount
EFT22689	18/04/2019	DRAEGER AUSTRALIA PTY LTD	TOOLS	-1,245.64
DRAEGER AUSTRALIA PTY LTD Total				-1,245.64
DD16728.12	09/04/2019	DRANSFIELD SUPER FUND	SUPERANNUATION	-511.93
DD16747.12	23/04/2019	DRANSFIELD SUPER FUND	SUPERANNUATION	-511.93
DRANSFIELD SUPER FUND Total				-1,023.86
EFT22707	26/04/2019	EMJEY SERVICES	TOOLS	-1,080.95
EMJEY SERVICES Total				-1,080.95
DD16728.11	09/04/2019	ESSENTIAL SUPER	SUPERANNUATION	-1,090.83
DD16747.11	23/04/2019	ESSENTIAL SUPER	SUPERANNUATION	-1,035.41
ESSENTIAL SUPER Total				-2,126.24
EFT22686	18/04/2019	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING CONSULTING SERVICES	-501.60
EXURBAN RURAL & REGIONAL PLANNING Total				-501.60
EFT22685	18/04/2019	FARAH RUMMANI	EXPENSE CLAIM	-92.71
FARAH RUMMANI Total				-92.71
EFT22620	04/04/2019	FOURIER TECHNOLOGIES PTY LTD	IT SUPPORT - MARCH 2019	-10,703.39
FOURIER TECHNOLOGIES PTY LTD Total				-10,703.39
EFT22694	26/04/2019	G & V ROBERTS PTY LTD	FRIEGHT	-121.00
G & V ROBERTS PTY LTD Total				-121.00
EFT22708	26/04/2019	GALVINS PLUMBING SUPPLIES	TOOLS	-2,654.31
GALVINS PLUMBING SUPPLIES Total				-2,654.31
EFT22658	11/04/2019	GREENFIELD TECHNICAL SERVICE (ROADSTONE WEST PTY LTD)	WALGA PREFERRED SUPPLIER - ENGINEERING SERVICES	-2,959.90
EFT22683	18/04/2019	GREENFIELD TECHNICAL SERVICE (ROADSTONE WEST PTY LTD)	WALGA PREFERRED SUPPLIER - ENGINEERING SERVICES	-11,157.88
GREENFIELD TECHNICAL SERVICE (ROADSTONE WEST PTY LTD) Total				-14,117.78
EFT22627	04/04/2019	HALLS CREEK MEAT SUPPLY (EMPIRE PTY LTD ATF PERKINS TRUST)	FOOD FOR YOUTH PROGRAM	-202.77
HALLS CREEK MEAT SUPPLY (EMPIRE PTY LTD ATF PERKINS TRUST) Total				-202.77
EFT22614	04/04/2019	HALLS CREEK MOTEL	CATERING	-195.00
HALLS CREEK MOTEL Total				-195.00
EFT22616	04/04/2019	HALLS CREEK MULTI SERVICES (WARLOR PTY LTD)	POUND MAINTENANCE	-858.00
HALLS CREEK MULTI SERVICES (WARLOR PTY LTD) Total				-858.00
EFT22666	11/04/2019	HALLS CREEK SERVICE STATION (BAZ IND. PTY LTD)	FUEL PURCHASE MARCH 2019	-2,768.76
HALLS CREEK SERVICE STATION (BAZ INDUSTRIES PTY LTD) Total				-2,768.76
EFT22715	26/04/2019	HALLS CREEK TOYOTA (BAZ IND. PTY LTD)	VEHICLE SERVICE	-1,946.05
HALLS CREEK TOYOTA (BAZ INDUSTRIES PTY LTD) Total				-1,946.05
EFT22628	04/04/2019	HALLS CREEK TYRES PTY LTD	TYRE REPAIR	-95.70
EFT22662	11/04/2019	HALLS CREEK TYRES PTY LTD	TYRES	-1,814.39
EFT22712	26/04/2019	HALLS CREEK TYRES PTY LTD	VEHICLE SERVICE	-2,146.41
HALLS CREEK TYRES PTY LTD Total				-4,056.50
DD16728.2	09/04/2019	HESTA SUPER FUND	SUPERANNUATION	-836.16
DD16747.2	23/04/2019	HESTA SUPER FUND	SUPERANNUATION	-853.90
HESTA SUPER FUND Total				-1,690.06
24506	04/04/2019	HORIZON POWER	UTILITIES	-14,377.94
HORIZON POWER Total				-14,377.94

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Chq/EFT	Date	Name	Description	Amount
EFT22632	04/04/2019	IBIS STYLES KUNUNURRA (GARRETT HOSPITALITY REGIONAL HOTELS PTY LTD)	ACCOMMODATION	-114.00
IBIS STYLES KUNUNURRA (GARRETT HOSPITALITY REGIONAL HOTELS PTY LTD) Total				-114.00
EFT22650	11/04/2019	IGA X-PRESS (HALLS CREEK)	GIFT VOUCHERS - STAFF RECOGNITION	-4,838.84
EFT22678	18/04/2019	IGA X-PRESS (HALLS CREEK)	FOOD FOR YOUTH PROGRAM	-286.79
IGA X-PRESS (HALLS CREEK) Total				-5,125.63
EFT22641	04/04/2019	INCITE SECURITY	SECURITY MONITORING SERVICE FEES 1/4/19 - 30/6/19	-742.50
INCITE SECURITY Total				-742.50
EFT22653	11/04/2019	INDIGENOUS ART CODE LTD	MEMBERSHIP FEES	-168.22
INDIGENOUS ART CODE LTD Total				-168.22
EFT22626	04/04/2019	INLOGIK PTY LTD	PROMASTER USER FEES MARCH 2019	-423.50
INLOGIK PTY LTD Total				-423.50
EFT22720	26/04/2019	IT VISION	RATES SERVICE - MARCH 2019	-2,608.43
IT VISION Total				-2,608.43
EFT22640	04/04/2019	IXOM OPERATIONS PTY LTD	SERVICE FEE 1/3/2019 - 31/3/2019	-457.08
EFT22692	18/04/2019	IXOM OPERATIONS PTY LTD	CHEMICALS	-3,055.80
IXOM OPERATIONS PTY LTD Total				-3,512.88
EFT22688	18/04/2019	JAYMIE COLEMAN	EXPENSE CLAIM	-825.91
JAYMIE COLEMAN Total				-825.91
EFT22629	04/04/2019	KIM CHUA	EXPENSE CLAIM	-4,154.49
EFT22687	18/04/2019	KIM CHUA	EXPENSE CLAIM	-50.59
KIM CHUA Total				-4,205.08
EFT22633	04/04/2019	KIMBERLEY TYRES (BAZ INDUSTRIES PTY LTD)	TYRE REPAIR	-90.00
EFT22716	26/04/2019	KIMBERLEY TYRES (BAZ INDUSTRIES PTY LTD)	TYRES	-623.50
KIMBERLEY TYRES (BAZ INDUSTRIES PTY LTD) Total				-713.50
EFT22623	04/04/2019	KUNUNURRA FURNISHINGS	FURNITURE	-238.00
KUNUNURRA FURNISHINGS Total				-238.00
EFT22618	04/04/2019	KUNUNURRA HOME & GARDEN (MITRE 10 KUNUNURRA)	BUILDING MAINTENANCE - 11 FLINDERS ST	-377.35
KUNUNURRA HOME & GARDEN (MITRE 10 KUNUNURRA) Total				-377.35
EFT22671	11/04/2019	KUNUNURRA RETRAVISION (TUCKERBOX STORES)	AIRCONDITIONER	-2,119.00
KUNUNURRA RETRAVISION (TUCKERBOX STORES) Total				-2,119.00
EFT22635	04/04/2019	KURURRUNGKU STORE (BILLILUNA)	GROCERIES FOR BILLILUNA YOUTH PROGRAM	-500.00
KURURRUNGKU STORE (BILLILUNA) Total				-500.00
EFT22645	11/04/2019	LANDGATE	MINING TENEMENTS CHARGABLE - 14/2/2019 - 15/3/2019	-54.60
LANDGATE Total				-54.60
EFT22630	04/04/2019	LG PEOPLE AND CULTURE (MARGARET DIANE HEMSLEY)	HR CONSULTANT TO 30/6/2019	-2,750.00
LG PEOPLE AND CULTURE (MARGARET DIANE HEMSLEY) Total				-2,750.00
EFT22669	11/04/2019	LGRCEU (WA SHIRE COUNCILS UNION)	PAYROLL DEDUCTIONS	-19.40
EFT22718	26/04/2019	LGRCEU (WA SHIRE COUNCILS UNION)	PAYROLL DEDUCTIONS	-19.40
LGRCEU (WA SHIRE COUNCILS UNION) Total				-38.80
EFT22638	04/04/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA)	CONFERENCE REGISTRATION	-1,360.00
LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA) Total				-1,360.00

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Chq/EFT	Date	Name	Description	Amount
DD16728.13	09/04/2019	LOCAL GOVERNMENT SUPER SCHEME	SUPERANNUATION	-873.60
DD16747.13	23/04/2019	LOCAL GOVERNMENT SUPER SCHEME	SUPERANNUATION	-873.60
LOCAL GOVERNMENT SUPER SCHEME Total				-1,747.20
EFT22682	18/04/2019	LORRI DRANSFIELD	EXPENSE CLAIM	-314.86
LORRI DRANSFIELD Total				-314.86
EFT22619	04/04/2019	LOVELL MACHINERY (CLIVE M LOVELL)	ROAD MAINTENANCE SUPERVISION 12/3/19 - 16/3/19	-15,730.00
EFT22676	18/04/2019	LOVELL MACHINERY (CLIVE M LOVELL)	ROAD MAINTENANCE SUPERVISION - 01/04/19-12/04/19	-14,520.00
LOVELL MACHINERY (CLIVE M LOVELL) Total				-30,250.00
EFT22624	04/04/2019	LYNDELLE WILSON	FINANCIAL CONSULTING MARCH 2019	-2,407.50
LYNDELLE WILSON Total				-2,407.50
EFT22643	11/04/2019	MALCOLM HACK EDWARDS	COUNCILLOR ALLOWANCE PE 09/04/19	-852.92
EFT22693	26/04/2019	MALCOLM HACK EDWARDS	COUNCILLOR ALLOWANCE PE23/04/19	-852.92
MALCOLM HACK EDWARDS Total				-1,705.84
EFT22691	18/04/2019	METALAND (KUNUNURRA)	TOOLS	-118.24
METALAND (KUNUNURRA) Total				-118.24
EFT22657	11/04/2019	MRB PLUMBING LTD	BUILDING MAINTENANCE - BILLILUNA YOUTH CENTRE	-814.00
EFT22681	18/04/2019	MRB PLUMBING LTD	BUILDING MAINTENANCE - CIVIC CENTRE	-148.50
MRB PLUMBING LTD Total				-962.50
DD16728.1	09/04/2019	MTAA SUPERANNUATION FUND	SUPERANNUATION	-916.69
DD16747.1	23/04/2019	MTAA SUPERANNUATION FUND	SUPERANNUATION	-916.93
MTAA SUPERANNUATION FUND Total				-1,833.62
EFT22646	11/04/2019	OFFICE MAX	STATIONARY	-2,593.87
OFFICE MAX Total				-2,593.87
EFT22615	04/04/2019	OFFICE NATIONAL (KUNUNURRA) (COOLGEM HOLDINGS PTY LTD)	PRINTER REPAIRS	-2,455.00
OFFICE NATIONAL (KUNUNURRA) (COOLGEM HOLDINGS PTY LTD) Total				-2,455.00
24507	11/04/2019	OPTUS COMMUNICATIONS	UTILITIES	-148.72
OPTUS COMMUNICATIONS Total				-148.72
24512	18/04/2019	PIVOTEL SATELLITE PTY LTD	SAT PHONE CHARGES 1/4/19 - 30/4/19	-60.00
PIVOTEL SATELLITE PTY LTD Total				-60.00
EFT22636	04/04/2019	PORT PRINTING PTY LTD	BUSINESS CARDS	-1,178.10
PORT PRINTING PTY LTD Total				-1,178.10
EFT22655	11/04/2019	QUICK & EASY FINANCE	PAYROLL DEDUCTIONS	-185.00
EFT22705	26/04/2019	QUICK & EASY FINANCE	PAYROLL DEDUCTIONS	-185.00
QUICK & EASY FINANCE Total				-370.00
DD16728.10	09/04/2019	REST SUPERANNUATION	SUPERANNUATION	-309.08
DD16747.10	23/04/2019	REST SUPERANNUATION	SUPERANNUATION	-309.08
REST SUPERANNUATION Total				-618.16
EFT22647	11/04/2019	ROSEMARY STRETCH	COUNCILLOR ALLOWANCE PE 09/04/19	-489.46
EFT22696	26/04/2019	ROSEMARY STRETCH	COUNCILLOR ALLOWANCE PE23/04/19	-489.46
ROSEMARY STRETCH Total				-978.92
EFT22637	04/04/2019	SHERIDAN'S FOR BADGES	DESK PLATE	-37.40
SHERIDAN'S FOR BADGES Total				-37.40

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Chq/EFT	Date	Name	Description	Amount
24509	11/04/2019	SHIRE OF HALLS CREEK (MUNI)	BONNET COMMISSIONS	-650.00
SHIRE OF HALLS CREEK (MUNI) Total				-650.00
24510	11/04/2019	SHIRE OF HALLS CREEK (PAYROLL)	PAYROLL DEDUCTIONS	-940.02
24514	26/04/2019	SHIRE OF HALLS CREEK (PAYROLL)	PAYROLL DEDUCTIONS	-895.98
SHIRE OF HALLS CREEK (PAYROLL) Total				-1,836.00
24513	18/04/2019	SKYMESH PTY LTD	INTERNET - OLABUD REMOTE	-299.85
SKYMESH PTY LTD Total				-299.85
EFT22674	18/04/2019	SPINIFEX CONTRACTING	CEMETERY MAINTENANCE MARCH 2019	-1,408.00
SPINIFEX CONTRACTING Total				-1,408.00
DD16728.5	09/04/2019	SUNSUPER SUPERANNUATION FUND	SUPERANNUATION	-219.11
DD16747.5	23/04/2019	SUNSUPER SUPERANNUATION FUND	SUPERANNUATION	-231.19
SUNSUPER SUPERANNUATION FUND Total				-450.30
24511	11/04/2019	TELSTRA	MOBILE CHARGES PE 27/3/2019	-1,288.51
TELSTRA Total				-1,288.51
DD16728.8	09/04/2019	THE TRUSTEE FOR HOBSON SUPER FUND	SUPERANNUATION	-809.44
DD16747.8	23/04/2019	THE TRUSTEE FOR HOBSON SUPER FUND	SUPERANNUATION	-809.44
THE TRUSTEE FOR HOBSON SUPER FUND Total				-1,618.88
EFT22714	26/04/2019	THINK WATER BROOME (NORTHWEST HYDRO SOLUTIONS PTY LTD)	HARDWARE	-883.60
THINK WATER BROOME (NORTHWEST HYDRO SOLUTIONS PTY LTD) Total				-883.60
EFT22613	04/04/2019	TOLL EXPRESS	FRIEGHT	-558.63
TOLL EXPRESS Total				-558.63
EFT22639	04/04/2019	TOTALLY WORKWEAR (BROOME)	UNIFORMS	-555.40
TOTALLY WORKWEAR (BROOME) Total				-555.40
EFT22652	11/04/2019	TREVOR HOWARD BEDFORD	COUNCILLOR ALLOWANCE PE 09/04/19	-489.46
EFT22701	26/04/2019	TREVOR HOWARD BEDFORD	COUNCILLOR ALLOWANCE PE23/04/19	-489.46
TREVOR HOWARD BEDFORD Total				-978.92
EFT22659	11/04/2019	UTOPIA AUSTRALIA PTY LTD	STOCK FOR T&TC	-544.50
UTOPIA AUSTRALIA PTY LTD Total				-544.50
EFT22648	11/04/2019	VIRGINIA O'NEIL	COUNCILLOR ALLOWANCE PE 09/04/19	-489.46
EFT22697	26/04/2019	VIRGINIA O'NEIL	COUNCILLOR ALLOWANCE PE23/04/19	-489.46
VIRGINIA O'NEIL Total				-978.92
EFT22621	04/04/2019	VISION POWER PTY LTD	BUILDING MAINTENANCE - CHLORINATION PLANT	-137.50
EFT22679	18/04/2019	VISION POWER PTY LTD	BUILDING MAINTENANCE - AQUATIC CENTRE	-493.19
EFT22703	26/04/2019	VISION POWER PTY LTD	BUILDING MAINTENANCE - CAFE	-1,456.20
VISION POWER PTY LTD Total				-2,086.89
DD16728.14	09/04/2019	VISION SUPER	SUPERANNUATION	-279.52
DD16747.14	23/04/2019	VISION SUPER	SUPERANNUATION	-279.52
VISION SUPER Total				-559.04
EFT22663	11/04/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 25/3/2019 - 7/4/2019	-14,015.22
EFT22713	26/04/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 8/4/2019 - 21/4/2019	-12,248.50
WA CONTRACT RANGER SERVICES PTY LTD Total				-26,263.72
EFT22667	11/04/2019	WA LOCAL GOVERNMENT ASSOCIATION (WALGA SUBCRIPTIONS & COURSES ONLY)	COURSE FEES	-1,354.00
WA LOCAL GOVERNMENT ASSOCIATION (WALGA SUBCRIPTIONS & COURSES ONLY) Total				-1,354.00

Agenda for Ordinary Meeting of the Council to be held on 16 May 2019

Chq/EFT	Date	Name	Description	Amount
DD16728.7	09/04/2019	WA SUPER	SUPERANNUATION	-7,539.71
DD16747.7	23/04/2019	WA SUPER	SUPERANNUATION	-7,157.02
WA SUPER Total				-14,696.73
24505	04/04/2019	WATER CORPORATION (OSBORNE PARK)	UTILITIES	-1,246.98
WATER CORPORATION (OSBORNE PARK) Total				-1,246.98

Total Sundry Creditor Accounts Paid by Authority \$700,733.28
April 2019 Gross Salaries & Wages Paid \$287,584.35

SCHEDULE OF TRUST CREDITOR ACCOUNTS PAID BY AUTHORITY (SUMMARY)
01/04/2019 to 30/04/2019

Chq/EFT	Date	Name	Description	Amount
EFT22610	04/04/2019	AVIAIR PTY LTD (AKA SLINGAIR)	T&TC OPERATOR REMITTANCE PE 31/03/19	-284.38
AVIAIR PTY LTD (AKA SLINGAIR) Total				-284.38
EFT22672	16/04/2019	BARRY DEMI-NYON	YAC ARTIST REMITTANCE PE 15/04/19	-500.00
BARRY DEMI-NYON Total				-500.00
DD16714.1	04/04/2019	DEPT. OF TRANSPORT (DOT) - LICENSING AGENT	DOT REMITTANCE PE 27/03/2019	-8,294.15
DD16759.1	30/04/2019	DEPT. OF TRANSPORT (DOT) - LICENSING AGENT	DOT REMITTANCE PE 26/04/2019	-20,200.40
DEPT. OF TRANSPORT (DOT) - LICENSING AGENT Total				-28,494.55
EFT22611	04/04/2019	DR SAWFISH'S HOT GLASS STUDIO	T&TC OPERATOR REMITTANCE PE 31/03/19	-272.00
DR SAWFISH'S HOT GLASS STUDIO Total				-272.00
DD16714.2	04/04/2019	GREYHOUND AUSTRALIA PTY LTD	GREYHOUND REMITTANCE PE22/03/2018	-2,829.10
GREYHOUND AUSTRALIA PTY LTD Total				-2,829.10
EFT22642	11/04/2019	JANET DREAMER	YAC ARTIST REMITTANCE PE 10/04/19	-1,344.00
JANET DREAMER Total				-1,344.00
2720	04/04/2019	SHIRE OF HALLS CREEK (TRUST)	T&TC COMMISSION PE 22/03/19	-257.52
2721	04/04/2019	SHIRE OF HALLS CREEK (TRUST)	REFUND - LAYBY CANCELLED	-100.00
2722	11/04/2019	SHIRE OF HALLS CREEK (TRUST)	YAC COMMISSION PE 10/04/19	-896.00
SHIRE OF HALLS CREEK (TRUST) Total				-1,253.52

Total Trust Creditor Accounts Paid by Authority \$34,977.55

SCHEDULE OF CANCELLED PAYMENTS – MUNI
01/04/2019 to 30/04/2019

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

SCHEDULE OF CANCELLED PAYMENTS - TRUST
01/04/2019 to 30/04/2019

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

9.4.3 Financial Investment Report for period ending 30 April 2019

ITEM NUMBER:	9.4.3
REPORTING OFFICER:	Kim Chua, Finance Manager
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	16 May 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 April 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 April 2019 was \$32,686.11.
- 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 30 April 2019 was \$90,409.91.
- 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 31 March 2019 (as appended 9.4.3A).

VOTING REQUIREMENT

Simple majority

Appendix:

9.4.3A. Reserve Funds Investment Register

**RESERVE FUNDS
INVESTMENT REGISTER**

APPENDIX 9.4.3A

AS AT 30/04/2019

Fund Source	Account #	Product	Institution	S&P Rating	Investment Date	Maturity Date	Term	% pa	Investment Amount	Projected Interest to be earned
Reserve	TD031489545-529014	Term Deposit	AMP	A	5/03/2019	3/09/2019	182	2.80%	\$ 5,000,000.00	\$ 69,808.22
							Total Investments		\$ 5,000,000.00	

Fund Source	Account #	Product	Institution	S&P Rating	Investment Date	Maturity Date	Term	% pa	Investment Amount	Projected Interest to be earned
Muni	Contract Note: 38851	Term Deposit	NAB	A1+/AA-	4/04/2019	3/07/2019	90	2.45%	\$ 1,500,000.00	\$ 9,061.64
							Total Investments		\$ 1,500,000.00	

9.4.4 Statement of Financial Activity – 30 April 19

ITEM NUMBER:	9.4.4
AUTHOR:	Kim Chua, Finance Manager
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	16 May 2019
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Acceptance of Monthly Statement of Financial Activity for the period ending 30 April 2019.

2.0 Background

- 2.1 Regulation 34 of the Financial Management (Local Government) Regulations 1996 provides that a monthly statement of financial activity must be presented to Council.
- 2.2 The report must be presented at an Ordinary meeting of Council within 2 months after the end of the month to which the statement relates. Regulations prescribe the information that must be contained in the report.
- 2.3 The Statement of Financial Activity for the period ending 30 April 2019 is hereby presented to Council.

3.0 Comments

- 3.1 Council policy FIN 09 Variance Levels for Financial Reporting require a commentary for any variance of 10% or greater, subject to a minimum of \$50,000. The below table covers these variances.

This section left blank intentionally

30/04/2019	2018/2019 Adopted Budget	2018/2019 Budget YTD	2018/2019 YTD Actual	Variance \$\$	Variance %	VARIANCE
Operating Income						
Community amenities	462,000	529,920	557,206	27,286	5.15%	Unbudgeted income from the disposal of sludge from the treatment plant to the refuse site.
Recreation & Culture	504,865	322,203	187,781	(134,421)	-41.72%	Variance mainly relates to grant funding that was budgeted to fund capital projects will not be realised this financial year.
Transport	3,678,419	3,081,497	2,857,539	(223,958)	-7.27%	Timing variance, income will be received after the wet, when road works begin.
Economic Services	786,800	583,742	734,505	150,763	25.83%	Favourable variance relates to invoice raised for scoping work on Duncan Rd. There is also an offsetting cost in relation to this.
Other Property & Services	461,420	518,650	470,175	(48,475)	-9.35%	Majority of the favourable variance relates to the significant sales Yarliyl achieved during the tourist season and income from Café is yet to be invoiced.
Operating Expenditure						
Recreation & Culture	2,053,561	1,663,398	1,548,690	114,708	-20.20%	Lesser casual salaries, small savings all round and expenditure are monitored constantly.
Transport	5,914,765	5,597,188	5,512,417	84,771	36.21%	This is a timing variance as it is difficult to accurately forecast how the roads spend is going to fall, particularly over the dry season when there is a lot of activity. Variance relates to flood damage spend which is now complete.
Other Property & Services	1,374,269	1,256,445	628,225	628,220	-31.21%	Various savings in administration and budgeted grant repayment yet to be processed.
Capital Expenditure						
Recreation & Culture	1,083,000	444,145	117,527	326,618	-99.81%	Work yet to start on Hydro Slide and Town Development Plan
Transport	2,091,516	1,902,821	545,769	1,357,052	-76.66%	Majority of work done this year has been on flood damage, road construction work will restart after the wet.

3.2 The Management Reports also provide further detailed commentary on key variances analysing each program. In the first half of the financial year the Original Budget and the Amended budget will be the same, unless a budget amendment is put to Council for approval. Though the mid-year review process key adjustments will be put forward for consideration then.

3.3 The reports following the Management report include the Statement of Cash Position, Statement of Financial activity and Net Current Assets.

3.4 The Net Current Assets as at 30 April 2019 is \$4,490,789. The Statement of Financial Activity and Net Current Asset reports that follows details the composition of this surplus.

4.0 Statutory Environment

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

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

(1A) In this regulation –

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

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

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

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

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

6.0 Policy Implications

6.1 FIN 09 Variance Levels for Financial Reporting

7.0 Financial Implications

- 7.1 The first group of reports headed Management Report provides a graphical view of income and expenditure; a high level summary table on income and expenditure for each program with a commentary on the key variances followed by a table on capital expenditure detailing year to date spend. The first page is a summary of the whole of Council.
- 7.2 The reports that follow on from the Management reports are the historical reports that are also included to ensure statutory requirements are met. Details on these reports follow.
- 7.3 The Statement of Cash Position details the cash at bank on the Shire's balance sheet (Shires assets and liabilities both current and non-current) comprised of:
1. Cash on hand – petty cash and floats.
 2. Municipal funds general/unrestricted cash – utilised for Shire's expenditure on general activities. Some of these funds are invested (as per investment report in same agenda) and the balance remains in the municipal account.
 3. Municipal funds restricted cash - grant monies received but not spent 30 June previous year, and to be spent on specific purposes.
 4. Reserve funds – money held in reserves which must be utilised for specific purposes as per the reserve fund. This money can be, and is, invested in accordance with Council policy.
- 7.4 Revenues and Expenditure at a Glance includes a number of graphs comparing budget to actual providing a visual representation of how the Shire Council is tracking to Budget.
- 7.5 The Statement of Financial Activity (SFA) details the income and expenditure (both cash and non-cash) for the year to date, which is also shown in the graphs. You will note that the surplus on the Statement of Financial Activity is that same as the surplus shown on the Net Current Assets Report.
- 7.6 These are always in balance - the SFA details financial activity at program level (eg Law and Order, Youth Services) whilst the Net Current Asset Position details the same activity but at balance sheet level (ie movements in cash, debtors, creditors etc).
- 7.7 The Net Current Asset Position report details the items that make up the net current asset position. This opening balance from 1 July 2018.
- 7.8 Rates
- The current rates outstanding are \$569,220.
 - The balance outstanding includes current year \$394,528.
- 7.9 Employee Entitlements

- Employee entitlements for annual leave are now being accrued for on a monthly basis rather than an end of year adjustment. This is to avoid any large adjustments at the end of the year.

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:

Accept the Statement of Financial Activity for the period ended 30 April 2019 (as appended 9.4.4A – 9.4.4C).

VOTING REQUIREMENT

Simple majority

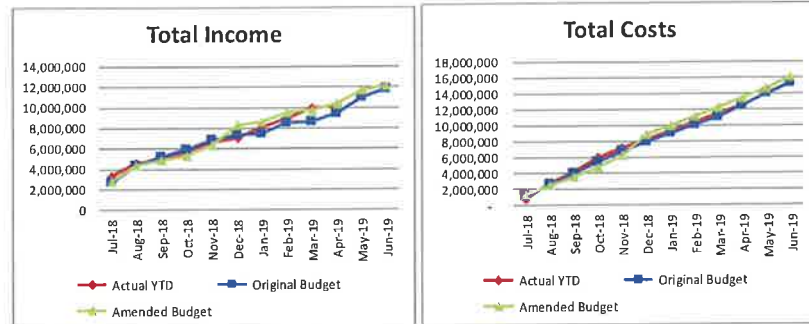
Appendix:

1. 9.4.4A - Management Report
2. 9.4.4B - Net Current Assets Position
3. 9.4.4C - Statement of Financial Activity

APPENDIX 9.4.4A

Management Report April-19

Halls Creek Shire Council Consolidated Result



Operating Statements

F = Favourable U = Unfavourable

Council Consolidated	YTD Actual	YTD Budget	Variance	Original Budget	Amended Budget	Budget Variance
Income						
General Purpose Funding	4,249,687	4,287,188	(37,501) U	4,509,817	4,844,351	334,534 F
Governance	-	-	- F	-	-	- F
Law, Order & Public Safety	5,106	7,990	(2,884) U	11,000	9,636	(1,364) U
Health	218,309	216,711	1,598 F	287,969	282,779	(5,190) U
Education & Welfare	770,903	732,531	38,372 F	989,069	975,957	(13,112) U
Housing	163,338	158,920	4,418 F	190,713	190,713	- F
Community Amenities	549,706	529,920	19,786 F	462,000	582,920	120,920 F
Recreation & Culture	187,781	322,203	(134,421) U	504,865	370,136	(134,729) U
Transport	2,857,539	3,081,497	(223,958) U	3,678,419	3,616,013	(62,406) U
Economic Services	734,505	583,742	150,763 F	786,800	788,573	1,773 F
Other Property Services	474,485	518,650	(44,165) U	461,420	586,428	125,008 F
Total Income	10,211,359	10,439,352	(227,993) U	11,882,072	12,247,507	365,434 F
Expenditure						
General Purpose Funding	210,185	211,140	955 F	337,403	354,403	(17,000) U
Governance	631,568	687,600	56,032 F	814,576	813,530	1,046 F
Law, Order & Public Safety	389,328	381,989	(7,339) U	398,145	454,792	(56,647) U
Health	424,106	423,651	(455) U	543,912	511,807	32,104 F
Education & Welfare	800,311	841,438	41,127 F	1,086,875	1,015,733	71,142 F
Housing	139,415	141,583	2,168 F	191,039	179,684	11,355 F
Community Amenities	924,542	1,003,099	78,557 F	1,276,817	1,206,315	70,502 F
Recreation & Culture	1,548,690	1,663,398	114,708 F	2,053,561	1,985,765	67,796 F
Transport	5,512,417	5,597,188	84,771 F	5,914,765	6,520,224	(605,459) U
Economic Services	1,369,681	1,354,486	(15,195) U	1,742,630	1,692,926	49,704 F
Other Property Services	632,535	1,256,445	623,910 F	1,374,269	1,480,047	(105,779) U
Total Expenditure	12,582,778	13,562,017	979,239 F	15,733,993	16,215,227	(481,235) U
Council Consolidated Total	(2,371,419)	(3,122,665)	751,246 F	(3,851,920)	(3,967,721)	(115,800) U

Capital Expenditure

F = Favourable U = Unfavourable

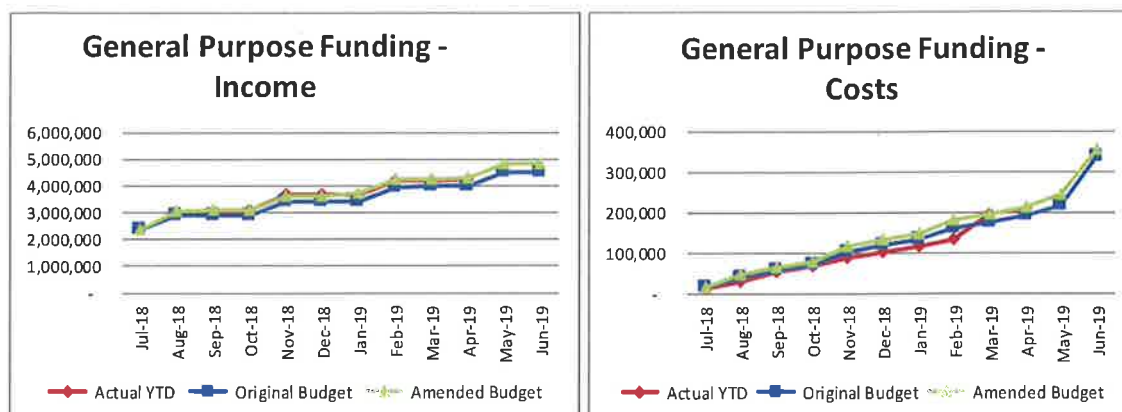
Cost Centre	Capital Project	YTD Actual	Original Budget	Amended Budget	Variance
Law, Order & Public Safety		-	-	30,000	(30,000) U
Health		-	-	-	- F
Education & Welfare		-	5,000	65,000	(60,000) U
Housing		-	-	-	- F
Community Amenities		-	-	30,000	(30,000) U
Recreation & Culture	117,527	1,083,000	582,094	500,906	500,906 F
Transport	545,769	2,091,516	2,286,576	(195,060)	(195,060) U
Economic Services		-	-	-	- F
Other Property Services	7,675	270,000	243,000	27,000	27,000 F
	670,970	3,449,516	3,236,670	212,846	212,846 F

F = Favourable U = Unfavourable

Reserve Transfers

Cost Centre	Capital Project	YTD Actual	Original Budget	Amended Budget	Variance
Plant Reserve Transfers from/(to)		11,826	240,363	292,863	(52,500)
Airport Reserve Transfers from/(to)		2,526	7,446	7,446	-
Leave Reserve Transfers from/(to)		3,472	10,235	10,235	-
Staff Housing Reserve Transfers from/(to)		2,679	7,899	7,899	-
Aquatic Reserve Transfers from/(to)		1,901	155,603	155,603	-
Rebroadcasting Reserve Transfers from/(to)		331	976	976	-
Computer Upgrade Reserve Transfers from/(to)		708	102,087	102,087	-
Energy Development Ltd Reserve Transfers from/(to)		470	(38,615)	(68,615)	30,000
Office Redevelopment Reserve Transfers from/(to)		4,137	12,196	12,196	-
		-	-	175,000	(175,000)
		-	-	75,000	(75,000)
		28,048	498,189	770,689	(272,500)

General Purpose Funding Management Report for April 2019

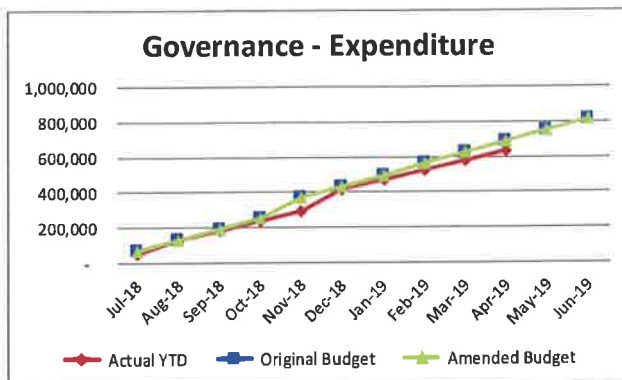


Operating Statements

F = Favourable U = Unfavourable

General Purpose Funding	YTD Actual	YTD Budget	Variance	Original Budget	Amended Budget	Budget Variance
Income						
Rates Levied	2,512,838	2,513,781	(943) U	2,360,238	2,513,781	153,543 F
Rates Other	72,052	81,080	(9,028) U	69,500	95,921	26,421 F
General Purpose Funding	1,611,510	1,611,918	(408) U	1,975,079	2,129,649	154,570 F
Interest Income	53,288	80,410	(27,122) U	105,000	105,000	- F
Total Income	4,249,687	4,287,188	(37,501) U	4,509,817	4,844,351	334,534 F
Expenditure						
Rates Expenses	105,627	112,790	7,163 F	189,363	179,363	10,000 F
General Purpose Funding	104,559	98,350	(6,209) U	148,040	175,040	(27,000) U
Total Expenditure	210,185	211,140	955 F	337,403	354,403	(17,000) U
General Purpose Funding Total	4,039,502	4,076,048	(36,546) U	4,172,414	4,489,948	317,534 F
Commentary	Revenue: Variance is due to timing difference. Actual interest is expected to be higher than budget at year end.			Revenue: Rates Additional revenue is due to new exploration and prospecting tenements. General Purpose variance relates to FAGS funding being higher than budgeted by \$123k. Also Insurance rebates were higher than budget.		
	Expenditure: General Purpose Funding variance is in line with budget.			Expenditure: Variance for General Purpose is due to an increase in the expected payout of EDL grants.		

Governance Management Report for April 2019



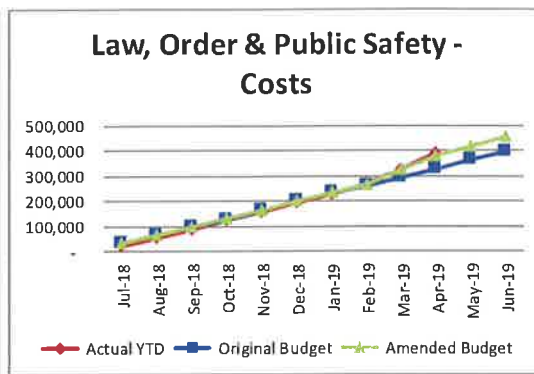
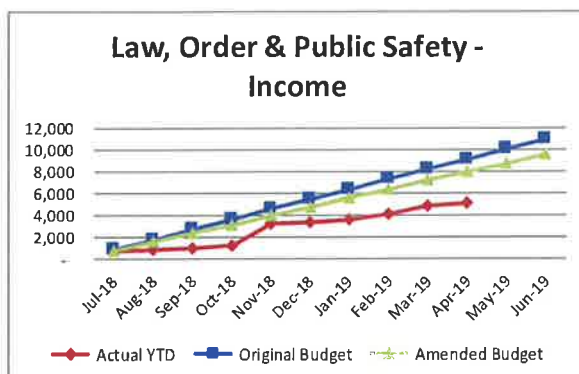
Operating Statements

F = Favourable U = Unfavourable

Governance	YTD Actual	YTD Budget	Variance	Original Budget	Amended Budget	Budget Variance
Expenditure						
Members Of Council	631,298	683,440	52,142 F	809,576	808,530	1,046 F
Youth Advisory	270	4,160	3,890 F	5,000	5,000	- F
Total Expenditure	631,568	687,600	56,032 F	814,576	813,530	1,046 F
Governance Total	(631,568)	(687,600)	56,032 F	(814,576)	(813,530)	1,046 F
Commentary	Expenditure: Council or training below budget at this point in the year, this is a timing difference.			Expenditure: Small adjustment to zone costs.		

F = Favourable U = Unfavourable

Law, Order & Public Safety Management Report for April 2019



Operating Statements

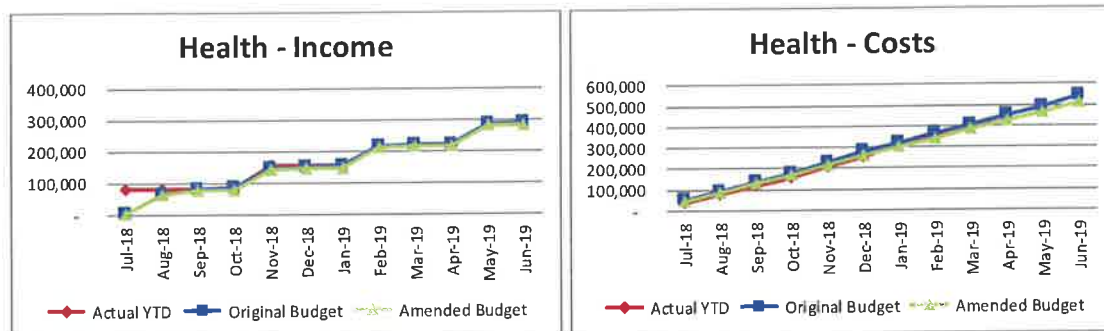
F = Favourable U = Unfavourable

Law, Order & Public Safety	YTD Actual	YTD Budget	Variance	Original Budget	Amended Budget	Budget Variance
Income						
Fire Prevention	-	-	- F	-	-	- F
Ranger Services	3,170	4,730	(1,560) U	5,700	5,700	- F
Other Law, Order, Public Safety	1,936	3,260	(1,324) U	5,300	3,936	(1,364) U
Total Income	5,106	7,990	(2,884) U	11,000	9,636	(1,364) U
Expenditure						
Fire Prevention	15,468	16,496	1,028 F	25,412	25,412	- F
Ranger Services	300,670	293,293	(7,377) U	337,030	342,715	(5,685) U
Other Law, Order, Public Safety	73,190	72,200	(990) U	35,703	86,666	(50,963) U
Total Expenditure	389,328	381,989	(7,339) U	398,145	454,792	(56,647) U
Law, Order & Public Safety Total	(384,222)	(373,999)	(10,223) F	(387,145)	(445,156)	(58,011) U
Commentary	Revenue: Minimal Variances.			Revenue: Minimal variances.		
	Expenditure: Ranger Services variance relates to the termination paid out in February 2019.			Expenditure: Ranger services increased costs has allowed for a dog reduction program. Other Law Order & Public Safety variance relates to an increase in the depreciation for CCTV as well as higher maintenance costs.		

F = Favourable U = Unfavourable

Cost Centre	Capital Project	YTD Actual	Original Budget	YE Forecast	Variance
	Multi Purpose Fire Trailer	-	-	30,000	(30,000) U
		-	-	-	- F
		-	-	30,000	(30,000) U

Health Management Report for April 2019



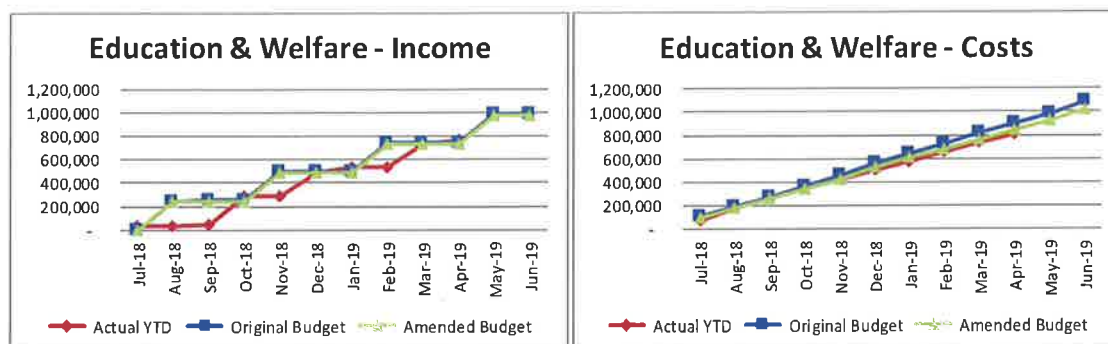
Operating Statements

F = Favourable U = Unfavourable

Health	YTD Actual	YTD Budget	Variance	Original Budget	Amended Budget	Budget Variance
Income						
Health Administration & Inspection	4,508	26,900	(22,392) U	35,300	32,300	(3,000) U
Aboriginal Health	205,990	182,001	23,989 F	242,669	242,669	- F
Pest Control	7,810	7,810	0 F	10,000	7,810	(2,190) U
Total Income	218,309	216,711	1,598 F	287,969	282,779	(5,190) U
Expenditure						
Health Administration & Inspection	83,599	103,405	19,806 F	146,911	123,770	23,141 F
Aboriginal Health	318,946	296,256	(22,690) U	373,001	359,209	13,792 F
Pest Control	21,560	23,990	2,430 F	24,000	28,828	(4,828) U
Total Expenditure	424,106	423,651	(455) U	543,912	511,807	32,104 F
Health Total	(205,797)	(206,940)	1,143 F	(255,943)	(229,028)	26,915 F
Commentary	Revenue: Health Administration variance relates to licence fees that will be raised in June, so is a timing variance. Operational grant for Aboriginal Health paid in advance.			Revenue: Minimal variances		
	Expenditure: Minimal Variances			Expenditure: Health Admin cost reduction due to Manager's costs being allocated across department.		

F = Favourable U = Unfavourable

Education & Welfare Management Report for April 2019



Operating Statements

F = Favourable U = Unfavourable

Education & Welfare	YTD Actual	YTD Budget	Variance	Original Budget	Amended Budget	Budget Variance
Income						
Olabud Doogethu	770,903	732,531	38,372 F	989,069	975,957	(13,112) U
Total Income	770,903	732,531	38,372 F	989,069	975,957	(13,112) U
Expenditure						
Olabud Doogethu	800,311	841,438	41,127 F	1,086,875	1,015,733	71,142 F
Total Expenditure	800,311	841,438	41,127 F	1,086,875	1,015,733	71,142 F
Education & Welfare Total	(29,408)	(108,907)	79,499 F	(97,806)	(39,776)	58,030 F
Commentary	Revenue: Variance is just timing of the grant payments			Revenue: Grant funding for boxing gym equipment removed and budgeted EKJP funding reduced.		
	Expenditure: Minimal variance, which is timing			Expenditure: Primarily this relates to a reduction in depreciation.		

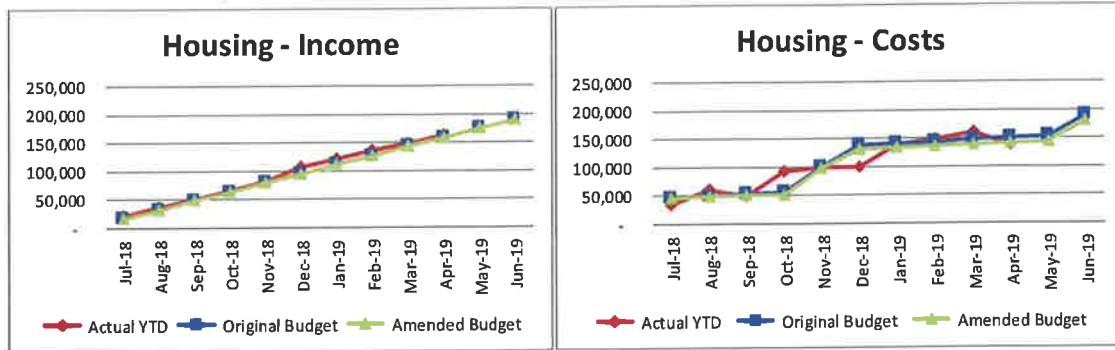
F = Favourable U = Unfavourable

Capital Expenditure

Cost Centre	Capital Project	YTD Actual	Original Budget	Amended Budget	Variance
Gym Equipment		-	5,000	-	5,000 F
		-	5,000	-	5,000 F

F = Favourable U = Unfavourable

Housing Management Report for April 2019



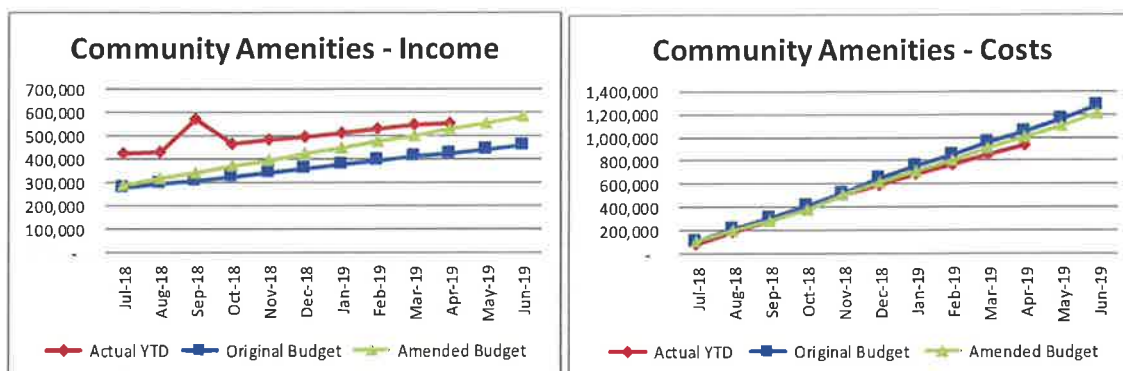
Operating Statements

F = Favourable U = Unfavourable

Housing	YTD Actual	YTD Budget	Variance	Original Budget	Amended Budget	Budget Variance
Income						
Housing Staff	163,338	158,920	4,418 F	190,713	190,713	- F
Housing Other	-	-	- F	-	-	- F
Total Income	163,338	158,920	4,418 F	190,713	190,713	- F
Expenditure						
Housing Staff	139,415	141,583	2,168 F	191,039	179,684	11,355 F
Total Expenditure	139,415	141,583	2,168 F	191,039	179,684	11,355 F
Housing Total	23,924	17,337	6,587 F	(326)	11,029	11,355 F
Commentary	Revenue: Minimal variance.			Revenue: Expect to be inline with budget.		
	Expenditure: Minimal variance			Expenditure: Small saving expected due to staff vacancy.		

F = Favourable U = Unfavourable

Community Amenities Management Report for April 2019



Operating Statements

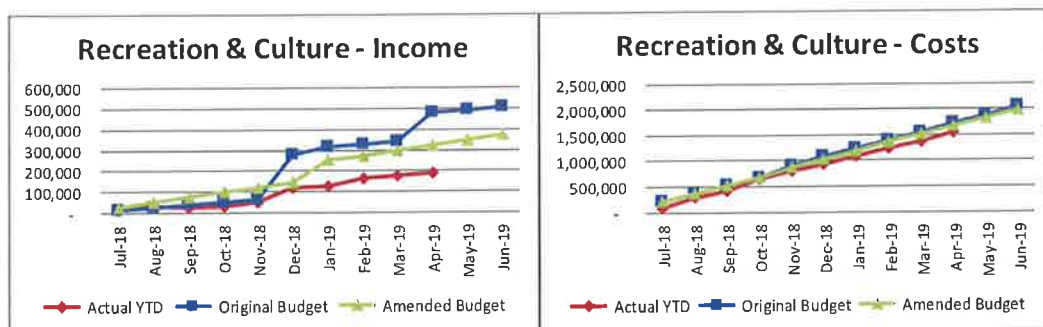
F = Favourable U = Unfavourable

Community Amenities	YTD Actual	YTD Budget	Variance	Original Budget	Amended Budget	Budget Variance
Income						
Refuse Collection	335,070	349,210	(14,140) U	361,000	366,050	5,050 F
Refuse Disposal Sites	194,798	157,470	37,328 F	68,000	188,972	120,972 F
Town Planning, Regional Developm	5,497	3,080	2,417 F	10,000	3,698	(6,302) U
Community Engagement	-	-	- F	-	-	- F
Other Community Amenities	14,341	20,160	(5,819) U	23,000	24,200	1,200 F
Total Income	549,706	529,920	19,786 F	462,000	582,920	120,920 F
Expenditure						
Refuse Collection Expenses	390,722	402,159	11,436 F	491,252	483,516	7,736 F
Refuse Disposal Sites	293,488	311,486	17,998 F	358,417	374,682	(16,264) U
Town Planning, Regional Developm	77,155	107,567	30,412 F	179,956	129,514	50,442 F
Community Engagement	8,176	8,172	(4) U	92,245	9,597	82,648 F
Other Community	155,000	173,715	18,715 F	154,947	209,006	(54,059) U
Total Expenditure	924,542	1,003,099	78,557 F	1,276,817	1,206,315	70,502 F
Community Amenities Total	(374,836)	(473,179)	98,343 F	(814,817)	(623,395)	191,423 F
Commentary	Revenue: Refuse Disposal site income relates to Water Corp disposing waste treatment materials which happened in Jul 18.			Revenue: Refuse Disposal Site increase in revenue relates to Water Corp disposing waste materials.		
	Expenditure: Favourable savings due low activity in Town Planning			Expenditure: Low activity in Town Planning and Community Engagement has resulted in saving which will be transferred to a reserve to be used in the future. Increase in costs for Other Community Amenities relates to higher depreciation and spend on Tanami bins maintenance.		

Capital Expenditure

F = Favourable U = Unfavourable

Recreation & Culture Management Report for April 2019



Operating Statements

F = Favourable U = Unfavourable

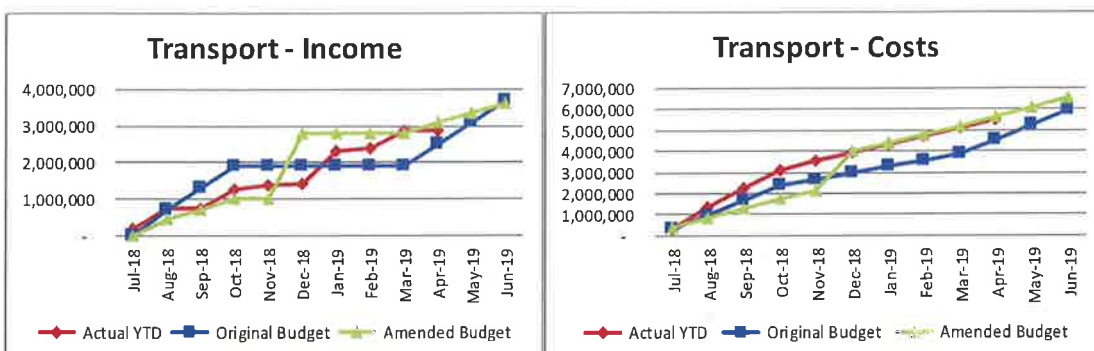
Recreation & Culture	YTD Actual	YTD Budget	Variance	Original Budget	Amended Budget	Budget Variance	
Income							
Civic Hall	35,333	38,660	(3,327) U	35,000	42,000	7,000 F	
Recreation Centre	61,379	191,793	(130,414) U	29,000	218,850	189,850 F	
Parks & Gardens	3,816	5,660	(1,844) U	331,000	6,800	(324,200) U	
Libraries, Licencing & Telecentre	41,337	38,840	2,497 F	46,668	46,618	(50) U	
Other Cultural Matters	-	-	- F	-	-	- F	
Television & Radio Re-Broadcast	4,160	4,160	- F	3,950	4,160	210 F	
Civic Building Rentals	41,757	43,090	(1,333) U	59,247	51,708	(7,539) U	
Total Income	187,781	322,203	(134,421) U	504,865	370,136	(134,729) U	
Expenditure							
Civic Hall	155,970	166,290	10,320 F	202,477	198,536	3,941 F	
Recreation Centre	801,196	883,810	82,614 F	1,004,507	1,051,478	(46,971) U	
Parks & Gardens	323,524	347,228	23,704 F	503,762	419,149	84,613 F	
Libraries, Licencing & Telecentre	123,076	121,672	(1,404) U	150,824	145,824	5,000 F	
Other Cultural Matters	30,911	29,402	(1,509) U	61,453	35,551	25,902 F	
Television & Radio Re-Broadcast	3,854	4,260	406 F	5,125	5,125	- F	
Civic Building Rentals	110,159	110,736	577 F	125,413	130,102	(4,689) U	
Total Expenditure	1,548,690	1,663,398	114,708 F	2,053,561	1,985,765	67,796 F	
Recreation & Culture Total	(1,360,909)	(1,341,195)	(19,713) F	(1,548,695)	(1,615,629)	(66,934) U	
Commentary							
Revenue: Income for Recreation Centre relates to grant income yet to be received for the Sola Project.				Revenue: Recreation Centre revenue increased due to balance of grant funding expected for water slide and solar rebate. Parks & Gardens had grant funding revenue in for oval lighting and Shire Park upgrade, which will not be realised.			
Expenditure: Recreation Centre variance due to closure over July. Parks and Garden costs down due to low activity by Town Crew at the oval.				Expenditure: Recreation Centre is expected to go over budget due to having to cover vacancies with contractors and additional spend added to enhance the provision of shade.			

Capital Expenditure

F = Favourable U = Unfavourable

Cost Centre	Capital Project	YTD Actual	Original Budget	Amended Budget	Variance
Civic Hall	Civic Hall - Upgrade	-	45,000	45,000	- F
Aquatic & Recreation Centre	Solar Heating - Aquatic Centre	7,145	-	7,145	(7,145) U
	Hydro Slide	5,621	232,000	232,000	- F
	Gym Equipment Replacement	-	10,000	10,000	- F
	Pool Hand Rails	130	5,000	-	5,000 F
	Fence Repairs	-	-	-	- F
Parks & Gardens	Plant Room Equipment Refurbish	90,000	80,000	90,000	(10,000) U
	Oval Irrigation	14,631	51,000	12,949	38,051 F
	Oval Lighting	-	350,000	-	350,000 F
	Shire Park Upgrade	-	250,000	125,000	125,000 F
Other Recreation & Sport	Rodeo Grounds water meters	-	60,000	60,000	- F
		117,527	1,083,000	582,094	500,906 F

Transport Management Report for April 2019



Operating Statements

F = Favourable U = Unfavourable

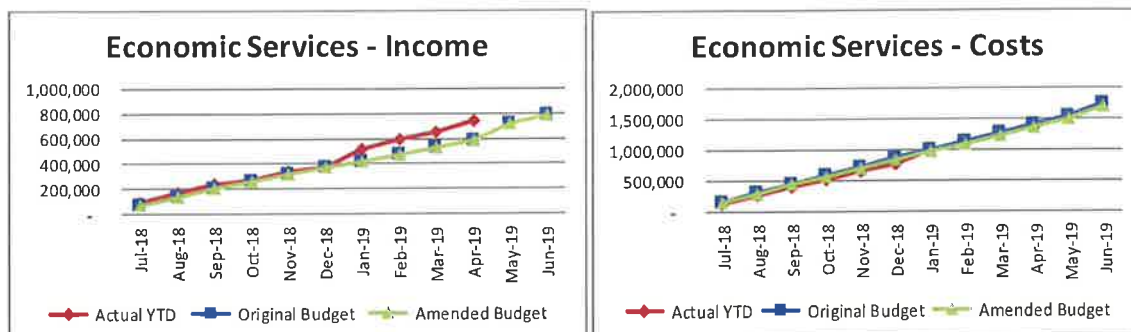
Transport	YTD Actual	YTD Budget	Variance	Original Budget	Amended Budget	Budget Variance
Income						
Construction Rds., Sts & Bridges Etc.	841,039	1,057,704	(216,665) U	1,623,112	1,586,567	(36,545) U
Maintenance Rds., Sts & Bridges Etc.	1,987,305	1,981,263	6,042 F	2,012,874	1,981,263	(31,611) U
Airport	29,195	42,530	(13,336) U	42,433	48,183	5,750 F
Total Income	2,857,539	3,081,497	(223,958) U	3,678,419	3,616,013	(62,406) U
Expenditure						
Maintenance Rds., Sts & Bridges Etc.	3,533,327	3,582,122	48,795 F	3,333,409	4,389,908	(1,056,499) U
WANDRRA - Flood Reinstatement	1,431,964	1,431,964	(0) U	1,900,000	1,431,964	468,036 F
Airport	547,125	583,102	35,977 F	681,356	698,352	(16,995) U
Total Expenditure	5,512,417	5,597,188	84,771 F	5,914,765	6,520,224	(605,459) U
Transport Total	(2,654,878)	(2,515,691)	(139,187) F	(2,236,346)	(2,904,211)	(667,865) U
Commentary	Revenue: Key activity has been around flood damage, therefore other road funding will be accessed after the wet season. Unfavourable variance is therefore timing.			Revenue: Road Construction funding variance is due to RRG funding reduction. Road Maintenance funding is due to Flood damage funding down by \$100k, as funds were not spent, this is offset by an increase in the Main Roads Direct Grant.		
	Expenditure: The road maintenance budget is timing and will be spent by year end.			Expenditure: The unfavourable variance in road maintenance spend is due to actual depreciation being higher than budgeted as calculated from the 2017-18 revaluation. All Flood Damage has now been done and was \$468k lower than budgeted.		

Capital Expenditure

F = Favourable U = Unfavourable

Cost Centre	Capital Project	YTD Actual	Original Budget	Amended Budget	Variance
Construction Rds., Sts & Bridges	Roads - Capital Works	492,861	2,032,415	2,090,718	(58,303) U
Airport	Airport upgrades	52,908	28,601	65,358	(36,757) U
Plant Purchases	Vehicle Purchases x 3	-	164,000	112,000	52,000 F
	Ride on mower	-	30,500	30,500	- F
		-	-	100,000	(100,000) U
		-	-	-	- F
		545,769	2,255,516	2,398,576	(143,060) U

Economic Services Management Report for April 2019



Operating Statements

F = Favourable U = Unfavourable

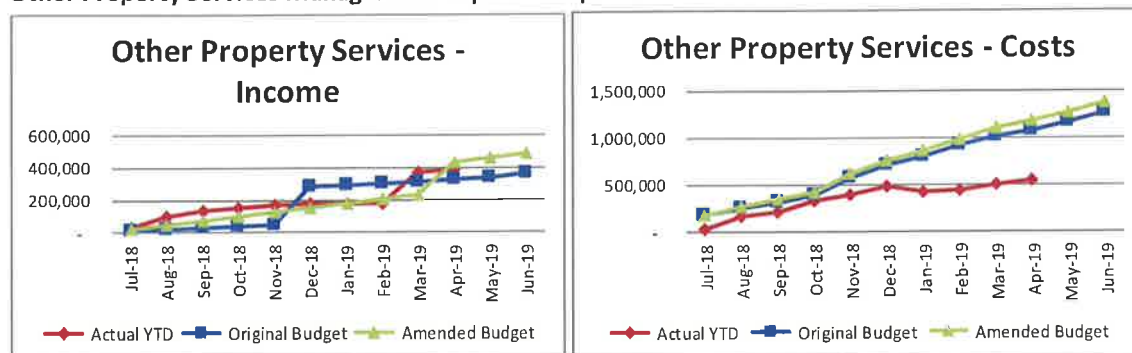
Economic Services	YTD Actual	YTD Budget	Variance	Original Budget	Amended Budget	Budget Variance
Income						
Travel & Tourism Centre	118,842	149,992	(31,150) U	200,000	200,000	- F
Cafe Area	24,081	29,990	(5,909) U	36,000	36,000	- F
Property Other	111,314	117,730	(6,416) U	141,300	141,300	- F
Post Office	258,324	269,990	(11,667) U	399,500	392,000	(7,500) U
Tourism Area Promotion	93	-	93 F	-	-	- F
Building Control	23,952	15,670	8,282 F	10,000	18,818	8,818 F
Economic Development	197,898	370	197,528 F	-	455	455 F
Total Income	734,505	583,742	150,763 F	786,800	788,573	1,773 F
Expenditure						
Travel & Tourism Centre	344,971	384,245	39,274 F	537,669	522,272	15,397 F
Cafe Area	25,720	22,430	(3,290) U	20,930	26,930	(6,000) U
Property Other	184,507	198,572	14,065 F	259,332	238,277	21,055 F
Tourism Area Promotion	9,305	23,510	14,205 F	28,233	28,233	- F
Post Office	449,870	466,492	16,622 F	578,659	563,688	14,971 F
Building Control	39,401	40,359	958 F	52,997	48,716	4,281 F
Economic Development	315,907	218,878	(97,029) U	264,810	264,810	- F
Total Expenditure	1,369,681	1,354,486	(15,195) U	1,742,630	1,692,926	49,704 F
Economic Services Total	(635,176)	(770,744)	135,568 F	(955,830)	(904,354)	51,477 F
Commentary	<p>Revenue: Post Office stock sales are below budget. Economic Development variance relates to invoice raised for scoping work on the Duncan (offset in costs below)</p> <p>Expenditure: Travel and Tourism variance relates to savings in staff costs and no costs yet allocated to website costs. Property other includes savings in spend on leased properties. Savings at the Post Office relates to Staff savings and lower stock purchases.</p>			<p>Revenue: Rates At this point in the year both budget and a amended budget are the same.</p> <p>Expenditure: At this point in the year both budget and a amended budget are the same.</p>		

Capital Expenditure

F = Favourable U = Unfavourable

Cost Centre	Capital Project	YTD Actual	Original Budget	Amended Budget	Variance
None budgeted for 2018-19		-	-	-	- F
Economic Development		-	-	-	- F
		-	-	-	- F

Other Property Services Management Report for April 2019



Operating Statements

F = Favourable U = Unfavourable

Other Property Services	YTD Actual	YTD Budget	Variance	Original Budget	Amended Budget	Budget Variance
Income						
Administration	2,747	1,660	1,087 F	2,000	2,000	- F
Integrated Planning	-	-	- F	-	-	- F
Private Works	6,213	-	6,213 F	-	-	- F
Public Works Overheads General	-	-	- F	-	-	- F
Infrastructure Management	749	-	749 F	-	-	- F
Plant Operating Expenses	2,737	2,500	237 F	7,000	3,000	(4,000) U
Miscellaneous	2,190	27,860	(25,670) U	14,700	33,440	18,740 F
Yarliyil Arts Centre	459,849	486,630	(26,781) U	437,720	547,988	110,268 F
Total Income	474,485	518,650	(44,165) U	461,420	586,428	125,008 F
Expenditure						
Administration	(368,087)	(26,034)	342,053 F	1,995	(5,002)	6,997 F
Integrated Planning	68,893	68,210	(683) U	250,718	80,947	169,771 F
Private Works	8,907	4,510	(4,397) U	5,418	5,418	- F
Public Works Overheads General	120,585	178,853	58,268 F	0	198,371	(198,370) U
Infrastructure Management	350,370	234,888	(115,482) U	283,903	245,879	38,023 F
Plant Operating Expenses	(4,230)	12,913	17,143 F	7,000	7,922	(922) U
Miscellaneous	46,882	332,270	285,388 F	387,798	398,753	(10,955) U
Yarliyil Arts Centre	405,031	450,835	45,804 F	437,437	547,759	(110,322) U
Total Expenditure	628,351	1,256,445	628,094 F	1,374,269	1,480,047	(105,779) U
Other Property Services	(153,866)	(737,795)	583,929 F	(912,849)	(893,620)	19,229 F
Commentary	<p>Revenue: Minimal variance.</p> <p>Expenditure: Administration costs in FBT, consultants, staff costs and training down year to date. Infrastructure Management has yet to charge recoveries for road projects. Miscellaneous variance relates to grants expected to be paid back, not yet processed and vandalism costs low.</p> <p>Revenue: Miscellaneous favourable variance is an increase in budgeted income from insurance claims. Yarliyil increase in income reflects the increase in art sales.</p> <p>Expenditure: Integrated Planning costs will not be incurred this FY, these funds have been moved to a reserve to be utilised in 2019-20. Additional costs to Works for traineeships, staff incentives, addressing OSH issues and recruitment. Infrastructure Managements includes savings in consultant costs and Yarliyil costs up inline with sales.</p>					

Capital Expenditure

F = Favourable U = Unfavourable

Cost Centre	Capital Project	YTD Actual	Original Budget	Amended Budget	Variance
Administration	VoIP Phones router & PABX	7,675	16,000	16,000	- F
	Shire Office Floor Surface	-	75,000	75,000	- F
	Office - Photocopier	-	15,000	40,000	(25,000) U
		7,675	106,000	131,000	(25,000) U

APPENDIX 9.4.4B

As At 30/04/2019

	2016/2017	2016/2017	30/04/2019	30/04/2019	VARIANCE \$	VARIANCE %
	Adopted Budget	Current Budget	Budget Estimate YTD	YTD Actual	Budget Estimate YTD to Actual YTD	Budget YTD Estimate to Actual YTD
Operating Revenues						
General Purpose Funding	2,149,579	2,330,570	1,773,408	1,736,850	(36,558)	-2.06%
Governance	-	-	-	0	-	0.00%
Law , Order & Safety	11,000	9,636	7,990	5,106	(2,884)	-36.09%
Health	287,969	282,779	216,711	218,309	1,598	0.74%
Welfare	989,069	975,957	732,531	770,976	38,445	5.25%
Housing	190,713	190,713	158,920	163,338	4,418	2.78%
Community amenities	462,000	582,920	529,920	557,206	27,286	5.15%
Recreation & Culture	504,865	370,136	322,203	187,781	(134,421)	-41.72%
Transport	3,678,419	3,616,013	3,081,497	2,857,539	(223,958)	-7.27%
Economic Services	786,800	788,573	583,742	734,505	150,763	25.83%
Other Property & Services	461,420	586,428	518,650	470,175	(48,475)	-9.35%
	9,521,834	9,733,726	7,925,571	7,701,784	(223,788)	-2.82%
Operating Expenses						
General Purpose Funding	337,403	354,403	211,140	210,185	(955)	-0.45%
Governance	814,576	813,530	687,600	631,568	(56,032)	-8.15%
Law , Order & Safety	398,145	454,792	381,989	389,328	7,339	1.92%
Health	543,912	511,807	423,651	424,106	455	0.11%
Welfare	1,086,875	1,015,733	841,438	800,383	(41,055)	-4.88%
Housing	191,039	179,684	141,583	139,415	(2,168)	-1.53%
Community amenities	1,276,817	1,206,315	1,003,099	932,042	(71,057)	-7.08%
Recreation & Culture	2,053,561	1,985,765	1,663,398	1,548,690	(114,708)	-6.90%
Transport	5,914,765	6,520,224	5,597,188	5,512,417	(84,771)	-1.51%
Economic Services	1,742,630	1,692,926	1,354,486	1,369,681	15,195	1.12%
Other Property & Services	1,374,269	1,480,047	1,256,445	628,225	(628,220)	-50.00%
	15,733,993	16,215,227	13,562,017	12,586,041	(975,976)	-7.20%
Net Result Excluding Rates	(6,212,158)	(6,481,502)	(5,636,445)	(4,884,257)	752,189	
Adjustments for Cash Budget Requirements						
Non-Cash Expenditure and Income						
Net written down value (assets sold)	109,000	109,000	-	0	-	0.00%
Depreciation	3,929,100	5,072,427	4,226,930	4,167,919	(59,011)	-1.40%
Movement in Employee Benefits	-	-	-	(153,668)	(153,668)	0.00%
Capital Expenditure and Revenue						
Works In progress	-	-	-	-	-	0.00%
Purchase Land & Building	130,000	142,145	142,145	97,275	(44,870)	0.00%
Purchase Infrastructure Assets - Road	2,032,415	2,090,718	1,806,963	492,861	(1,314,102)	0.00%
Purchase Plant & Equipment	15,000	40,000	40,000	-	(40,000)	0.00%
Purchase Furniture & Fittings	31,000	56,000	56,000	7,675	(48,325)	-86.30%
Purchase - Infrastructure Other	621,601	785,307	517,358	73,160	(444,198)	0.00%
Disposal of Assets	-	-	-	-	-	#DIV/0!
Loan Repayments (principal)	78,252	78,252	39,125	78,252	39,127	100.00%
Transfers to Reserves	757,000	1,007,000	250,000	28,832	(221,168)	0.00%
Transfers from Reserves	234,500	212,000	-	-	-	0.00%
ADD Surplus/(Deficit) July 1 B/Fwd	3,915,086	3,915,086	3,626,010	3,626,010	-	0.00%
LESS Surplus/(Deficit) C/Fwd	670,498	1,141,370	1,878,684	4,490,789	2,612,105	
Rates Required	2,360,238	2,513,781	2,513,781	2,512,838	(943)	-0.04%
Net Current Assets		691,311	1,878,684	4,490,789		
Variance	-670,498	-450,059	0	0.00		

APPENDIX 9.4.4C

As 30/04/2019

	30-April-2019	01-July-2018	2018/2019	2018/2019
	YTD Actuals	Opening Balance Brought Forward	Budget	Forecast Budget
CURRENT ASSETS				
Cash on Hand - Petty Cash Floats	735	735	735	735
Cash at Bank - Municipal Fund - General monies	2,801,863	2,204,096	47,804	739,115
Cash at Bank - Post Office Monies	865,368	659,546	1,000	1,000
Cash at Bank - Restricted - Unspent Grants	250,515	250,515	1,000	1,000
Cash at Bank - Restricted Reserve Funds	5,571,459	5,542,627	6,065,128	6,065,128
Sundry Debtors & Prepayments	91,588	627,831	150,000	150,000
Rates Debtors	569,220	394,528	219,181	219,181
ESL Levy	(1,247)	(1,036)	-	-
Inventories/Stock on Hand	120,292	132,074	82,074	82,074
GST - Refund from ATO	59,587	-	-	-
TOTAL CURRENT ASSETS	10,329,379	9,810,916	6,566,922	7,258,233
CURRENT LIABILITIES				
Creditors and Accruals	(193,976)	(642,292)	(517,535)	(517,535)
Employee entitlements	(444,191)	(501,917)	(762,856)	(762,856)
Employee Time in Lieu	(30,050)	(125,992)	-	-
Current Loan liability	(0)	0	(83,552)	(83,552)
GST - Payable to ATO	(73,468)	-	-	-
TOTAL CURRENT LIABILITIES	(741,686)	(1,270,201)	(1,363,943)	(1,363,943)
NET CURRENT ASSETS POSITION	9,587,694	8,540,715	5,202,979	5,894,290
Adjustments				
Items not included in calculation of Surplus/(Deficiency)				
Less Reserve Accounts	(5,571,458.92)	(5,542,627)	(6,065,128)	(6,065,128)
Add Trust Creditors	313	14	-	-
Add Reserve Creditors	-	-	-	-
Add Employee Provisions (Provided for)	474,241	627,909	778,597	778,597
Add Long Term Borrowings (Provided for)	0	(0)	83,552	83,552
REVISED NET CURRENT ASSETS POSITION	4,490,789	3,626,010	-	691,311

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**11. NEW DECISIONS OF AN URGENT NATURE INTRODUCED BY
DECISION OF THE MEETING**

12. MATTERS BEHIND CLOSED DOORS

13. CLOSURE OF MEETING

14. CONFIRMATION