



Agenda

Ordinary Council Meeting 22 October 2026

Notice of Meeting To the President, Deputy and Councillors

The next **Agenda Briefing** will be held on Wednesday, 14 October 2026 in the Council Chambers, 7 Thomas Street, Halls Creek commencing at 3.00 PM.

The next **Ordinary Council Meeting** will be held on Thursday, 22 October 2026 in the Council Chambers, 7 Thomas Street, Halls Creek commencing at 4.30 PM.

Meeting Agenda Attached

Susan Leonard
Chief Executive Officers
14 October 2026

Information

This agenda contains the business to be considered by Council at this meeting. In accordance with the *Local Government Act 1995* and applicable meeting procedures, Council can only consider matters that have been included on the published agenda.

Members wishing to raise matters not included on the agenda are encouraged to submit them in writing to the Chief Executive Officer and Shire President for consideration and, where appropriate, inclusion on a future Council agenda.

If you have any enquiries regarding meeting procedures or agenda items, please contact the Shire at hcshire@hcshire.wa.gov.au.

Question Time for the Public

An opportunity is available at Council meetings for members of the public to ask a question about any issue relating to the Shire. This time is available only for asking questions and not for making statements. Complex questions requiring research should be submitted as early as possible to allow the Shire time to prepare a response.

The Presiding Person may nominate a member of staff to answer the question and may also determine that any complex question requiring research be answered in writing. No debate or discussion can take place on any question or answer.

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.

To ask a question, please complete the Public Question Time form available on the Shire website <https://www.hallscreek.wa.gov.au/council/meetings>.

Draft Minutes Availability

Draft minutes of Council meetings are made available on the Shire of Halls Creek website as soon as practicable following each meeting and can be accessed at:
<https://www.hallscreek.wa.gov.au/council/meetings>

Councillors are responsible for reviewing the draft minutes online prior to the subsequent meeting at which they will be presented for confirmation. Any corrections or amendments should be raised formally at that time in accordance with meeting procedures.

2026 AGENDA BRIEFING DATES

The following Agenda Briefing dates and times have been resolved by Council.

14 October 2026	Council Chamber, Halls Creek	3.00pm
18 November 2026	Council Chamber, Halls Creek	3.00pm
4 December 2026	Council Chamber, Halls Creek	3.00pm

2026 COUNCIL MEETING DATES

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

22 October 2026	Council Chamber, Halls Creek	4.30pm
26 November 2026	Council Chamber, Halls Creek	4.30pm
10 December 2026	Council Chamber, Halls Creek	4.30pm

DISCLAIMER

This document has been prepared for consideration at an Ordinary Meeting of Council. Statements, comments or indications of support expressed by Council Members or Shire officers during the meeting do not constitute a decision or approval of the Shire.

Only a formal resolution passed by Council constitutes a decision of the Shire. No action should be taken in reliance on any discussion, recommendation or proposed resolution unless and until Council has made its decision and that decision has been formally recorded or communicated through an authorised Shire process.

The accuracy and currency of information contained in reports and attachments are based on the information available at the time of preparation and may be subject to amendment during Council's consideration.

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DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS

Local Government Act 1995 – Section 5.65, 5.70 and 5.71

Local Government (Model Code of Conduct) Regulations 2021

<i>This form is provided to enable members and officers to disclose an Interest in a matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act 1995 and Local Government (Model Code of Conduct) Regulations 2021</i>	
Name	
Position	
Date of Meeting	
Type of Meeting (Please circle one)	Council Meeting/ Committee Meeting/ Special Council Meeting / Workshop/ Public Agenda Briefing/ Confidential Briefing
Interest Disclosed	
Item Number and Title	
Nature of Interest	
Type of Interest (please circle one)	Financial / Proximity / Impartiality
Interest Disclosed	
Item Number and Title	
Nature of Interest	
Type of Interest (please circle one)	Financial / Proximity / Impartiality

Signature: _____ Date: _____

Important Note:

Should you declare a Financial or Proximity Interest, in accordance with the Act and Regulations noted above, you are required to leave the room while the item is being considered.

For an Impartiality Interest, you must state the following prior to consideration of the item:

“With regard to agenda item (read item number and title), I disclose that I have an impartiality interest because (read your reason for interest). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”

COUNCIL ATTENDANCE RECORD

Ordinary Council Meeting	Cr Garstone (President)	Cr Simpson (Deputy)	Cr Butters	Cr Martin	Cr McKay	Cr Robson	Cr Stretch
30 October 2025					E		
27 November 2025					A		
18 December 2025			A			A	
26 February 2026				A			
26 March 2026					A		
23 April 2026	NA	A	NA	NA	NA		NA
6 May 2026 (S)	NA		NA	NA		NA	NA
21 May 2026	E			NA			NA
25 June 2026	E			NA			
23 July 2026							
30 July 2026 (S)							NA
27 August 2026							
17 September 2026 (S)		E	E		E		A
24 September 2026							NA
30 September 2026 (S)		E		A			NA
22 October 2026							
26 November 2026							
10 December 2026							
▪ LOA = Leave of Absences ▪ A = Apology ▪ E = Attended Electronically ▪ NA = Non-Attendance ▪ S = Special Meeting ▪ R = Resignation							

Local Government Act 1995

2.25. Disqualification for failure to attend meetings

- (1) A council may, by resolution, grant leave of absence, to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.
- (3A) Leave is not to be granted in respect of —
 - (a) a meeting that has concluded; or
 - (b) the part of a meeting before the granting of leave.
- (3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2-month period.
- (5A) If a council holds 3 or more ordinary meetings within a 2-month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.

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1. Opening of Meeting

The Presiding Member to declare the meeting open at 4.30pm.

2. Acknowledgement of Traditional Owners

3. Record of Attendance

3.1 Attendance

Present

Presiding Member	Brenda Garstone
Deputy Presiding Member	Raymond Simpson
Councillor	Judith Butters
Councillor	Kenneth Martin
Councillor	Patricia McKay
Councillor	Paul Robson
Councillor	Rosemary Stretch

Administration Attendance

Chief Executive Officers	Sue Leonard
Director Governance and Sustainability	Margaret Glass
Director Health and Regulatory Services	Neroli Logan
Director Infrastructure & Assets	Peter Toboss
A/Director Community Development	Daniel Hughes

Scheduled for Attendance

Department Local Government Monitor	Jeff Gooding
Greenfield Technical Services	Joshua Kirk
Financial Services	Travis Bate

3.2 Attendance by Telephone / Instantaneous Communications

Joshua Kirk and Travis Bate

3.3 Apologies

Nil

3.4 Approved Leave of Absence

Nil

3.5 Disclosures of Interest

Nil

4. Application for leave of Absence

Nil

5. Public Participation

5.1 Response to questions taken on notice from public

Nil

5.2 Public Question Time

Nil

5.3 Petitions / Deputations / Presentations / Submissions

- a. GHD – Halls Creek Water Sustainability Solution: Presentation on the development of a long-term sustainable water solution for Halls Creek, including future water security, population growth, infrastructure constraints and options to support future housing, community and economic growth.
- b. RFFF – Halls Creek Industrial Park: Presentation on the proposed Halls Creek Industrial Park, including the outcomes of planning and consultation, proposed development of serviced industrial land and the next steps required to progress the precinct. The proposed Stage One area is southwest of the townsite between the power station and airport and is intended to provide space for businesses, trades and contractors to establish and grow.
- c. Ascentive – Halls Creek Public Health Plan: Presentation on the development of the Shire's Public Health Plan, a statutory requirement under the *Public Health Act 2016* (WA). Outlining the proposed priorities and actions to improve community health (including remotes) and wellbeing; and providing Council with an overview of the work undertaken to date and the next steps toward finalisation.

5.4 Correspondence

Nil

6. Questions from Members where due Notice has been given

Cr Paul Robson

Dated: 4 October 2024

Question	Response
Has there been a formal performance review of the Halls Creek CEO completed in line with the current contractual arrangements and made available to elected members for formal endorsement and voted on at a full Council meeting?	Yes. The CEO's performance reviews have been undertaken in accordance with the required process. • 12 June – 18 December 2024: Probation review completed. • 19 December 2024 – 6 August 2025: Annual performance review completed and presented to Council on 14 August 2025, with the review process independently facilitated by Incredible People. • 7 August 2025 – 8 August 2026: Annual performance review is currently underway and is being independently facilitated by Incredible People. The process for the current performance review was agreed between Council and the CEO in accordance with Schedule 2, Division 3 of the <i>Local Government</i>

	<i>(Administration) Regulations 1996</i> and adoption of policy HR4 CEO performance review. In accordance with the agreed process, the final performance review report will be presented to Council for consideration and endorsement upon completion and includes Councillors involvement.
Why have the two sets of flagpoles situated on Thomas Street and in Pioneer Park been either missing or dishevelled for some time?	The flagpoles at Thomas Street and Pioneer Park are operational. The flagpoles have been subject to ongoing vandalism, particularly burning of the ropes, which has also resulted in damage to flags. In addition, flags left permanently exposed to local weather conditions generally deteriorate within approximately three to six months and require regular replacement. Administration therefore manages the flying of flags to ensure the flagpoles and flags are appropriately presented for significant events, commemorations and other occasions. The flagpoles will continue to be monitored, with damaged ropes and flags repaired or replaced as required.
Why have a significant number of destroyed and vandalised rubbish bins not been removed from the CBD area despite this occurring frequently since the new bins were installed over 18 months ago?	Administration confirms that damaged bins identified as no longer serviceable have been removed from the CBD. Any bins remaining in place are currently considered serviceable and continue to be used. Accordingly, it is not the case that a significant number of destroyed bins have remained in place without action for the past 18 months. Damaged bins are removed as they are identified and assessed as no longer fit for use. Replacement and additional bins are subject to available funding and are being progressively addressed as part of the broader Town Centre Upgrade. Bins are being sourced and will be installed throughout the CBD as appropriate.
Why has the “Welcome to Halls Creek” town entrance signage been missing for some months?	Administration confirms that the “Welcome to Halls Creek” town entrance signage is not missing. New entrance signage was installed in 2025 by Spinifex Contracting and remains in place in front of the older signs. Following installation of the new signage, the previous signs were removed by Shire staff as they were redundant and contained outdated and incorrect information, including information relating to community Wi-Fi services.

	The current entrance signage therefore represents the replacement signage installed as part of the upgrade works.
Why was serious vandalism affecting Council infrastructure, including the Gym and resulting in closure of the service, not communicated to elected members through the email network so elected members were informed and able to respond to questions from the public?	The vandalism and subsequent closure of the facility were managed operationally by Administration, and information regarding the service disruption was communicated publicly through the Shire's communication channels. Administration acknowledges that significant planned or unplanned disruptions to Shire services are also matters of legitimate interest to Councillors, particularly where Councillors may receive enquiries from members of the community. Going forward, where a significant incident results in the closure of a Shire facility or a material disruption to a community service, Administration will endeavour to provide Councillors with a timely notification in addition to public communications.
Why was the recent failure of a major pumping station and the resulting impact on lawns in the main street and Pioneer Park not reported to elected members via the email network so Councillors were informed and able to answer questions from the public?	The pumping station failure has been managed operationally by Administration in conjunction with Water Corporation. Administration is currently working with Water Corporation and Horizon Power to complete the necessary works to enable access to bore water. Until these works are completed, the Shire's ability to fully restore irrigation to the affected areas is limited.

7. Announcements by Presiding Member without Discussion

Nil

8. Declarations of All Members to have given due consideration to all matters contained in the Business Papers before the meeting

This item requires all Council Members to declare that they have reviewed and given due consideration to the full set of Business Papers prior to attending the meeting by show of hands.

The declaration confirms that Members have read the agenda, reports, and supporting documentation in advance, enabling informed participation, discussion, and decision-making in accordance with their responsibilities as outlined in the Local Government Act 1995.

The Presiding member is to declare that all Councillors have given due consideration to all matters contained in the agenda by show of hands.

9. Confirmation of Minutes of Previous Meeting

That Council confirms the minutes of the following meetings as a true and correct record:

1. Special Council Meeting held on 17 September;
2. 2026 Ordinary Council Meeting held on 24 September 2026; and
3. Special Council Meeting held on 30 September 2026.

10. Reports of Committees [Nil]

11. Reports of Officers

11.1 Office of Chief Executive Reports [Nil]

11.2 Governance and Sustainability Reports

11.2.1 ICT Managed Services – Approval of Selection Criteria Request for Tender

Author:	Director Governance and Sustainability
Authorising Officers:	Chief Executive Officers
Voting Requirements:	Simple Majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Nil

Matters for Consideration

1. Council is requested to approve the weighted selection criteria for the procurement of ICT Managed Services and authorise Administration to proceed with the procurement process through the applicable WALGA procurement arrangement.

Recommendation

That Council:

1. **approves** the following weighted selection criteria for the procurement of ICT Managed Services:

Selection Criteria	Weighting (%)
Relevant Experience and Demonstrated Capability	20%
Managed Service Delivery Model and Technical Capability	25%
Cybersecurity, Risk and Essential Eight Capability	20%
Implementation, Transition and Onboarding Methodology	10%
Resources, Personnel and Capacity to Service Halls Creek	10%
Strategic ICT Management and Project Capability	5%
Price and Value for Money	10%
Total	100%
2. **notes** that submissions will also be required to satisfy the mandatory compliance requirements contained within the procurement documentation prior to assessment against the weighted selection criteria.
3. **authorises** the Chief Executive Officer to finalise the ICT Managed Services procurement documentation and invite submissions through the applicable WALGA procurement arrangement.
4. **notes** that the outcome of the procurement process will be presented to Council for consideration and appointment of the preferred provider where Council approval is required under the Shire's purchasing and delegation framework.
5. **requires** the outcome of the procurement process, including the evaluation results, preferred supplier and proposed contract value, to be presented back to Council for consideration and approval before the ICT Managed Services Agreement is executed.

Background

2. The Shire relies on managed ICT services to support the effective, secure and reliable operation of its corporate information and communications technology environment.
3. The current managed services arrangement supports a broad range of corporate ICT functions, including end-user support, cloud services, network and infrastructure management, cybersecurity, backup and recovery, vendor management and strategic ICT advice.
4. The Shire's ICT environment has continued to develop in response to increasing operational requirements, greater reliance on cloud-based systems and services, cybersecurity obligations and the need to maintain reliable ICT services across the organisation.
5. Current ICT Managed Service provider contract ceases in December 2026.
6. Administration is therefore preparing a procurement process for the provision of ICT Managed Services to establish a contemporary service arrangement with clearly defined responsibilities, service standards, performance measures, cybersecurity requirements and strategic ICT support.
7. The proposed agreement is for an initial term of three years with two optional one-year extensions, providing a potential maximum agreement term of five years (3+1+1).
8. Given the scope of services and potential term of the agreement, the total contract value is anticipated to exceed the Chief Executive Officer's delegated financial authority.
9. While the Chief Executive Officer is authorised to undertake the procurement process in accordance with the Shire's Purchasing Policy and applicable procurement requirements, the anticipated contract value means the final appointment of the preferred provider will require consideration and approval by Council before the agreement is executed.
10. The procurement is proposed to be undertaken through the applicable WALGA procurement arrangement. This provides an established procurement pathway for obtaining the required services while maintaining the Shire's requirements for appropriate evaluation, value for money and good governance.
11. Council approval of the weighted selection criteria prior to inviting submissions provides transparency and ensures that respondents are assessed consistently against predetermined criteria relevant to the Shire's requirements.

Comments

12. Administration has developed the proposed selection criteria having regard to the operational importance of the Shire's ICT environment, cybersecurity risks, service continuity requirements and the particular challenges associated with supporting a remote local government.
13. The proposed ICT Managed Services arrangement will broadly encompass:
 - a. ICT service desk and end-user support;
 - b. cloud and Microsoft environment management;
 - c. server and endpoint management;
 - d. network and infrastructure management;
 - e. backup and recovery;
 - f. cybersecurity monitoring and management;
 - g. vulnerability management and remediation;
 - h. ICT documentation and configuration management;
 - i. vendor and subscription management;
 - j. strategic ICT planning and advice;
 - k. service performance monitoring and reporting;

- l. onboarding and transition services; and
 - m. ICT project delivery capability.
14. Detailed technical information regarding the Shire's ICT infrastructure, network arrangements, security systems and configurations will not be included within the publicly available Council documentation. Information necessary for prospective respondents to prepare submissions will be managed separately through the procurement process where appropriate.
15. In addition to the weighted selection criteria, respondents will be required to satisfy mandatory compliance requirements before proceeding to weighted evaluation.
16. Mandatory compliance requirements will address matters including:
- a. eligibility to provide services through the applicable WALGA procurement arrangement;
 - b. acceptance of the applicable WALGA contractual terms and conditions, with any proposed amendments or exceptions clearly identified in the submission;
 - c. required service and support capability;
 - d. appropriate Microsoft and cloud services capability;
 - e. cybersecurity and vulnerability management capability;
 - f. appropriate insurance coverage;
 - g. service desk and incident response capability;
 - h. transition and onboarding capability;
 - i. disclosure of subcontractors and third-party service providers; and
 - j. transparent pricing, assumptions and exclusions.
17. Submissions satisfying the mandatory requirements will then be assessed against the following weighted criteria:

Selection Criteria	Weighting	Assessment Focus
Relevant Experience and Demonstrated Capability	20%	Experience delivering comparable managed ICT services, including experience with local government, public sector and regional or remote organisations.
Managed Service Delivery Model and Technical Capability	25%	Proposed service model, service desk, monitoring, infrastructure management, incident management and technical capability.
Cybersecurity, Risk and Essential Eight Capability	20%	Cybersecurity capability, vulnerability management, Essential Eight, incident response, information protection and continuous improvement.
Implementation, Transition and Onboarding Methodology	10%	Transition methodology, implementation planning, documentation, risk management and continuity of service.
Resources, Personnel and Capacity to Service Halls Creek	10%	Proposed personnel, qualifications, escalation arrangements and capacity to provide remote and onsite services.
Strategic ICT Management and Project Capability	5%	Strategic ICT advice, planning, asset lifecycle management, budgeting and project delivery capability.
Price and Value for Money	10%	Whole-of-contract cost, pricing transparency, inclusions, exclusions and overall value for money.
Total	100%	

18. The proposed criteria place a combined 45% weighting on managed service delivery, technical capability and cybersecurity. This reflects the importance of maintaining secure, reliable and appropriately supported ICT services.
19. Price and value for money represents 10% of the weighted evaluation. Price will be considered in conjunction with technical capability, service quality, risk, proposed resources, contract inclusions and exclusions and whole-of-contract value. The lowest-priced submission will not necessarily represent the best value for money.
20. Following closure of the procurement process, submissions will be evaluated by an evaluation panel against the mandatory requirements and Council-approved weighted selection criteria.
21. The procurement process will include the engagement of an independent ICT expert to assist Administration in evaluating the submissions and identifying the most suitable managed services arrangement, recognising the critical role of ICT infrastructure and services in supporting the Shire's business operations.
22. An evaluation report will be prepared documenting the assessment process, evaluation results, preferred provider and proposed contract value.
23. As the anticipated contract value is expected to exceed the Chief Executive Officer's delegated financial authority, the procurement outcome will be presented back to Council for consideration and approval before the ICT Managed Services Agreement is executed.

Strategic, Legislation and Policy Implications

Strategic Pillar	
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

Legislation and Policy	
Legislation:	<i>Local Government Act 1995</i> <i>Local Government Amendment Act 2024</i>
Policy:	Shire of Halls Creek Purchasing Policy

Financial Implications

24. There are no immediate material financial implications arising from Council approving the selection criteria and authorising Administration to proceed with the procurement process.
25. The procurement process will establish the total cost of the proposed ICT Managed Services arrangement, including onboarding and transition costs, ongoing managed service fees, subscriptions, optional services and any other applicable charges.
26. The proposed agreement is for an initial term of three years with two optional one-year extensions (3+1+1). Accordingly, the evaluation will consider the whole-of-contract financial commitment and value for money over the potential term of the agreement.

27. The anticipated total contract value is expected to exceed the Chief Executive Officer's delegated financial authority. The preferred provider, proposed contract value and associated financial implications will therefore be presented to Council for consideration and approval before the ICT Managed Services Agreement is executed. Expenditure associated with the ICT Managed Services Agreement will be subject to annual budget provision adopted by Council.

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	The procurement process is intended to achieve value for money and establish a sustainable ICT Managed Services arrangement that supports efficient Shire operations, appropriate lifecycle management of ICT assets and effective use of Council resources.
Social:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Risk Type:	Operational
Risk Category:	ICT, Cybersecurity and Business Continuity
Cause:	Failure to establish an appropriately capable and responsive ICT Managed Services arrangement, including adequate cybersecurity, technical support, monitoring, maintenance and business continuity arrangements.
Effect:	Potential disruption to critical business systems and Shire operations, cybersecurity incidents, loss or compromise of information, reduced service delivery, increased financial costs and reputational damage.
Risk Treatment:	Treat
The procurement process will mitigate these risks by: • establishing clear service specifications and minimum compliance requirements; • applying predetermined weighted selection criteria; • assessing respondents' technical, cybersecurity and service delivery capabilities; • assessing capability to support the Shire's remote operating environment; • requiring appropriate incident response, monitoring, backup and recovery arrangements; • considering whole-of-contract cost and value for money; • engaging an independent ICT expert to assist Administration with the evaluation process; and • presenting the preferred provider and proposed contract value to Council for approval before execution of the Agreement.	

Further information

28. Nil

11.2.2 Review of Cemetery Advisory Committee and Works Committee

Author:	Director Governance and Sustainability
Authorising Officers:	Chief Executive Officer
Voting Requirements:	Absolute Majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Nil

Matters for Consideration

1. To consider the future operation of the Cemetery Advisory Committee and Works Committee following repeated meeting cancellations resulting from insufficient attendance and the inability to achieve a quorum.

Recommendation

That Council, by Absolute Majority:

1. **notes** that scheduled meetings of the Cemetery Advisory Committee and Works Committee have repeatedly been unable to proceed because a quorum was not achieved;
 2. **dissolves** the Cemetery Advisory Committee and Works Committee with effect from 22 October 2026;
 3. **rescinds** parts 3 and 5 of Council Resolution 2025/127, which appointed members to the Works Committee and Cemetery Advisory Committee respectively;
 4. **determines** that:
 - a. operational cemetery and works matters will continue to be managed by the Chief Executive Officer and responsible Shire officers; and
 - b. matters requiring strategic direction, budget allocation or a formal decision will be presented directly to Council through an officer report;
 5. **requests** the Chief Executive Officer to notify the appointed committee members of Council's decision and thank them for their contribution.
-

Background

2. At its Ordinary Council Meeting held on 30 October 2025, Council adopted Resolution 2025/127 by absolute majority, carried 7/0, establishing and confirming membership of its statutory and advisory committees for the 2025–2027 term.
3. Part 3 of Resolution 2025/127 appointed the following Council Members to the Works Committee:
 - a. Cr Brenda Garstone;
 - b. Cr Kenneth Martin;
 - c. Cr Rosemary Stretch;
 - d. Cr Judith Butters.
4. Part 5 of Resolution 2025/127 appointed the following members to the Cemetery Advisory Committee:

- a. Cr Judith Butters;
 - b. Cr Patricia McKay;
 - c. Director Health and Regulatory Services or proxy, as secretariat;
 - d. Ms Lyn Craig, Community Representative;
 - e. Ms Jeanette Swan, Community Representative; and
 - f. Ms Sandra Butters, Community Representative.
5. The Works Committee was established to advise Council on infrastructure planning, construction and maintenance matters, including roads, drainage, plant, buildings and longer-term works programs.
 6. The Cemetery Advisory Committee was established to advise Council on the management, maintenance and development of the Halls Creek Cemetery, including cultural engagement, cemetery infrastructure, landscaping, grave mapping and culturally appropriate practices.
 7. Neither committee has delegated decision-making authority. Any recommendation made by either committee must be separately considered and adopted by Council before taking effect.
 8. Since the appointments made under Resolution 2025/127, several scheduled meetings have been unable to proceed because insufficient members attended to constitute a quorum.

Committee	Scheduled Meeting	Outcome
Cemetery Advisory Committee	24 February 2026	No quorum
Cemetery Advisory Committee	17 June 2026	No quorum
Cemetery Advisory Committee	21 September 2026	No quorum
Works Committee	19 February 2026	No quorum
Works Committee	14 May 2026	No quorum

Comments

9. Section 5.19 of the *Local Government Act 1995* provides that the quorum for a committee meeting is at least 50 per cent of the number of committee offices, whether vacant or not. A committee cannot conduct business or make recommendations unless a quorum is present.
10. The repeated inability of the Cemetery Advisory Committee and Works Committee to achieve a quorum indicates that the current committee arrangements are not operating effectively. Continued scheduling of meetings and preparation of agendas also creates an administrative burden where meetings are regularly unable to proceed.
11. Council has the following options available:

Option	Description	Administration assessment
1. Retain the existing committees	Continue with the existing membership, meeting frequency and quorum requirements.	Not recommended. Previous attendance indicates that future meetings may continue to be cancelled due to a lack of quorum.
2. Reduce the	Section 5.15 of the <i>Local Government Act 1995</i> permits Council, by absolute	Not recommended as an ongoing response. This may

quorum for a specified meeting	majority, to reduce the number of committee offices required for a quorum for a specified meeting where a quorum would not otherwise be available. The quorum cannot be reduced below two members.	enable a particular meeting to proceed but does not address persistent non-attendance or limited participation.
3. Restructure the committees	Review the membership, reduce the number of committee positions, seek new nominations or amend the meeting frequency.	Available to Council; however, previous attendance indicates that restructuring may not result in sufficient ongoing participation.
4. Dissolve the committees	Discontinue both committees and manage relevant matters through Administration, direct reports to Council and targeted stakeholder consultation.	Recommended. This provides a more efficient and flexible process while retaining Council oversight of strategic, financial and policy matters.

12. Dissolving the committees will not prevent cemetery or infrastructure matters from being considered by Council. Matters requiring Council direction, budget allocation or a statutory decision will continue to be presented through the ordinary Council reporting process.
13. Operational matters will continue to be managed by the relevant Directorate within approved budgets, policies and delegations.
14. Community members, cultural representatives and relevant stakeholders may be consulted on specific cemetery, infrastructure or works matters where their knowledge or input is required. Targeted consultation can be undertaken without maintaining permanent advisory committees.
15. Administration considers that direct Council reporting and targeted consultation will provide a more effective and efficient approach than maintaining standing committees that have repeatedly been unable to achieve a quorum.

Strategic, Legislation and Policy Implications

Strategic Pillar	
Objective	4. Civic: Working together to strengthen leadership and effective governance.
Outcome:	Civic - 4.1 A local government that is respected and accountable
Strategy:	Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire

Legislation and Policy	
Legislation:	<i>Local Government Act 1995—sections 5.8, 5.9, 5.10, 5.15 and 5.19.</i> <i>Interpretation Act 1984—section 52.</i> <i>Cemeteries Act 1986.</i>

Policy:	Nil
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16. Section 5.8 of the *Local Government Act 1995* permits Council, by absolute majority, to establish committees of three or more persons to assist Council and exercise any powers or discharge any duties capable of being delegated to a committee.
17. Section 5.10 provides for the appointment of committee members. The removal of appointed committee members is subject to section 52 of the *Interpretation Act 1984* and requires a decision of Council by absolute majority.
18. Section 52 of the *Interpretation Act 1984* provides that where a written law confers the power to appoint a person to an office or position, that power generally includes the power to remove, suspend, reinstate or reappoint that person. Section 5.10(3) of the *Local Government Act 1995* applies this provision to committee appointments and requires any removal of appointed committee members to be determined by an absolute majority of Council.
19. Section 5.15 permits Council, by absolute majority, to reduce the number of committee offices required for a quorum for a specified meeting where a quorum would not otherwise be available.
20. Section 5.19 provides that the quorum for a committee meeting is at least 50 per cent of the number of committee offices and cannot be fewer than two members.
21. The Cemetery Advisory Committee and Works Committee are discretionary advisory committees. Neither committee is required to be maintained under legislation.

Financial Implications

22. There are no material financial implications arising from the officer's recommendation.
23. Dissolving the committees may provide minor savings by removing the need to pay sitting fees, schedule meetings and prepare agendas, minutes and supporting documentation for meetings that are unable to proceed.
24. Any costs associated with targeted consultation or matters subsequently referred to Council will be managed within approved operational and project budgets.

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	The recommendation supports the efficient use of Shire resources by reducing administration associated with committees that are not operating effectively.
Social:	Community participation will continue through targeted consultation with community members, Traditional Owners, cultural representatives and other relevant stakeholders when required.
Risk Type:	Governance
Risk Category:	Operational
Cause:	Persistent non-attendance and the inability of the committees to achieve a quorum.

Effect:	Meetings cannot proceed, matters may be delayed and administrative resources are expended without achieving an effective advisory outcome.
Risk Treatment:	Treat
Dissolve the committees and manage relevant matters through Administration, direct Council reporting and targeted stakeholder consultation.	

Further information

25. Nil

11.2.3 Response to Previous Council Resolution – Request for Further Information

Author:	Director Governance and Sustainability
Authorising Officers:	Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Nil

Matters for Consideration

1. To provide Council with the further information requested under Council Resolution 2026/101 regarding payments made to MCR Workplace Investigations and Helene Pty Ltd trading as LO-GO Appointments WA.

Recommendation

That Council:

1. **notes** the further information provided in response to Council Resolution 2026/101; and
2. **acknowledges** that any further information concerning confidential personnel or workplace matters will be provided only where appropriate and through the relevant confidential governance process.

Background

2. At its Ordinary Council Meeting held on 24 September 2026, Council considered a Question on Notice submitted by Cr Paul Robson seeking further information about payments relating to operational matters.
3. Council subsequently adopted the following resolution:
Council Resolution: 2026/101
Moved: Cr Paul Robson
Seconded: Cr Judith Butters
That Council:
 1. **notes** the Officer's Report, as requested;
 2. **seeks** further clarification and detail regarding the payment of \$37,678.40 to MCR Workplace Investigations;
 3. **seeks** further clarification and detail regarding the total amount of \$92,210.32 paid to Helene Pty Ltd trading as LO-GO Appointments WA; and
 4. **requests** that the Chief Executive Officer provide the information to Council by the next Ordinary Council Meeting in October 2026.

CARRIED: 4/2

For: Cr Kenneth Martin, Cr Paul Robson, Cr Judith Butters and Cr Patricia McKay

Against: President Brenda Garstone and Deputy President Raymond Simpson

4. This report responds to that resolution while maintaining appropriate confidentiality regarding personnel and workplace matters.

Comments

Independent workplace investigation

5. The payment of \$37,678.40 relates to independent workplace investigation services concerning confidential staffing matters. The investigations remain ongoing.
6. To preserve procedural fairness, confidentiality and the integrity of the investigative processes, it is not appropriate to disclose allegations, evidence, witness information, preliminary findings or other operational details in a public report.
7. The Shire President and Deputy President have been provided with sufficient information to exercise its financial oversight responsibilities. Management of the investigations remains an operational responsibility of the Chief Executive Officer in accordance with section 5.41 of the *Local Government Act 1995*.
8. Once the investigations are finalised, any outcome requiring a decision or formal oversight by Council will be reported through the appropriate confidential governance process.

Temporary staffing services — \$92,210.32

9. The total amount of \$92,210.32 relates to temporary staffing services required to maintain business continuity and the delivery of essential Shire functions while permanent recruitment processes are undertaken.
10. Under section 5.41 of the *Local Government Act 1995*, the Chief Executive Officer is responsible for the administration of the local government and the employment and management of staff.
11. Temporary staffing services have been used to provide coverage for the following positions:
 - a. Director Infrastructure and Assets;
 - b. Director Health and Regulatory Services;
 - c. Finance Officer
 - d. Senior Ranger; and
 - e. Principal Governance Officer — 0.5 FTE.
12. These arrangements have enabled the Shire to maintain critical operational, regulatory, infrastructure and governance functions while addressing vacancies and progressing permanent recruitment.
13. For context, the combined annual employment cost of these positions is approximately \$750,000, inclusive of associated housing costs.
14. The temporary staffing expenditure of \$92,210.32 equates to approximately 12.3% of that annual employment cost. This comparison is provided for context and is not a direct like-for-like comparison between permanent employment and temporary staffing costs.
15. The temporary staffing arrangements are expected to remain in place until December 2026, or until the relevant permanent recruitment processes have been successfully completed, whichever occurs first.
16. Administration will continue to monitor the arrangements to ensure operational requirements are met and the expenditure remains necessary, reasonable and within the adopted budget.

Strategic, Legislation and Policy Implications

Strategic Pillar	
Objective	4. Civic: Working together to strengthen leadership and effective governance.
Outcome:	Civic - 4.4 Quality Staff
Strategy:	Civic - 4.4.2 Recruit and retain quality staff

Legislation and Policy	
Legislation:	<i>Local Government Act 1995</i> <i>Local Government Amendment Act 2024</i> <i>Local Government (Financial Management) Regulations</i>
Policy:	Relevant procurement, financial management, workforce and confidentiality requirements

Financial Implications

17. There are no additional financial implications arising directly from the officer's recommendation.
18. The expenditures addressed in this report have already been incurred and processed through the Shire's established financial and procurement controls.
19. Temporary staffing expenditure will continue to be monitored against the adopted budget until the relevant permanent recruitment processes have been completed or the arrangements otherwise cease.

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Social:	Appropriate management of workplace matters supports employee wellbeing, procedural fairness and a safe and respectful workplace.
Risk Type:	Workforce and reputational
Risk Category:	Operational
Cause:	Ongoing difficulty attracting and retaining suitably qualified and experienced employees in Halls Creek, resulting in vacancies across critical operational and professional positions.
Effect:	Reduced organisational capacity, disruption to essential services, increased workloads for existing employees, delayed projects and statutory obligations, reliance on higher-cost temporary staffing arrangements, and loss of organisational knowledge.

Risk Treatment:	Treat
Continue permanent recruitment, use temporary personnel to maintain critical services, review employee housing and attraction and retention measures, support workforce planning and succession arrangements, and regularly monitor temporary staffing costs and operational requirements.	

Further information

20. Nil

11.3 Health and Regulatory Reports

11.3.1 Local Planning Scheme Amendment Short-Term Accommodation

Author:	Director Health and Regulatory Services
Authorising Officers:	Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 1: Scheme Amendment Report Template

Matters for Consideration

1. For council to consider amendment of the Shire local planning scheme to implement the State Government's planning reforms for short-term rental accommodation. This amendment is required to ensure alignment with new 'deemed' and 'model' land use classes and general definitions introduced into the state planning framework. Most significantly, it includes amendments to reflect the 'deemed' land use classes for 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation', along with removal of superseded land uses. The following report provides further detail and background information on these changes, including specific implications for the Shire.

Recommendation

That Council:

1. Resolved that the Shire of Halls Creek pursuant to section 75 of the Planning and Development Act 2005, adopts amendment No. 5 to the Shire of Halls Creek, Local Planning Scheme No. 2 by
2. In division [2], 'Terms Used':
 - A. Amend the general definition for *cabin* to:
means a building that -
 - (a) *is an individual unit other than a chalet; and*
 - (b) *forms part of -*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*
and
 - (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period*

-
- B. Amend the general definition for *chalet* to:
- means a building that —*
- (a) is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
- (b) forms part of —*
- (i) tourist and visitor accommodation; or*
- (ii) a caravan park;*
- (c) and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period*
3. In division 2, 'Land Use Terms Used':
- A. Delete the definitions for:
- *bed and breakfast;*
 - *holiday accommodation;*
 - *holiday house;*
 - *motel;*
 - *serviced apartment;*
 - *tourist development; and*
 - *guest house*
- B. Amend the existing land use term for *road house* by deleting paragraph (d) and inserting:
- (d) accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*
- C. Insert the definition for *tourist and visitor accommodation* as per Schedule 1 – Model Provisions
4. In table 3 'Zoning Table' insert in alphabetical order the following land uses and permissibility:
- A. *hosted-short term rental accommodation*; designate as 'P' uses in zones where a dwelling is capable of approval and 'X' uses in all other zones.
- B. *unhosted short term rental accommodation*; designate as 'D' or 'A' uses in zones where a dwelling is permissible and 'X' in all other zones (Note – this is for Perth Metro i.e. within MRS. For regional local governments, suggest 'P' use in tourism, zone 'D' or 'A' uses in other applicable zones and 'X' use in all other zones)
- C. *tourist and visitor accommodation* and designate as 'P' in (insert relevant zones), 'D' in (insert relevant zones) and 'X' in all other zones (permissibility to
-

best reflect previous designations for *holiday accommodation, motel, serviced apartment* and *tourist development*)

5. In table 3 'Zoning Table', delete all references to:
 - A. *bed and breakfast*;
 - B. *holiday accommodation*;
 - C. *holiday house*;
 - D. *motel*;
 - E. *serviced apartment*;
 - F. *tourist development*;
6. Undertake any other administrative and formatting edits as required.
7. Upon preparation of the necessary documentation, refer Amendment No. 5 to the Western Australian Planning Commission (WAPC) for consideration and determination in accordance with the Planning and Development Act 2005. The amendment is **basic/standard** under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons
 1. the amendment is consistent with the model provisions in Schedule 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 2. the amendment deletes provisions that have been superseded by the deemed provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;

Background

2. Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.
3. In November 2023, the Western Australian Planning Commission released its Position Statement: Planning for Tourism and Short-Term Rental Accommodation (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia. This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.
4. Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA

from both a legal and practical standpoint. The planning changes, which have triggered the need for the Shire to amend its scheme, aim to provide greater consistency across the state in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

5. State Planning Framework

The State Government's planning reforms for short-term rental accommodation are being implemented predominantly through the Planning & Development (Local Planning Schemes) Regulations 2015 (LPS Regulations), which in turn have been informed by policy direction provided through the Position Statement.

5.1 Position Statement

The Position Statement foreshadowed a series of amendments to the LPS Regulations with the overall aim of providing more certainty and consistency across jurisdictions in respect to the treatment of STRA. Key changes flagged in this document included dedicated land use classes for STRA to ensure a clear delineation between this use and traditional accommodation types, as well as a state-wide exemption for hosted STRA and a 90-night exemption for unhosted STRA within the Perth Metropolitan Area. The Position Statement also includes guidance on strategic and statutory planning matters for both tourism and STRA, as well as local planning policy development.

5.2 LPS Regulations

The LPS Regulations are a key component of Western Australia's planning system comprising of three major parts:

- 5.2.1 Regulations proper, which set out the process for preparing or amending a local planning scheme;
 - 5.2.2 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
 - 5.2.3 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.
6. Amendments to both Schedules 1 and 2 of these regulations have been made to facilitate the necessary planning changes of the State Government's short-term rental accommodation (STRA) reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:
- i. new 'deemed' land use classes of 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes;
 - ii. new 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;
 - iii. a new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;

- iv. a state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings); and
 - v. a 90-night (cumulative) exemption within a 12-month period for 'unhosted' short-term rental accommodation in the Perth metropolitan area.
7. The implications for these changes to Shire are detailed further in the following sections of this report.

8. Local Planning Context

The Shire of Halls Creek Local Planning Scheme (the Scheme) currently designates 'Tourist Development' as a 'D' use across the 'Cultural and Natural Resource Use', 'Rural', and 'Tourism' zones, and an 'X' use in all other zones. This is generally reflective of other similar use and development classes, with the exception that 'Holiday House' and 'Holiday Accommodation' are also designated as an 'A' use in the 'Rural Residential' zone.

- 9. A Motel is currently a 'D' use across the 'Cultural and Natural Resource Use', 'Rural', and 'Tourism' zones, and also a D in the commercial zone and an 'X' in all other zones
- 10. A Serviced apartment being a 'D' use in the Cultural and Natural Resource Use zone, 'A' use in the residential, rural enterprise and the mixed use zones and P in the Tourism zone and X in all other zones
- 11. The Shire of Halls Creek Local Planning Strategy (the 'Strategy') outlines a desire for land designated for Tourism within the Halls Creek townsite to provide for a variety of holiday accommodation styles and associated uses, and notes that it is an important and growing sector within the Shire's economy and community. Short-term rental accommodation demand is expected to increase in the future.

12. Proposed Amendment

With the introduction of the new deemed land use classes into planning schemes associated with short-term rental accommodation, this scheme amendment relates to the introduction, modification and deletion of various land use and general definitions to the Shire's planning scheme. The new exemptions are also 'deemed' and as such are already operative, however this amendment does include changes to the zoning table to reflect the hosted STRA exemption as a permitted use.

13. Deemed Short-Term Rental Accommodation Land Use Classes

- I. Whilst the new 'deemed' land use classes are automatically read into the Shire's scheme through the LPS Regulations, along with the previously mentioned exemptions, these uses are being incorporated into scheme zoning tables to ensure absolute clarity from an interpretation perspective, particularly given these uses replace long-standing 'model' land use classes within the Shire's planning framework.
- II. To implement the required changes, this amendment requires deletion of all references to the land use classes of bed and breakfast and holiday house, replaced with the new 'deemed' definitions of hosted short-term rental accommodation and unhosted short-term rental accommodation. This includes amending the Zoning Table and Definitions schedules of the scheme text accordingly.
- III. In addition to the LPS Regulations, the Position Statement and Planning Bulletin 115 provide further direction for how STRA should be dealt with in local planning schemes

from a permissibility standpoint. To reflect these requirements, this amendment proposes the following designations for these new land use classes:

- 'Hosted short-term rental accommodation' is proposed as a Permitted use in all zones where any type of 'dwelling' is capable of approval, to reflect the state-wide exemption in the 'deemed provisions';
- 'Unhosted short-term rental accommodation' is proposed to be permitted in Tourism zones with

14. Aside from the above, where the uses of holiday house and bed and breakfast are referenced in other sections of the scheme text, these are to be cross-referenced accordingly.

15. Model 'Tourist and Visitor Accommodation' Land Use

A new model land use class of 'Tourist and Visitor Accommodation' has been introduced to supersede various traditional accommodation land use types (excluding 'hotel') and provide a clearer delineation between these uses and 'short-term rental accommodation'. In the context of the Shire's scheme, uses to be deleted through this change include:

- A. *Motel – specifically referenced in the new land use class definition;*
- B. *Serviced apartment – specifically referenced in the new land use class definition;*
- C. *Tourist development – directly replaced by the new use class; and*
- D. *Bed and breakfast;*
- E. *Holiday accommodation;*
- F. *Holiday house;*
- G. *Guest house*

16. New and Revised Land Use & General Definitions

As part of the LPS Regulations changes, amendments to some other model definitions were also introduced so as to not cause confusion or conflict with the new short-term rental accommodation land use terms. These include deletion of the definition for 'short-term accommodation', which has been removed to avoid confusion with new terms relating to 'short-term rental accommodation'. This has consequentially resulted in modifications to the general model terms of 'cabin' and 'chalet', as well as the land use term for 'road house'. The new model terms are proposed to be introduced into the scheme text through this amendment.

17. Through deletion of the general term 'short term accommodation' it is proposed to insert into the scheme text the deleted model definition in-full wherever referenced, to replicate the changes made in the model provisions; this being:

accommodation for guests, on a commercial basis, either continuously or from time to time, with no guest accommodated for periods totalling more than 3 months in any 12-month period.

Comments

18. Nil

Strategic, Legislation and Policy Implications

Strategic Pillar	
Objective	2. Economic: Our town and remote communities are prosperous and viable.
Outcome:	Economic - 2.9 To increase the number of tourism businesses and range of tourist products and facilities, and raise the recognition of Halls Creek as a significant tourism centre, including the potential of the Duncan Road and recreational fishing
Strategy:	Economic - 2.9.2 Promote Halls Creek Shire as a tourist centre within the region, the State and Australia

Legislation and Policy	
Legislation:	<i>Local Government Act 1995</i> <i>Local Government Amendment Act 2024</i> <i>Local Government (Financial Management) Regulations</i>
Policy:	Nil

Financial Implications

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

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Social:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Further information

5. Nil

Appendix 1

Short-Term Rental Accommodation

NOTE TO LOCAL GOVERNMENT:

The content in this template may be adapted to suit the particular scheme and amendment classification, which will require reference to correct clause numbers, schedules, table numbers, zones, etc. Specific attention is drawn to the following:

- ☐ *Delete uses and definitions from this template where relevant e.g. cabin, chalet, road house, if these are not applicable to the local government.*
- ☐ *Where relevant, cross-reference and update any other tables and schedules as required to reflect the above textual amendments, such as:*
 - *Car parking;*
 - *Additional uses;*
 - *Restricted uses;*
 - *Special use zones;*
 - *Special control areas;*
 - *Special rural/rural residential zones; and*
 - *Any other applicable supplemental/operative schedules.*
- ☐ *Identify any other administrative amendments as necessary to ensure there are no inconsistencies resulting from the introduction of the new model and deemed definitions.*
- ☐ *The deemed land use classes for hosted and unhosted short-term rental accommodation are automatically read into the scheme and do not need to be included as land use terms.*
- ☐ *Where applicable to the particular scheme, it is recommended that textual references to the deleted model term 'short-term accommodation' be replaced with:*

accommodation for guests, on a commercial basis, either continuously or from time to time, with no guest accommodated for periods totalling more than 3 months in any 12-month period.

Scheme Amendment Report Template

Short Term Rental Accommodation
Scheme Amendment Report Template

COVER PAGE

[INSERT SHIRE LOGO]

City/Town/Shire of [insert LG]
Town/Local/District Planning Scheme No. [Insert No.]

Amendment No. [Insert No.]

Summary of Amendment Details

Update scheme text to introduce new and revised land use classes and general definitions to facilitate State Government reforms for short-term rental accommodation.

FORM 2A

Planning and Development Act 2005
RESOLUTION TO **ADOPT** AMENDMENT
TO LOCAL PLANNING SCHEME

[Name and Number of Local Planning Scheme]
[Amendment Number]

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

8. In clause/schedule/division **[INSERT NUMBER]**, 'Terms Used':
- A. Delete the definition for *short-term accommodation*.
 - B. Amend the general definition for *cabin* to:
means a building that -
 - (d) *is an individual unit other than a chalet; and*
 - (e) *forms part of -*
 - (iii) *tourist and visitor accommodation; or*
 - (iv) *a caravan park;*
 - and*
 - (f) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period*
 - C. Amend the general definition for *chalet* to:
means a building that —
 - (c) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
 - (d) *forms part of —*
 - (iii) *tourist and visitor accommodation; or*
 - (iv) *a caravan park;*

- (d) *and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period*

9. In clause/schedule/division *[INSERT NUMBER]*, 'Land Use Terms Used':

A. Delete the definitions for:

- *bed and breakfast;*
- *holiday accommodation;*
- *holiday house;*
- *motel;*
- *serviced apartment;*
- *tourist development; and*
- *[insert any equivalent/similar non-model traditional or short-term accommodation land uses to be deleted e.g. 'Short Stay Dwelling'].*

B. Amend the existing land use term for *road house* by deleting paragraph (d) and inserting:

- (e) *accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

C. Insert the definition for *tourist and visitor accommodation* as per Schedule 1 – Model Provisions

10. In clause/schedule/table *[INSERT NUMBER]* 'Zoning Table' insert in alphabetical order the following land uses and permissibility:

- D. *hosted-short term rental accommodation*; designate as 'P' uses in zones where a dwelling is capable of approval and 'X' uses in all other zones.
- E. *unhosted short term rental accommodation*; designate as 'D' or 'A' uses in zones where a dwelling is permissible and 'X' in all other zones (*Note – this is for Perth Metro i.e. within MRS. For regional local governments, suggest 'P' use in tourism, zone 'D' or 'A' uses in other applicable zones and 'X' use in all other zones*)
- F. *tourist and visitor accommodation* and designate as 'P' in (*insert relevant zones*), 'D' in (*insert relevant zones*) and 'X' in all other zones (*permissibility to best reflect previous designations for holiday accommodation, motel, serviced apartment and tourist development*)

11. In clause/schedule/table *[INSERT NUMBER]* 'Zoning Table', delete all references to:

- A. *bed and breakfast;*
- B. *holiday accommodation;*
- C. *holiday house;*

- D. *motel;*
 - E. *serviced apartment;*
 - F. *tourist development; and*
 - G. *[insert any equivalent/similar non-model traditional or short-term accommodation land uses to be deleted e.g. 'Short Stay Dwelling'].*
-
- 12. **Insert any additional consequential scheme modifications as required**
 - 13. *Undertake any other administrative and formatting edits as required*

The amendment is **basic/standard** under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons **[modify as required]**:

If basic amendment:

3. the amendment is consistent with the model provisions in Schedule 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
4. the amendment deletes provisions that have been superseded by the deemed provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;

If standard amendment:

1. the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
2. the amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
3. the amendment is not considered a complex or basic amendment.

Dated this _____ day of _____ 20____

(Chief Executive Officer)

NOTE TO LOCAL GOVERNMENT:

Modify text below to suit individual amendment and particulars relevant to local context.

Scheme Amendment Report

1. Introduction

The purpose of this amendment is to amend the City/Town/ Shire local planning scheme to implement the State Government's planning reforms for short-term rental accommodation.

This amendment is required to ensure alignment with new 'deemed' and 'model' land use classes and general definitions introduced into the state planning framework. Most significantly, it includes amendments to reflect the 'deemed' land use classes for 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation', along with removal of superseded land uses. The following report provides further detail and background information on these changes, including specific implications for the City/Town/Shire.

2. Background

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*. This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the City/Town/Shire to amend its scheme, aim to provide greater consistency across the state in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

NOTE TO LOCAL GOVERNMENT:

Insert additional high-level background detail as required to describe existing strategic planning and policy considerations from the local government's perspective, including any relevant matters or actions as per the Local Planning Strategy for tourism, housing and short-term rental accommodation. These can be elaborated in Part 4 of this report.

3. State Planning Framework

The State Government's planning reforms for short-term rental accommodation are being implemented predominantly through the *Planning & Development (Local Planning Schemes) Regulations 2015* (LPS Regulations), which in turn have been informed by policy direction provided through the Position Statement.

Position Statement

The Position Statement foreshadowed a series of amendments to the LPS Regulations with the overall aim of providing more certainty and consistency across jurisdictions in respect to the treatment of STRA. Key changes flagged in this document included dedicated land use classes for STRA to ensure a clear delineation between this use and traditional accommodation types, as well as a state-wide exemption for hosted STRA and a 90-night exemption for unhosted STRA within the Perth Metropolitan Area. The Position Statement also includes guidance on strategic and statutory planning matters for both tourism and STRA, as well as local planning policy development.

LPS Regulations

The LPS Regulations are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of these regulations have been made to facilitate the necessary planning changes of the State Government's short-term rental accommodation (STRA) reform initiatives, as envisaged by the Position Statement.

These changes, most notably, include:

- vi. new 'deemed' land use classes of 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes;
- vii. new 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;
- viii. a new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;
- ix. a state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings); and

- x. a 90-night (cumulative) exemption within a 12-month period for ‘unhosted’ short-term rental accommodation in the Perth metropolitan area.

The implications for these changes to the City/Town/Shire are detailed further in the following sections of this report.

4. Local Planning Context

NOTE TO LOCAL GOVERNMENT:

Insert detail as required to describe historical treatment of STRA from the local government’s context to elaborate on Part 2 of this scheme amendment report, as well as outline existing planning scheme and policy settings for STRA.

Suggested inclusions:

- ☐ *Where the local government has a local planning strategy addressing tourism, housing and/or short-term rental accommodation matters, provide a description of relevant content and actions here;*
- ☐ *If known, provide detail on the occurrence of short-term rental accommodation within the municipality, including information on historical development approval numbers as well as instances where compliance issues may have arisen;*
- ☐ *Outline how the use has historically been treated under the planning scheme or existing local planning policies, including instances where exemptions or use not listed provisions may have applied.*

5. Proposed Amendment

With the introduction of the new deemed land use classes into planning schemes associated with short-term rental accommodation, this scheme amendment relates to the introduction, modification and deletion of various land use and general definitions to the City/Town/Shire’s planning scheme. The new exemptions are also ‘deemed’ and as such are already operative, however this amendment does include changes to the zoning table to reflect the hosted STRA exemption as a permitted use.

NOTE TO LOCAL GOVERNMENT:

Some particulars below are mandatory and/or only applicable to metropolitan local governments as noted in square brackets, modify as required to suit individual planning scheme.

Refer to Planning Bulletin 115 for further guidance on new land use classes and designations, as well as development assessment considerations.

Deemed Short-Term Rental Accommodation Land Use Classes

Whilst the new 'deemed' land use classes are automatically read into the City/Town/Shire's scheme through the LPS Regulations, along with the previously mentioned exemptions, these uses are being incorporated into scheme zoning tables to ensure absolute clarity from an interpretation perspective, particularly given these uses replace long-standing 'model' land use classes within the City/Town/Shire's planning framework.

To implement the required changes, this amendment requires deletion of all references to the land use classes of *bed and breakfast* and *holiday house*, replaced with the new 'deemed' definitions of *hosted short-term rental accommodation* and *unhosted short-term rental accommodation*. This includes amending the Zoning Table and Definitions schedules of the scheme text accordingly.

In addition to the LPS Regulations, the Position Statement and Planning Bulletin 115 provide further direction for how STRA should be dealt with in local planning schemes from a permissibility standpoint. To reflect these requirements, this amendment proposes the following designations for these new land use classes:

- 'Hosted short-term rental accommodation' is proposed as a Permitted use in all zones where any type of 'dwelling' is capable of approval, to reflect the state-wide exemption in the 'deemed provisions';
- **[NOTE – PERTH METRO ONLY]** 'Unhosted short-term rental accommodation' is proposed to be listed as a D or A use in zones where any type of 'dwelling' is capable of approval, that being [INSERT ZONES];
- **[NOTE – REGIONAL LOCAL GOVERNMENTS]** 'Unhosted short-term rental accommodation' is proposed to be designated [INSERT PROPOSED DESIGNATIONS];

Aside from the above, where the uses of holiday house and bed and breakfast are referenced in other sections of the scheme text, these are to be cross-referenced accordingly.

Model 'Tourist and Visitor Accommodation' Land Use

A new model land use class of 'Tourist and Visitor Accommodation' has been introduced to supersede various traditional accommodation land use types (excluding 'hotel') and provide a clearer delineation between these uses and 'short-term rental accommodation'. In the context of the City/Town/Shire's scheme, uses to be deleted through this change include:

- *Motel – specifically referenced in the new land use class definition;*
- *Serviced apartment – specifically referenced in the new land use class definition;*
- *Tourist development – directly replaced by the new use class; and*

- *[insert any other equivalent/similar non-model traditional accommodation scheme land uses].*

NOTE TO LOCAL GOVERNMENT:

Include discussion here as required to justify scheme designations and other necessary textual amendments as applicable to 'Tourist and Visitor Accommodation'.

Justification should also be included here if the local government is seeking to retain existing model land use classes.

New and Revised Land Use & General Definitions

As part of the LPS Regulations changes, amendments to some other model definitions were also introduced so as to not cause confusion or conflict with the new short-term rental accommodation land use terms. These include deletion of the definition for 'short-term accommodation', which has been removed to avoid confusion with new terms relating to 'short-term rental accommodation'. This has consequentially resulted in modifications to the general model terms of 'cabin' and 'chalet', as well as the land use term for 'road house'. The new model terms are proposed to be introduced into the scheme text through this amendment.

Through deletion of the general term 'short term accommodation' it is proposed to insert into the scheme text the deleted model definition in-full wherever referenced, to replicate the changes made in the model provisions; this being:

accommodation for guests, on a commercial basis, either continuously or from time to time, with no guest accommodated for periods totalling more than 3 months in any 12-month period.

NOTE TO LOCAL GOVERNMENT:

Include discussion here as required to justify other textual modifications and definitions changes.

Justification should also be included here if the local government is seeking to retain existing model general definitions or other use classes.

Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME

[Name and Number of Local Planning Scheme]

[Amendment Number]

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

Insert details as per Form 2A

FORM 6A

COUNCIL ADOPTION

This [BASIC/STANDARD] Amendment was adopted by resolution of the Council of the [LOCAL GOVERNMENT] at the [NAME] Meeting of the Council held on the [day] day of [month], 20[year].

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE ~~[DELETE FOR BASIC AMENDMENT]~~

by resolution of the Council of the [LOCAL GOVERNMENT] at the [NAME] Meeting of the Council held on the [day] day of [month], 20[year], proceed to advertise this Amendment.

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended [for support/ not to be supported] by resolution of the [LOCAL GOVERNMENT] at the [NAME] Meeting of the Council held on the [number] day of [month], 20[year] and the Common Seal of the [LOCAL GOVERNMENT] was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE.....

FORM 6A - CONTINUED

APPROVAL GRANTED

.....

MINISTER FOR PLANNING

DATE.....

11.4 Community Development Reports [Nil]

11.5 Infrastructure and Asset Reports

11.5.1 Road Construction Plant with Operators Decision Criteria

Author:	Chief Executive Officer
Authorising Officers:	Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Nil

Matters for Consideration

1. Resolve to issue a public tender for the provision of hired road construction plant with operators to facilitate the Shire's road construction program in 2027
2. Endorse the proposed decision criteria for the aforementioned public tender.

Recommendation

That Council:

1. **resolves** to issue a public tender for the provision of hired road construction plant with operators.
2. **endorses** the decision criteria for the aforementioned public tender as follows:
 - a. Quality and completeness of road construction plant, equipment and camp facilities: 15%
 - b. Key personnel skills and experience: 15%
 - c. Organisational experience and capacity to complete the contract works: 15%
 - d. Provisions for mechanical and refuelling support and extra machinery: 5%
 - e. Indigenous Business Agenda and Advancement: 10%
 - f. Price: 40%

Background

1. The Shire's current contract for hired road construction plant with operators (RFT 2025-03-EMIS) is due to expire on 31 March 2027.
2. The incumbent Contractor since March 2025 is THEM Earthmoving.
3. The scope of the Contract is the provision of a variety of hired road construction plant and equipment with competent and experienced operators together with all the necessary supporting ancillary equipment (e.g. mechanical and refuelling facilities, mobile camp facilities, water supply equipment and traffic management) to assist the Shire in completing the yearly road capital and maintenance works.

4. The Contract is a schedule of hourly rates contract where the Shire direct-manages the Contractor to achieve specific scopes of work. The Contractor is paid only for the productive hours worked by the required plant and equipment. There is no guaranteed minimum value of work under this Contract.
5. The majority of the Shire's capital funding for roadworks is grant funding whilst the majority of the Shire's maintenance funding for roadworks is Shire own-source funding. Typically, capital funding is approx. \$2 – 3M per year whilst maintenance funding is approx. \$300,000 - \$400,000.
6. The Shire requires this Contract as the Shire does not have sufficient plant, equipment or operators to complete the capital and maintenance road program.
7. However, for the past several years, the Contract has been established such that, when the Shire does have plant, equipment and/or operators that are available to support the road program, the successful Contractor is required to incorporate the Shire's resources into the overall work crew to work as a collaborative team. This has been a successful outcome for several years.
8. In order to be prepared for the 2027 year, the Shire needs to run a public tender process to secure the services of a Contractor commencing 1 April 2027. The Contract will be for a period of 1 year, with a further 2 x 1 year extensions at the discretion of the Shire's Chief Executive Officer, subject to the Contractor's performance during the Contract.
9. The scope of work will typically comprise:
 - a. Maintenance grading of unsealed roads
 - b. Reforming and resheeting unsealed roads
 - c. Maintenance, renewal and upgrade of roadside drainage elements
 - d. Construction of floodways, culverts and other drainage elements
 - e. Supply and installation of signage as required
 - f. Pushing up of borrow material
 - g. Supply of water for road works
 - h. Sealed pavement repairs and upgrades
 - i. Flood damage repairs to sealed and unsealed roads
10. The Contractor will be required to provide a range of plant, equipment and resources as directed by the Shire on an as-needed basis. Typically, the work will require 6 – 10 operators with a suite of road construction plant and equipment including graders, water carts, dozers, loaders, rollers, side tippers, mobile camps, onsite mechanical support and water bore pumping equipment.
11. The proposed decision criteria for the public tender is as follows:

Criteria	Weighting
Quality and completeness of road construction plant, equipment and camp facilities	15%
Key personnel skills and experience	15%
Organisational experience and capacity to complete the contract works	15%
Provisions for mechanical and refuelling support and extra machinery	5%
Indigenous Business Agenda and Advancement	10%
Price	40%

Strategic, Legislation and Policy Implications

Strategic Pillar	
Objective	1. Social: Vibrant and connected communities. We support cultural and language diversity.
Outcome:	Social - 1.4 Our community has access to appropriate transport networks and services, including a regional and interstate transport system.
Strategy:	Social - 1.4.4 Maintain and renew roads and ancillary infrastructure in accordance with the Shire Asset Management Plan including identified access roads into communities

Legislation and Policy	
Legislation:	<i>Local Government Act 1995</i> <i>Local Government Amendment Act 2024</i> <i>Local Government (Financial Management) Regulations</i>
Policy:	Nil

Financial Implications

12. There is no direct financial implication of the proposed recommendation other than the administrative cost of preparing and running the public tender process.

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.
Social:	There are no significant identifiable social impacts arising from adoption of the officer's recommendation.
Risk Type:	Nil
Risk Category:	Nil
Cause:	Nil
Effect	Nil
Risk Treatment	Nil
Nil	

Further information

Nil

11.6 Financial Services Reports

11.6.1 Strategic Review and Funding of Cash-Backed Reserves

Author:	Director Governance and Sustainability
Authorising Officers:	Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Nil

Matters for Consideration

1. To provide Council with an overview of the purpose and importance of cash-backed reserves, assess the adequacy of the Shire's existing reserves and identify priorities for consideration during the December 2026 financial planning process and the statutory 2026-27 budget review.

Recommendation

That Council:

1. **notes** that the reserve balances provided as at 30 June 2026 total \$3,991,033, subject to reconciliation against the audited financial statements;
2. **acknowledges** its responsibility under section 2.7 of the *Local Government Act 1995* to govern the Shire's affairs, oversee the allocation of its finances and resources and ensure that financial decisions support the present and future needs of the district;
3. **acknowledges** that the Shire's limited rate base and reliance on State and Commonwealth funding significantly restrict its capacity to independently fund major infrastructure projects, asset renewal and unforeseen capital works;
4. **endorses** the principle that the Shire must progressively accumulate reserve funds to:
 - a. meet future infrastructure renewal and replacement costs across the asset lifecycle;
 - b. fund known liabilities and regulatory obligations;
 - c. provide required contributions toward grant-funded projects;
 - d. support cash flow where grant funding is paid retrospectively;
 - e. respond to urgent asset failures and emerging risks; and
 - f. reduce reliance on borrowing and unplanned municipal expenditure;
5. **identifies** the Refuse Site Rehabilitation Reserve and the Shire ERP migration may cost in the region of \$2 million; and
6. **notes** that any proposed transfers to or from reserves arising from the budget review will be presented separately for Council's consideration in accordance with regulation 33A of the *Local Government (Financial Management) Regulations 1996*.

Background

2. Cash-backed reserves provide a mechanism for the Shire to set aside funds for identified future expenditure, including asset renewal, infrastructure replacement, employee liabilities, regulatory obligations and major capital projects.
3. The Shire maintains responsibility for a significant portfolio of roads, buildings, staff housing, plant, airport infrastructure, waste facilities, ICT systems, aquatic facilities and other community assets.
4. Many of these assets have long operational lives but require significant renewal or replacement expenditure at particular points in their lifecycle. These costs cannot reasonably be absorbed within a single annual budget without affecting existing services and projects.
5. The Shire's capacity to fund these requirements is constrained by its limited rate base. Unlike larger local governments with substantial residential, commercial and industrial rate revenue, the Shire has a comparatively small pool of own-source revenue from which to fund infrastructure renewal and major projects.
6. As a result, the Shire is significantly dependent on State and Commonwealth grants. While grant funding is essential, it is generally competitive, restricted to particular purposes, subject to changing government priorities and not guaranteed.
7. Grant programs may also require the Shire to provide a financial contribution, fund ineligible project costs or meet expenditure before receiving reimbursement. Insufficient reserves may therefore prevent the Shire from pursuing otherwise suitable funding opportunities.
8. The Shire's reserves as at 30 June 2026 are summarised below:

Reserve	Description/Purpose	Balance at 30 June 2026	Preliminary status	Risk rating
Computer Upgrade Reserve	ICT hardware, systems, cybersecurity, ERP and technology renewal	\$336,120	Increase to support ERP implementation and ICT renewal approximately \$1m	 Critical
Refuse Site Rehabilitation Reserve	Rehabilitation and future works associated with waste facilities	\$364,205	Highest immediate priority—approximately \$1 million required within three years	 Critical
Plant Replacement Reserve	Replacement of major plant, fleet and equipment	\$366,681	Increase in accordance with the plant-replacement program	 High
Staff Housing Reserve	Staff housing renewal, replacement and improvements	\$270,919	Increase to support workforce attraction and retention	 High

Aquatic Reserve	Pool and aquatic facility renewal and capital works	\$392,141	Increase to address future facility-renewal requirements	● High
Leave Reserve	Provision for employee leave liabilities	\$420,480	Retain and review against current leave liabilities	● Moderate
Airport Works Reserve	Airport infrastructure renewal, safety upgrades and capital works	\$498,823	Increase to support renewal and future grant co-contributions	● Moderate
Office Redevelopment Reserve	Office and building redevelopment and improvements	\$601,253	Increase in accordance with an adopted accommodation and renewal plan	● Low
Re-broadcasting Reserve	Re-broadcasting and service-charge purposes	\$79,894	Confirm legislative restrictions and future requirements	● Low
Mosquito Reserve	Mosquito management and associated activities	\$14,043	Confirm restrictions, funding source and future requirements	● Low
Town Planning Development Reserve	Strategic planning, land development and associated projects	\$646,474	Retain and increase in line with planned development projects	● Low
Energy Development Reserve	Former EDL grant-funded activities	\$0	Review for closure, subject to confirmation that no obligations remain	Close
Total		\$3,991,033		

Risk-rating key:

- **Critical** — immediate funding strategy and action required
- **High** — priority funding required
- **Moderate** — retain and review adequacy
- **Low** — monitor or confirm continuing purpose

Comments

9. Although the Shire held approximately \$3.99 million in cash-backed reserves at 30 June 2026, the total balance should not be viewed in isolation. The funds are distributed across multiple identified purposes and must be assessed against the cost, timing and risk of the obligations each reserve is intended to meet.

10. Several individual reserve balances are unlikely to be sufficient to meet the anticipated cost of the relevant asset renewal, replacement or regulatory obligation. Without planned contributions, the funding gap will continue to increase because of construction-cost escalation, remote-area delivery costs and the increasing age of the Shire's assets.
11. Council is responsible for setting the Shire's strategic direction and overseeing the allocation of its finances and resources. This includes balancing current service-delivery expectations against the need to retain sufficient capacity to meet future liabilities and infrastructure requirements.
12. Administration is responsible for developing the supporting financial analysis, asset information, funding options and recommendations necessary to assist Council in making informed decisions.

Refuse-site rehabilitation

13. The Refuse Site Rehabilitation Reserve is considered the highest immediate reserve-funding priority.
14. The relevant waste cell has closed and is currently in its settlement and monitoring phase. Rehabilitation is expected to be required by 2029 at an indicative cost of approximately \$1 million.
15. Based on the reserve balance of \$364,205 at 30 June 2026, the current indicative funding shortfall is approximately \$635,795. The actual shortfall may increase as the rehabilitation scope is refined and the effects of inflation, mobilisation and remote-area construction costs are incorporated.
16. Rehabilitation represents a known future regulatory and environmental obligation. Failure to accumulate sufficient funding may require Council to redirect a substantial amount of municipal funding from existing services and projects when the works become necessary.

ICT and enterprise resource planning (ERP) system

17. The Computer Upgrade Reserve is also considered critical because of the Shire's reliance on ICT systems for financial management, payroll, rates, records, regulatory functions, asset management and service delivery.
18. The Shire will be required to transition from its current Synergy enterprise resource planning system. While the final cost will depend on the procurement process, system scope, data migration, implementation support and training requirements, the total cost may be in the order of \$700,000 to \$1 million.
19. The existing reserve balance of \$336,120 is unlikely to fully fund the transition while also meeting normal ICT hardware, cybersecurity and system-renewal requirements.
20. Delaying the transition or failing to allocate sufficient funding may expose the Shire to operational disruption, unsupported systems, cybersecurity risks, data-management issues and increased implementation costs.

Other priority reserves

21. The Plant Replacement, Staff Housing and Aquatic Reserves have been assessed as high priorities because each supports significant assets that are essential to service delivery, workforce retention or community wellbeing.

22. The adequacy of the Plant Replacement Reserve should be assessed against a current plant-replacement program identifying the proposed replacement year, condition, expected replacement cost and disposal value of each major item.
23. The Staff Housing Reserve should be considered alongside workforce planning and the Shire's employee attraction and retention requirements. Access to suitable housing remains essential to recruiting and retaining qualified employees in Halls Creek.
24. The Aquatic Reserve should be reviewed against the condition, remaining useful life and long-term operating model of the aquatic facility.
25. The Office Redevelopment, Airport Works and Town Planning Development Reserves hold comparatively significant balances. However, their adequacy cannot be fully determined without reference to adopted project scopes, asset-management information and longer-term capital programs.
26. The continuing purpose and any restrictions applying to the Re-broadcasting and Mosquito Reserves should be confirmed. The Energy Development Reserve has a nil balance and should be considered for closure once Administration confirms that no outstanding obligations remain.

Integrated planning and financial sustainability

27. The Strategic Community Plan establishes the community's long-term vision and priorities. Following its adoption, the Shire will prepare or update its Corporate Business Plan, Long-Term Financial Plan, Workforce Plan and supporting asset-management plans over the following six to 12 months.
28. These plans should be integrated so that Council can understand:
 - a. the services and infrastructure required to deliver the Strategic Community Plan;
 - b. the projected operating and capital costs;
 - c. asset-renewal and replacement requirements;
 - d. workforce and employee-housing requirements;
 - e. grant-funding assumptions and required co-contributions;
 - f. projected municipal revenue and expenditure; and
 - g. the reserve contributions necessary to maintain long-term financial sustainability.
29. Reserve targets should ultimately be supported by documented assumptions and linked to asset-management plans, project programs, known liabilities and the Long-Term Financial Plan.
30. Establishing appropriate reserves does not remove the need to review the Shire's operating expenditure and service levels. The Shire cannot sustainably fund every existing service, proposed project and future asset obligation without prioritisation.
31. The proposed operational service review will assist Council to understand the statutory basis, cost, staffing, revenue and community value of each service. Its findings may identify efficiencies, service changes, project deferrals or reductions in discretionary services that could create capacity for increased reserve contributions.
32. Any decision to reduce or materially change a service remains a decision for Council and should be informed by community needs, statutory obligations, operational risks and the priorities contained in the Strategic Community Plan.

December financial planning process

33. The December 2026 financial planning process will provide Council with an opportunity to give preliminary direction on reserve priorities before the statutory budget review.

34. Administration should prepare funding scenarios addressing the critical and high-priority reserves. Options may include:
- a. allocating part of the forecast operating surplus;
 - b. redirecting identified operating savings;
 - c. applying proceeds from asset disposals;
 - d. deferring lower-priority projects;
 - e. reviewing discretionary service levels;
 - f. establishing annual minimum reserve contributions;
 - g. allocating one-off or untied revenue; and
 - h. pursuing grants where they are available and appropriate.
35. The December process will provide preliminary strategic direction only. Any amendment to the adopted budget, including a transfer to or from a reserve, will be presented to Council through the statutory budget-review process.

Strategic, Legislation and Policy Implications

Strategic Pillar	
Objective	4. Civic: Working together to strengthen leadership and effective governance.
Outcome:	Civic - 4.1 A local government that is respected and accountable
Strategy:	Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire

Legislation and Policy	
Legislation:	<i>Local Government Act 1995</i> <i>Local Government Amendment Act 2024</i> <i>Local Government (Financial Management) Regulations</i>
Policy:	Nil

36. Section 2.7 of the *Local Government Act 1995* establishes Council's governing role, including responsibility for overseeing the allocation of the local government's finances and resources.
37. Section 6.11 of the Act permits a local government to establish reserve accounts for money set aside for use for a purpose in a future financial year. Legislative requirements apply where Council proposes to change the purpose of a reserve or use reserve funds for another purpose.
38. Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires the Shire to conduct a review of its annual budget between 1 January and the last day of February. The results of the review must be submitted to Council within the prescribed timeframe for consideration.
39. The December financial planning process is an internal preparatory process and does not replace the statutory budget review or Council's formal consideration of any proposed budget amendments.

Financial Implications

40. Adoption of the recommendation does not authorise any reserve transfers.
41. The estimated funding shortfalls are approximately \$635,795 for refuse-site rehabilitation and between \$363,880 and \$663,880 for the ERP and ICT transition, excluding routine ICT renewal costs.
42. Funding options will be presented to Council during the December 2026 financial planning process and statutory budget review.

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Social:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Further information

Nil

12. **New Business of an Urgent Nature (Late Items)**

12.1 Monthly Financial Reports for period ending 30th September 2026

The report is currently being finalised and will be circulated once completed.

12.2 Accounts Paid by Authority (Summary) September 2026

Author:	Chief Executive Officer
Authorising Officers:	Chief Executive Officer
Voting Requirements:	Simple majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 1: Account paid by authority for September 2026

Matters for Consideration

1. Accounts paid by authority for September 2026 to be received by Council.

Recommendation

That Council:

1. **receives** the list of accounts paid by authority totalling \$1,605,787.96 summarised on the Schedule of Payments – September 2026 as per Attachment 1

Background

2. Nil.

Comments

3. Creditor payments for the month of September 2026 as follows:

TOTAL	-\$1,605,787.96
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4. The attached schedule provides information for all payments made during the month under delegated authority. A detailed copy of the payments will be kept in the Finance Office.
5. The list of payments made by authority for 1 September 2026 to 30 September 2026 is hereby presented to Council.

Strategic, Legislation and Policy Implications

Strategic Pillar	
Objective	4. Civic: Working together to strengthen leadership and effective governance.
Outcome:	Civic - 4.1 A local government that is respected and accountable

Strategy:	Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire
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Legislation and Policy

Legislation:	Regulation 13 of the <i>Local Government (Financial Management) Regulations 1996</i> requires a list of all accounts paid be presented to Council and recorded in the minutes. This list must include all payments made since the list was last prepared and presented to Council and be included in the minutes. Regulation 13A of the <i>Local Government (Financial Management) Regulations 1996</i> requires a list of all payments made using a credit, debit or other purchasing card by an authorised employee to be presented to Council and recorded in the minutes. Note, this list is provided in a separate report.
Policy:	Nil

Financial Implications

6. Out-flow of cash totalling \$1,605,787.96.

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Social:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Further information

7. Nil

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2026

Chq/EFT	Date	Name	Amount
EFT33839	02/09/2026	IGO NEWSEARCH PTY LTD	-\$39,985.34
EFT33840	02/09/2026	KENNETH MARTIN	-\$482.00
EFT33842	02/09/2026	HELENE PTY LTD T/AS LO-GO APPOINTMENTS WA	-\$53,871.27
EFT33843	02/09/2026	KRSP PTY LTD	-\$32.74
EFT33844	02/09/2026	KUNUNURRA MITRE 10	-\$119.00
EFT33845	02/09/2026	SPINIFEX CONTRACTING	-\$30,425.12
EFT33846	02/09/2026	LOCAL GOVERNMENT INSURANCE SERVICE WA (LGIS)	-\$24,423.30
EFT33847	02/09/2026	RAC MOTORING PTY LTD T/A RAC BUSINESS WISE	-\$740.00
EFT33848	02/09/2026	FOURIER TECHNOLOGIES PTY LTD	-\$2,362.31
EFT33849	02/09/2026	VISION POWER PTY LTD	-\$873.84
EFT33850	02/09/2026	TYREPLUS (KUNUNURRA)	-\$4,020.00
EFT33851	02/09/2026	MRB PLUMBING PTY LTD	-\$8,222.50
EFT33852	02/09/2026	ORD AGRICULTURAL EQUIPMENT	-\$40,150.00
EFT33853	02/09/2026	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST	-\$19,639.84
EFT33854	02/09/2026	AST MANAGEMENT (CONFERENCE AND EDUCATION	-\$1,692.00
EFT33855	02/09/2026	MARTIN SONS CONTRACTING	-\$556.60
EFT33856	02/09/2026	ALLGEAR MOTORCYCLES & SMALL ENGINES	-\$1,367.30
EFT33857	02/09/2026	RAYMOND JOHN SIMPSON	-\$909.75
EFT33858	02/09/2026	FOURIER INFOSEC PTY LTD	-\$4,977.50
EFT33859	02/09/2026	EVERYWHERE TRAVEL	-\$16,539.00
EFT33860	02/09/2026	HALLS CREEK SUPERMARKET PTY LTD T/A IGA HALLS	-\$675.71
EFT33861	02/09/2026	KIMBERLEY HOSE SOLUTIONS	-\$959.07
EFT33862	02/09/2026	LAWI TOO	-\$229.99
EFT33863	02/09/2026	BEYOND POTENTIAL GROUP PTY LTD	-\$1,040.60
EFT33864	02/09/2026	OFFICE NATIONAL KUNUNURRA (MIRLI MIRLI PTY LTD)	-\$1,290.00
EFT33865	02/09/2026	PAYWISE PTY LTD	-\$2,321.42
EFT33866	02/09/2026	HHG LEGAL GROUP	-\$9,839.20
EFT33867	02/09/2026	CHRISTINE GEORGE	-\$75.05
EFT33868	02/09/2026	RAPID PLATFORM PROJECTS PTY LTD	-\$15,237.75
EFT33869	02/09/2026	WATNOW PLUMBING & GAS	-\$2,185.27
EFT33870	02/09/2026	MERE (MARY) YOUNG	-\$100.00
EFT33871	02/09/2026	KGR SERVICES PTY LTD T/A GLOBAL COMPASS	-\$3,985.02
EFT33872	02/09/2026	KIMBERLEY HOTEL	-\$165.00
EFT33873	02/09/2026	DEPT. OF FIRE & EMERGENCY SERVICES (DFES)	-\$20,525.70
EFT33874	02/09/2026	WESTRAC PTY LTD	-\$6,246.94
EFT33875	02/09/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA	-\$4,500.00
EFT33876	02/09/2026	CHILD SUPPORT AGENCY	-\$846.44
EFT33877	02/09/2026	YURA YUNGI MEDICAL SERVICE ABORIGINAL	-\$2,230.00
EFT33878	02/09/2026	IT VISION/READYTECH	-\$1,100.00
EFT33879	02/09/2026	REGIONAL POWER CORPORATION (HORIZON POWER)	-\$15,093.89
EFT33880	02/09/2026	IXOM OPERATIONS PTY LTD	-\$216.54
EFT33881	02/09/2026	CEMETERIES & CREMATORIA ASSOCIATION OF WA	-\$130.00
EFT33882	02/09/2026	ORDCO (ORD RIVER DISTRICT CO-OPERATIVE LTD)	-\$198.99
EFT33883	10/09/2026	MERCY LILAN	-\$286.71
EFT33884	10/09/2026	NORTH REGIONAL TAFE	-\$6,057.00
EFT33885	10/09/2026	HELENE PTY LTD T/AS LO-GO APPOINTMENTS WA	-\$28,965.68
EFT33886	10/09/2026	WEST AUSTRALIAN NEWSPAPERS LTD (THE WEST	-\$1,766.80
EFT33887	10/09/2026	SPINIFEX CONTRACTING	-\$7,871.38
EFT33888	10/09/2026	FULTON HOGAN INDUSTRIES PTY LTD	-\$4,180.00
EFT33889	10/09/2026	HALLS CREEK HOME & HALLS CREEK ELECTRICAL &	-\$404.43
EFT33890	10/09/2026	VISION POWER PTY LTD	-\$1,799.33
EFT33891	10/09/2026	MRB PLUMBING PTY LTD	-\$594.66
EFT33892	10/09/2026	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST	-\$5,720.00
EFT33893	10/09/2026	INLOGIK PTY LTD	-\$547.38
EFT33894	10/09/2026	AST MANAGEMENT (CONFERENCE AND EDUCATION	-\$9,225.00
EFT33895	10/09/2026	ALL HOURS AUTO ELECTRICS PTY LTD	-\$5,055.11

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2026

Chq/EFT	Date	Name	Amount
EFT33896	10/09/2026	CGL FUEL PTY LTD (CAMBRIDGE GULF)	-\$46,107.38
EFT33897	10/09/2026	THEM EARTHMOVING PTY LTD	-\$30,637.04
EFT33898	10/09/2026	EAST KIMBERLEY TOWING	-\$2,626.00
EFT33899	10/09/2026	RAYMOND JOHN SIMPSON	-\$909.75
EFT33900	10/09/2026	FOURIER INFOSEC PTY LTD	-\$4,977.50
EFT33901	10/09/2026	FOURIER COMMUNICATIONS PTY LTD	-\$302.50
EFT33902	10/09/2026	KIMBERLEY TRUCK PARTS	-\$380.52
EFT33903	10/09/2026	HALLS CREEK SUPERMARKET PTY LTD T/A IGA HALLS	-\$247.64
EFT33904	10/09/2026	COOEE PTY LTD	-\$8,432.60
EFT33905	10/09/2026	HALLS CREEK 4WD	-\$17,454.60
EFT33906	10/09/2026	BEYOND POTENTIAL GROUP PTY LTD	-\$12,810.60
EFT33907	10/09/2026	OFFICE NATIONAL KUNUNURRA (MIRLI MIRLI PTY LTD)	-\$88.00
EFT33908	10/09/2026	CHG-MERIDIAN AUSTRALIA PTY LTD	-\$4,380.62
EFT33909	10/09/2026	DUST GONE CLEANING SERVICES PTY LTD	-\$462.00
EFT33910	10/09/2026	WILLIAM BUCK CONSULTING (WA) PTY LTD - DUY VO	-\$911.25
EFT33911	10/09/2026	MELDA BROTHERS (SAINT BENOIT PTY LTD) - BAPTISTE	-\$2,430.00
EFT33912	10/09/2026	RSM AUSTRALIA PTY LTD (GERALDTON)	-\$33,510.21
EFT33913	10/09/2026	WATNOW PLUMBING & GAS	-\$16,849.20
EFT33914	10/09/2026	SAWYER PLUMBING AND GAS PTY LTD	-\$203.26
EFT33915	10/09/2026	KGR SERVICES PTY LTD T/A GLOBAL COMPASS	-\$1,820.58
EFT33916	10/09/2026	DAVID GREEN	-\$2,421.30
EFT33917	10/09/2026	ADVANCED NURSERY	-\$42,284.00
EFT33918	10/09/2026	WG OUTDOOR LIFE	-\$70,040.00
EFT33919	10/09/2026	YUNZHU CHEN	-\$215.00
EFT33920	10/09/2026	KANYARAT YOSO	-\$215.00
EFT33921	10/09/2026	MENGYUAN SI	-\$238.00
EFT33922	10/09/2026	ROXANNA VALERIA PITOT	-\$238.00
EFT33923	10/09/2026	WESTRAC PTY LTD	-\$3,776.69
EFT33924	10/09/2026	AUSTRALIA POST (SHIRE POSTAL ACCOUNT)	-\$20.16
EFT33925	18/09/2026	HOUSEMASTER CONSTRUCTION PTY LTD	-\$22,650.00
EFT33926	18/09/2026	HELENE PTY LTD T/AS LO-GO APPOINTMENTS WA	-\$37,190.42
EFT33927	18/09/2026	BUILDING & ENERGY DIVISION (DEPT. OF MINES, INDUSTRY	-\$419.30
EFT33928	18/09/2026	SPINIFEX CONTRACTING	-\$814.00
EFT33929	18/09/2026	GHD PTY LTD	-\$26,182.77
EFT33930	18/09/2026	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	-\$863.88
EFT33931	18/09/2026	FOURIER TECHNOLOGIES PTY LTD	-\$7,627.23
EFT33932	18/09/2026	VISION POWER PTY LTD	-\$2,452.23
EFT33933	18/09/2026	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST	-\$59,138.30
EFT33934	18/09/2026	AVANTGARDE TECHNOLOGIES PTY LTD	-\$15,266.88
EFT33935	18/09/2026	DEAN GRAHAM	-\$262.80
EFT33936	18/09/2026	READOS AUTO CARE PTY LTD T/A HALLS CREEK TOYOTA	-\$550.00
EFT33937	18/09/2026	KUNUNURRA TOYOTA (HEATH MOTOR GROUP PTY LTD)	-\$1,218.97
EFT33938	18/09/2026	ALL HOURS AUTO ELECTRICS PTY LTD	-\$7,749.17
EFT33939	18/09/2026	GRACE RECORDS MANAGEMENT (AUST.) PTY LTD	-\$193.30
EFT33940	18/09/2026	OFFICE OF THE AUDITOR GENERAL	-\$132,639.10
EFT33941	18/09/2026	ALLGEAR MOTORCYCLES & SMALL ENGINES	-\$1,278.30
EFT33942	18/09/2026	THEM EARTHMOVING PTY LTD	-\$63,699.43
EFT33943	18/09/2026	TANAY BULICH	-\$1,699.00
EFT33944	18/09/2026	HALLS CREEK SUPERMARKET PTY LTD T/A IGA HALLS	-\$130.93
EFT33945	18/09/2026	MIRA CONSULTING	-\$742.50
EFT33946	18/09/2026	KIMBERLEY HOSE SOLUTIONS	-\$492.09
EFT33947	18/09/2026	NAVMAN WIRELESS AUSTRALIA T/A TELETRAC NAVMAN	-\$30,090.06
EFT33948	18/09/2026	HALLS CREEK 4WD	-\$297.00
EFT33949	18/09/2026	BEYOND POTENTIAL GROUP PTY LTD	-\$781.00
EFT33950	18/09/2026	OFFICE NATIONAL KUNUNURRA (MIRLI MIRLI PTY LTD)	-\$752.10
EFT33951	18/09/2026	DUST GONE CLEANING SERVICES PTY LTD	-\$3,080.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2026

Chq/EFT	Date	Name	Amount
EFT33952	18/09/2026	PAYWISE PTY LTD	-\$628.75
EFT33953	18/09/2026	NEWGROUND WATER SERVICES PTY LTD	-\$72,326.87
EFT33954	18/09/2026	CHRISTINE GEORGE	-\$200.00
EFT33955	18/09/2026	RAPID PLATFORM PROJECTS PTY LTD	-\$31,141.00
EFT33956	18/09/2026	RSM AUSTRALIA PTY LTD (GERALDTON)	-\$40,044.76
EFT33957	18/09/2026	ASIT (WA) LTD	-\$5,935.00
EFT33958	18/09/2026	WATNOW PLUMBING & GAS	-\$972.40
EFT33959	18/09/2026	EAST KIMBERLEY REFRIGERATION & AIRCONDITIONING	-\$3,245.00
EFT33960	18/09/2026	NEROLI LOGAN	-\$759.53
EFT33961	18/09/2026	KIMBERLEY HOTEL	-\$990.00
EFT33962	18/09/2026	WESTRAC PTY LTD	-\$6,796.42
EFT33963	18/09/2026	ROYAL LIFE SAVING SOCIETY WA (RLSSWA)	-\$5,500.00
EFT33964	18/09/2026	CHILD SUPPORT AGENCY	-\$846.44
EFT33965	18/09/2026	AERODROME MANAGEMENT SERVICES PTY LTD (AMS)	-\$69,791.98
EFT33966	18/09/2026	REGIONAL POWER CORPORATION (HORIZON POWER)	-\$3,382.17
EFT33967	18/09/2026	M GREGORY LEGAL	-\$1,416.80
EFT33968	25/09/2026	KENNETH MARTIN	-\$964.00
EFT33969	25/09/2026	JUDITH BUTTERS	-\$1,446.00
EFT33970	25/09/2026	HELENE PTY LTD T/AS LO-GO APPOINTMENTS WA	-\$21,708.37
EFT33971	25/09/2026	WA COUNCIL OF SOCIAL SERVICE INC. (WACOSS)	-\$5,500.00
EFT33972	25/09/2026	HALLS CREEK HOME & HALLS CREEK ELECTRICAL &	-\$141.60
EFT33973	25/09/2026	VISION POWER PTY LTD	-\$165.00
EFT33974	25/09/2026	MRB PLUMBING PTY LTD	-\$4,686.88
EFT33975	25/09/2026	EASYWEB DIGITAL PTY LTD	-\$451.66
EFT33976	25/09/2026	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST	-\$14,080.00
EFT33977	25/09/2026	ALL HOURS AUTO ELECTRICS PTY LTD	-\$1,056.00
EFT33978	25/09/2026	THEM EARTHMOVING PTY LTD	-\$6,676.38
EFT33979	25/09/2026	RAYMOND JOHN SIMPSON	-\$665.75
EFT33980	25/09/2026	NORTH WEST DEFENCE ALLIANCE INC.	-\$5,500.00
EFT33981	25/09/2026	HALLS CREEK SUPERMARKET PTY LTD T/A IGA HALLS	-\$560.17
EFT33982	25/09/2026	NAVMAN WIRELESS AUSTRALIA T/A TELETRAC NAVMAN	-\$5,015.01
EFT33983	25/09/2026	TRIMLEC ELECTRICAL PTY LTD	-\$231.00
EFT33984	25/09/2026	BEYOND POTENTIAL GROUP PTY LTD	-\$3,025.00
EFT33985	25/09/2026	LATERAL ASPECT	-\$6,352.50
EFT33986	25/09/2026	BRENDA JEAN GARSTONE	-\$1,714.00
EFT33987	25/09/2026	PAUL LAWRENCE ROBSON	-\$1,446.00
EFT33988	25/09/2026	CHRISTINE GEORGE	-\$927.20
EFT33989	25/09/2026	RAPID PLATFORM PROJECTS PTY LTD	-\$23,738.00
EFT33990	25/09/2026	HART SPORT	-\$1,053.90
EFT33991	25/09/2026	WATNOW PLUMBING & GAS	-\$3,322.00
EFT33992	25/09/2026	HARVEY PAINTING SERVICES -H.P.S WORKS	-\$17,200.00
EFT33993	25/09/2026	FIRESAFE RESOURCE AND INDUSTRIAL PTY LTD	-\$2,301.20
EFT33994	25/09/2026	KIMBERLEY HOTEL	-\$165.00
EFT33995	25/09/2026	YURA YUNGI MEDICAL SERVICE ABORIGINAL	-\$920.00
EFT33996	25/09/2026	THINKWATER KUNUNURRA (KIMBERLEY PUMPING SERVICE	-\$632.51
EFT33997	25/09/2026	REGIONAL POWER CORPORATION (HORIZON POWER)	-\$28,120.12
DD21915.1	09/09/2026	PIVOTEL SATELLITE PTY LTD	-\$324.00
DD21928.1	15/09/2026	TELSTRA	-\$11,456.54
DD21952.1	30/09/2026	DEPT. OF TRANSPORT (DOT) - LICENSING AGENT	-\$15,667.85
DD21953.1	30/09/2026	CBA - OTHER DIRECT DEBITS ONLY	-\$379.87
DD21954.1	30/09/2026	BEAM SUPERANNUATION CLEARING HOUSE (PRECISION	-\$37,911.70
TOTAL			-\$1,605,787.96

12.3 Disposal of Surplus Assets

Author:	Director Governance and Sustainability
Authorising Officers:	Chief Executive Officers
Voting Requirements:	Absolute Majority
Disclosure of Interest:	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.
Attachments:	Attachment 1: Schedule of photographs and surplus assets 

Matters for Consideration

1. To consider declaring the plant, vehicles and equipment identified in Attachment 1 surplus to the Shire's operational requirements and authorising their disposal through the Kimberley Regional Online Auction conducted by Pickles.

Recommendation

That Council:

1. **declares** the assets identified in Attachment 1 surplus to the Shire's operational requirements;
2. **authorises** the disposal of the surplus assets by public online auction conducted by Pickles through the WALGA preferred-supplier arrangement, in accordance with section 3.58(2)(a) of the *Local Government Act 1995*;
3. **authorises** the Chief Executive Officer, having regard to market advice provided by Pickles, to determine whether a reserve price should apply to an asset and to approve that reserve price;
4. **authorises** each asset to be sold to the highest bidder, subject to any reserve price approved by the Chief Executive Officer;
5. **authorises** the net proceeds from the auction, after deduction of auction fees and direct disposal costs, to be transferred to the Plant Replacement Reserve;
6. **authorises** the Chief Executive Officer to determine a further lawful disposal method for any asset remaining unsold, where permitted under the Shire's delegations and applicable legislation and policy; and
7. **requests** that a report on the auction outcome, including the assets sold, gross proceeds, disposal costs and net amount transferred to the Plant Replacement Reserve, be provided to Council following completion of the auction.

Background

2. On 9 October 2026, the Shire received confirmation from Pickles that it would conduct a regional online auction involving surplus assets from participating Kimberley local governments.
3. Pickles has advised that its representatives will visit Halls Creek toward the end of October 2026 to inspect the assets and prepare the photographs, descriptions and other documentation required for the auction.
4. The Kimberley Regional Online Auction is expected to go live after 10 November 2026. The regional auction arrangement will provide local residents, businesses and other

- interested purchasers with an opportunity to participate through the online auction platform.
5. Given the timeframe advised by Pickles, Council authority is required at the October 2026 Ordinary Council Meeting to allow the Shire's assets to be included in the regional auction.
 6. Following receipt of the auction advice, Administration reviewed the Shire's plant, fleet, equipment and other assets and identified the items in Attachment 1 as surplus to operational requirements.
 7. The assets have been identified for disposal because they:
 - a. have reached or exceeded their recommended operational life;
 - b. have exceeded replacement thresholds based on kilometres, operating hours or age;
 - c. are inoperable or uneconomical to repair;
 - d. have been replaced or are scheduled for replacement; or
 - e. are no longer required for Shire operations.
 8. Retaining surplus assets creates continuing storage, registration, insurance, deterioration, security and administrative costs without providing a corresponding operational benefit.

Comments

9. Section 3.58 of the *Local Government Act 1995* governs the disposal of local government property.
10. Under section 3.58(2)(a), a local government may dispose of property to the highest bidder at a public auction. The proposed Pickles online auction provides a transparent and competitive disposal process consistent with this requirement.
11. Pickles is approved under the WALGA preferred-supplier arrangement and will provide professional auction services, including:
 - a. inspecting the assets;
 - b. taking photographs;
 - c. preparing auction listings and descriptions;
 - d. providing market advice and recommended reserve prices;
 - e. advertising and administering the online auction;
 - f. managing bidder enquiries and auction transactions; and
 - g. facilitating settlement and collection arrangements.
12. Online delivery will allow participation from potential purchasers across Halls Creek, the Kimberley and the broader market while retaining an opportunity for local residents and businesses to bid.
13. Reserve prices may be appropriate for higher-value assets to protect the Shire from accepting an amount materially below reasonable market value. It is recommended that the Chief Executive Officer be authorised to approve reserve prices after considering advice from Pickles given the short timeframe provided to participate in the auction.
14. A reserve price is not a predetermined sale price. It establishes the minimum bid that the Shire will accept through the public auction process.
15. Before an asset is listed, Administration will confirm:
 - a. the Shire's ownership of the asset;

- b. the asset and registration details;
 - c. that there are no outstanding finance, security or disposal restrictions;
 - d. the condition and operational status of the asset;
 - e. whether registration is to be transferred or cancelled;
 - f. that Shire branding, confidential information, electronic data and operational equipment have been removed where required; and
 - g. that the asset description accurately reflects its condition.
16. Assets will be offered on an “as is, where is” basis, subject to the auction conditions and appropriate disclosure of known defects.
17. Any asset that does not meet its approved reserve price will remain unsold. A further disposal method may then be considered in accordance with section 3.58, the Shire’s delegations and applicable policy.
18. The disposal does not commit the Shire to replacing every asset. Any replacement acquisition will be considered separately through the adopted budget, plant-replacement program and applicable procurement requirements.
19. The proposed transfer of net proceeds to the Plant Replacement Reserve will preserve the value recovered from the assets and support the future renewal and replacement of the Shire’s plant and fleet.
20. The Chief Executive Officer should withdraw any asset from the auction where its ownership, description, registration, condition or authority for disposal cannot be confirmed.

Schedule of Surplus Assets

Asset number	Registration	Year, make and model	Reason for disposal
7039	WY 12943	2008 Toyota LandCruiser 76 Series	Exceeded 120,000 kilometres and reached the end of its recommended service life
7103	HC 2497	2010 Toyota LandCruiser 78 Series	Exceeded 120,000 kilometres and reached the end of its recommended service life
3063	HC 2338	2007 Toyota Hilux	Overdue for replacement and inoperable
7102	HC 2722	2010 Toyota LandCruiser 78 Series	Exceeded 120,000 kilometres and reached the end of its recommended service life
7064	Unregistered	Sentinel 9355 Mini Street Sweeper	Exceeded its recommended operational life
38	1GKA 587	2026 Ammann AP240 Multi-Tyre Roller — year to be verified	Considered uneconomical or unable to be repaired due to multiple mechanical faults

1112	1IAP 168	2018 Toyota Hilux	Inoperable due to mechanical faults
1099	HC 10268	2016 Toyota Hilux Dual Cab	Exceeded 120,000 kilometres and reached the end of its recommended service life
7028	HC 2386	2008 Kubota F3680 Out-Front Mower	Exceeded its recommended operating hours
To be confirmed	1TYL 251	2022 JB Caravan 19'6 Dirt Roader	No longer required for Shire operations
To be confirmed	1TYD 642	2022 JB Caravan 21'6 Dreamliner Platinum	No longer required for Shire operations
To be confirmed	To be confirmed	Dingo Mini Loader	Exceeded its recommended operating hours
1600	Not applicable	Kubota Slasher	Inoperable due to multiple mechanical faults
1049	HC 10202	2013 Holden Colorado LTZ	Reached the end of its recommended service life
1051	HC 10294	2014 Toyota Hilux	Reached the end of its recommended service life
1095	HC 2750	2015 Toyota Hilux	Reached the end of its recommended service life
2031	HC 2700	2010 Toyota LandCruiser Utility with Cage	Reached the end of its recommended service life
1063	HC 10053	2013 Caterpillar 140M Grader	Reached the end of its recommended service life
1072	HC10060	2006 Kenworth Prime Mover	Surplus to the Shire's operational requirements and no longer required for service delivery.
1077	HC 1280	2020 Haulmore 30,000-litre three-axle water cart	No longer required for road construction activities.
7614	Unregistered	CAT 825 Landfill Compactor	Unrepairable due to major mechanical faults

Strategic, Legislation and Policy Implications

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

Outcome:	Civic - 4.1 A local government that is respected and accountable
Strategy:	Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire
Legislation and Policy	
Legislation:	<i>Local Government Act 1995</i> <i>Local Government Amendment Act 2024</i> <i>Local Government (Financial Management) Regulations</i>
Policy:	A11 Procurement Policy Applicable asset-management, fleet-management and disposal requirements

Financial Implications

21. The final sale proceeds cannot be determined until the auction has concluded.
22. Auction fees and direct disposal costs will be deducted from the gross proceeds in accordance with the accepted Pickles arrangement.
23. No income from the disposal of these assets, or associated transfer to reserve, was included in the adopted 2026–27 Annual Budget.
24. The net proceeds will be determined after completion of the auction and reconciliation of all fees and disposal costs.
25. Transferring the net proceeds to the Plant Replacement Reserve will support future plant and fleet renewal and prevent the proceeds from being absorbed into general operational expenditure.
26. No expenditure from the Plant Replacement Reserve is authorised by this report.

Sustainability Implications

Sustainability	
Environmental:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Economic:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Social:	There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
Risk Type:	Governance
Risk Category:	Financial
Cause:	Retaining obsolete or inoperable assets, inaccurate asset information, inadequate disclosure of known defects or disposal outside the statutory process
Effect:	Continued holding costs, deterioration and reduced sale value, purchaser disputes, safety exposure, financial loss or non-compliance with legislative requirements

Risk Treatment:	Treat
Asset details before listing; obtain market advice; apply reserve prices where appropriate; disclose known defects; sell through a public auction; maintain complete disposal records; reconcile the proceeds; update the asset register; and transfer the net proceeds to the Plant Replacement Reserve.	

Further information

27. Nil

Photograph	Asset details
	Asset No.: 7039 Registration: WY 12943 Year, make and model: 2008 Toyota 76 Series Condition: Overdue for replacement, having exceeded 120,000 kilometres and reached the end of its recommended service life.
	Asset No.: 7103 Registration: HC 2497 Year, make and model: 2010 Toyota 78 Series Condition: Overdue for replacement, having exceeded 120,000 kilometres and reached the end of its recommended service life.
	Asset No.: 3063 Registration: HC 2338 Year, make and model: 2007 Toyota Hilux Condition: Overdue for replacement and inoperable
	Asset No.: 7102 Registration: HC 2722 Year, make and model: 2010 Toyota 78 Series Condition: Overdue for replacement, having exceeded 120,000 kilometres and reached the end of its recommended service life.
	Asset No.: 7064 Registration: Unregistered Year, make and model: Sentinel-9355 Mini Street sweeper Condition: Overdue for replacement having exceeded recommended operational number of years

	Asset No.: 38 Registration: 1GKA 587 Year, make and model: 2026 Amman AP240 Multi tyre roller Condition: Unrepairable due to multiple mechanical faults
	Asset No.: 1112 Registration: 1IAP 168 Year, make and model: 2018 Toyota Hilux Condition: Inoperable due to mechanical faults
	Asset No.: 1099 Registration: HC10268 Year, make and model: 2016 TOYOTA Hilux Dual Cab Condition: Overdue for replacement, having exceeded 120,000 kilometres and reached the end of its recommended service life.
	Asset No.: 7028 Registration: HC2386 Year, make and model: 2008 KUBOTA F3680 Outfront mower Condition: Overdue for replacement, having exceeded its recommended operating hours

	Registration: 1TYL 251 1TYD 642 Description: 2022 JB Caravan 19'6 Dirt roader 2022 JB Caravan 21'6 Dreamliner Platinum Condition: Not required
	Description: DINGO mini loader Condition: Overdue for replacement, having exceeded its recommended operating hours
	Asset No.: 1600 Year, make and model: Kubota Slasher Condition: Inoperable due to multiple mechanical faults
	Asset No.: 1049 Registration: HC10202 Year, make and model: 2013 HOLDEN Colorado LTZ Condition: Overdue for replacement, having reached the end of its recommended service life.

	Asset No.: 1051 Registration: HC10294 Year, make and model: 2014 TOYOTA HiLux Condition: Overdue for replacement, having reached the end of its recommended service life.
	Asset No.: 1095 Registration: HC2750 Year, make and model: 2015 TOYOTA Condition: Overdue for replacement, having reached the end of its recommended service life.
	Asset No.: 2031 Registration: HC2700 Year, make and model: 2010 Toyota Landcruiser Utility W/CAGE Condition: Overdue for replacement, having reached the end of its recommended service life.
	Asset No.: 1063 Registration: HC10053 Year, make and model: 2013 CAT Grader 140M Condition: Overdue for replacement, having reached the end of its recommended service life.

	CAT 852 Landfill Compactor Asset No.: P7614 Registration: unregistered Year, make and model: Condition: unrepairable due to major mechanical faults
	Asset No.P1072 Registration: HC10060 Year, make and model: 2006 Kenworth Prime Mover Condition: Surplus no longer required
	Asset No: P1077 Registration: HC 1280 Year, make and model: 2020 Haulmore 30,000 3-axle Condition: No longer required for road construction activities. The carte is proposed for disposal and replacement with a smaller water cart that can be operated under an HR licence and is better suited to town-based activities, including watering the oval, parks and gardens.

13. **Motions of Which Previous Notice has been given**

Nil

14. **Matters for Which Meeting May be Closed (Confidential Matter)**

14.1 Behaviour Complaints: Authorisation of an Independent Person under Clause 14B(3) of the Code of Conduct.

This report and its attachments are confidential under sections 5.23(2) and 5.23(4)(b) of the Local Government Act 1995 because they contain information relating to the personal affairs of individuals, including details of behaviour complaints and the persons involved. Public disclosure may prejudice privacy, procedural fairness and the integrity of the complaints process.

14.2 Award of Tender: Maintenance Services – RFT-DIA2026-25679

The confidential attachment contains tendered prices and pricing methodology and may be considered confidential under section 5.23(4)(c) of the Local Government Act 1995. The meeting may be closed only to the extent necessary to consider that information.

15. **Closure**

15.1 Date of Next Meeting

The next **Agenda Briefing** of Council will be held on Wednesday 18 November 2026 commencing at 3.00 pm.

The next **Ordinary Meeting** of Council will be held on Thursday 26 November 2026 commencing at 4.30 pm.

15.2 Closure

Presiding Member declared the meeting closed.

In accordance with clause 3.1 of the [Shire of Halls Creek Standing Orders Local Law 2015](#), only business specified in the published agenda may be considered, unless otherwise approved by the Presiding Member a decision of the Council. Members wishing to raise another matter should submit it by email to the Chief Executive Officer and Shire President for consideration and appropriate action.