

AGENDA

ORDINARY COUNCIL MEETING

An Ordinary Meeting of the Shire of Halls Creek will be held at **4.30pm on Thursday 15th February 2024** in the Council Chambers, 7 Thomas Street Halls Creek.

Musa Mono

Musa Mono
Acting Chief Executive Officer
9th February 2024

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

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

E hcshire@hcshire.wa.gov.au

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Notes for Members of the Public

PUBLIC QUESTION TIME

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

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

PRESENTING TO COUNCIL

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

Notes for Elected Members

2024 COUNCIL MEETING DATES

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

21 March 2024	Council Chamber, Halls Creek	4.30pm
18 April 2024	Council Chamber, Halls Creek	4.30pm
16 May 2024	Council Chamber, Halls Creek	4.30pm
20 June 2024	Council Chamber, Halls Creek	4.30pm
25 July 2024	Council Chamber, Halls Creek	4.30pm
15 August 2024	Council Chamber, Halls Creek	4.30pm
19 September 2024	Council Chamber, Halls Creek	4.30pm
17 October 2024	Council Chamber, Halls Creek	4.30pm
14 November 2024	Council Chamber, Halls Creek	4.30pm
19 December 2024	Council Chamber, Halls Creek	4.30pm

DECLARATIONS OF INTEREST

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

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

APPLICATION FOR LEAVE OF ABSENCE

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

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

DISCLAIMER

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

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

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THURSDAY 15 FEBRUARY 2024

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

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ATTACHMENTS

Attachment No	Description	Page No
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ORDINARY MEETING OF COUNCIL

AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The meeting was opened at ____ by President Malcom Edwards.

DISCLAIMER

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

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

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

2.1 Attendance

President	Cr Malcolm Edwards
Deputy President	Cr Patricia McKay
Councillors	Cr Virginia O'Neil
	Cr Bonnie Edwards
	Cr Chris Loessl
	Cr Rosemary Stretch

Acting Chief Executive Officer	Musa Mono
Director Youth & Community Development	Margaret Glass
Acting Executive Manager Corporate Services	Jackie Parker
Executive Assistant (Online)	Dianne Hayes

2.2 Leave of Absence (previously approved)

Nil.

2.3 Apologies

Nil.

2.4 Late Arrivals

2.5 Declaration of Interests

Councillor/Staff Member	Item No.	Interest	Comments
Nil			

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

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

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Ordinary Council Meeting held 14 December 2023.

Officer's Recommendation

That Council confirms the minutes of the Ordinary Council Meeting held 14 December 2023 as a true and accurate record.

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

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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

9. OFFICERS REPORTS

9.1 OFFICE OF THE CHIEF EXECUTIVE OFFICER

9.1.1 SoHC Delegations Register Adoption

ITEM NUMBER:	9.1.1
REPORTING OFFICER:	Musa Mono, Acting Chief Executive Officer
SENIOR OFFICER	Musa Mono, Acting Chief Executive Officer
MEETING DATE:	15 February 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

To review the delegations of authority to the Chief Executive Officer, as required by section 5.46 (2) of the Local Government Act 1995, and to propose changes/additions to the Officer's delegations.

2.0 Background

2.1 The Council last reviewed the Shire's Delegations to the CEO and Officers at the Special Council Meeting on 20 April 2023.

2.2 A copy of the reviewed Delegations is appended along with the break-up of delegations in the comments section below.

3.0 Comments

3.1 The proposed changes on the Delegations register are intended to improve the efficiency, effectiveness and timeliness of decision-making and the changes are consistent with the Shires Strategic Community Plan and commitment to a customer service focus.

3.2 The proposed changes are listed below.

Page 29 – Procurement Goods and Services

- Remove Executive Manager Corporate Services
- Add Executive Manager Finance and Support Services
- Replace Operations Coordinator with Operations Officer
- Add Human Resources Officer.

Page 32-33 – Update Positions, Purchase Order and Credit Card Delegation Amount

- Remove Executive Director
- Remove Executive Manager Corporate Services
- Add Executive Manager Finance and Support Services – PO Limit \$10,000 and CC Limit \$5,000
- Add Human Resources Officer. Purchase order of PO Limit 5,000 and CC limit \$3,000.00.
- Aboriginal Environmental Health Program Officer – Increase CC limit to \$3,000.00.

- Environmental Health Officer – Increase CC limit to \$3,000
- Operations Officer – PO limit \$10,000 and CC limit \$3,000
- HR Officer PO Limit \$5,000 CC Limit \$3,000
- Customer Service manager – PO Limit \$5000 CC limit \$3,000

Page 36 – Financial Investments

- Remove Executive Manager Corporate Services
- Add Executive Manager Finance and Support Services

Page 51 – Financial Investments

- Remove Executive Manager Corporate Services
- Add Executive Manager Finance and Support Services

Page 78 – Procurement Goods and Services – PO and Credit Cards

- Remove Executive Manager Corporate Services
- Add Executive Manager Finance and Support Services
- Add Human Resources Officer.
- Add Customer Service Manager
- All delegations to be updated to match pages 32-33.

Page 80 – Fees and Charges – Discounts

- Amend delegate from Executive Director to Executive Manager Finance and Support.

Page 81 – Financial Investments

- Amend delegate from Executive Director to Executive Manager Finance and Support.

Page 83 – Refunds to Visitors Centre Customers

- Amend delegate from Executive Manager Corporate Services to Executive Manager Finance and Support.

4.0 Statutory Environment

4.1 Sections 5.42 to 5.46, Division 4, Part 5 of the *Local Government Act 1995* provides for the delegation of some Council powers to the CEO, and the sub delegation of the powers to Shire Employees. It also provides conditions for the delegation of the powers, including the need for annual reviews and the maintenance of a delegations register.

4.2 Local Government Act 1995

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

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable.

5.3 Strategy:

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

6.0 Policy Implications - Nil

7.0 Financial Implications

7.1 Negligible.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact - Adoption of the Delegation Register allows Shire to meet the requirements of the current LG Act and Regulations, therefore no risk identified.		
	Minor	Medium	High
Low (unlikely)	(1)	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

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

9.0 Officers Recommendation

That Council:

1. Pursuant to Section 5.44 of the Local Government Act 1995, Council approves the proposed changes to the Delegations Register as follows:

Page 29 – Procurement Goods and Services

- Remove Executive Manager Corporate Services
- Add Executive Manager Finance and Support Services
- Replace Operations Coordinator with Operations Officer
- Add Human Resources Officer.

Page 32-33 – Update Positions, Purchase Order and Credit Card Delegation Amount

- Remove Executive Director
- Remove Executive Manager Corporate Services
- Add Executive Manager Finance and Support Services – PO Limit \$10,000 and CC Limit \$5,000
- Add Human Resources Officer. Purchase order of PO Limit 5,000 and CC limit \$3,000.00.
- Aboriginal Environmental Health Program Officer – Increase CC limit to \$3,000
- Environmental Health Officer – Increase CC limit to \$3,000
- Operations Officer – PO limit \$10,000 and CC limit \$3,000
- HR Officer PO Limit \$5,000 CC Limit \$3,000
- Customer Service Manager PO Limit \$5000, CC limit \$3,000

Page 36 – Financial Investments

- Remove Executive Manager Corporate Services
- Add Executive Manager Finance and Support Services

Page 51 – Financial Investments

- Remove Executive Manager Corporate Services
- Add Executive Manager Finance and Support Services

Page 78 – Procurement Goods and Services – PO and Credit Cards

- Remove Executive Manager Corporate Services
- Add Executive Manager Finance and Support Services
- Add Human Resources Officer.
- Add Customer Service Manager
- All delegations to be updated to match pages 32-33.

Page 80 – Fees and Charges – Discounts

- Amend delegate from Executive Director to Executive Manager Finance and Support.

Page 81 – Financial Investments

- Amend delegate from Executive Director to Executive Manager Finance and Support.

Page 83 – Refunds to Visitors Centre Customers

- Amend delegate from Executive Manager Corporate Services.

VOTING REQUIREMENT: Absolute Majority

Appendix:

9.1.1A – Draft - Delegations Register 2024 (*circulated via email*)

9.1.2 Community Engagement Policy – Draft

ITEM NUMBER:	9.1.2
REPORTING OFFICER:	Jackie Parker, Executive Manager Corporate Services
SENIOR OFFICER	Musa Mono, Acting CEO
MEETING DATE:	15 February 2023
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 For Council to receive the draft Community Engagement Policy, as seen in Appendix 1, and approve the release of the draft Policy for public comment.

2.0 Background

- 2.1 In 2016, the Department of Local Government, Sport and Culture (previously known as Department of Local Government and Communities), released the Integrated Planning and Reporting Framework and Guidelines. This Framework was released in response to gaps in local government processes and failing processed within Local Government administration in years past.
- 2.2 The aims of the Framework, as reported by the Department, are to:
1. Ensure community input is explicitly and reliably generated and informs the long- and medium-term objectives of the local government.
 2. Develop plans to meet the objectives.
 3. Identify the resourcing required to deliver the plans and enable rigorous and transparent prioritisation within resource constraints before finalising the plans.
- 2.3 Specifically, the Framework details the requirements for the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, Asset Management Plan and Workforce Plan.
- 2.4 The Shire has a current Strategic Community Plan, Corporate Business Plan, and Strategic Resource Plan (which encompasses the Long-Term Financial Plan, Asset Management Plan, and Workforce Plan).
- 2.5 When preparing for the procurement of the new Strategic Community Plan, it has been discovered that in order to meet compliance with the Integrated Planning and Reporting Framework, the Shire requires a Community Engagement Policy.

3.0 Comments

- 3.1 Based on the requirement of a Community Engagement Policy to meet compliance with the Framework, the Shire's Offices have drafted a Community Engagement Policy for Council consideration.

4.0 Statutory Environment

- 4.1 ***Local Government Act 1995***

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

Civic - 4.1.3 Council decisions are consistent, reliable and transparent

6.0 Policy Implications

6.1 If adopted in draft form, the Policy will be released for public consultation. The results of the public consultation will be reported back to Council with a final draft with the view to seek adoption.

7.0 Financial Implications

7.1 Nil.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact (Minor) There are no significant risks associated with the implementation of the proposed Officers Recommendation.		
	Minor	Medium	High
Low (unlikely)	1	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	

a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	

9.0 Officer Recommendation

That Council:

- 1. RECIEVES the draft Community Engagement Policy, AND**
- 2. APPROVES the release of the draft Community Engagement Policy for public comment.**

VOTING REQUIREMENT: Simple Majority

Appendix:

9.1.2A – Draft Community Engagement Policy

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NEW

Community Engagement Policy

Policy Number	NEW
Responsible Department	Corporate Services
Adoption Resolution Number	
Adoption Date	
Review Date & Resolution	

Objectives

The Shire is committed to ensuring that community engagement provides the community and other stakeholders with the opportunity to participate in the development and review of Shire policies, various Shire plans and Shire services. The Shire is committed to providing feedback on the results of the community engagement. The Policy ensures that community and stakeholder comments and concerns are acknowledged and considered, and available for inclusion in decision-making processes.

Purpose

The purpose of this Policy is to provide the guiding principles for community engagement to ensure consistent, meaningful and best practice engagement is carried out within the Shire of Halls Creek.

Definitions

Advocacy: Action intended to influence government, political or economic authorities and to influence public policies, resources and projects to the benefit of any specific affected or interest populations within the Shire of Halls Creek or the Kimberley region more broadly.

Community Engagement: The range of activities that the Shire may utilise to encourage stakeholders in the engagement with decision-making processes. These activities may include informing, consulting, involving, collaborating, empowering.

Stakeholder: An individual, group, organisation, business and/or government entity that has an interest or concern, or who may be affected by the project or service in question within the Shire of Halls Creek or the Kimberley region more broadly.

Statutory: Prescribed or required by statute. This is a legal requirement the Shire must adhere to.

Community Engagement

Actively engaging with the Shire's local community is a requirement for Councils under the Local Government Act. This Policy has been developed in consultation with and with guidance from the Local Government Act and the International Association for Public Participation (IAP2) 'Quality Assurance Standard for Community and Stakeholder Engagement'.

Implications

Across the Shire, new, or revised projects or services may be subject to community consultation and engagement. Appropriate provisions must therefore be made to allow for consultation and engagement activities to be undertaken to meet the objectives of this Policy. These provisions may be related to financial budgets, staff time, engagement of consultants, and more.



Implementation

Guiding Principles

The Shire of Halls Creek is committed to the following engagement principles:

1. Encourage the participation of people who live, work, or visit the Shire of Halls Creek;
2. Minimise the barriers to participation by providing flexible ways of engaging with the Shire;
3. Provide clear, straightforward information on the purpose and aims of the engagement;
4. Ensure all relevant information is provided to individuals, groups and stakeholders to contribute to the consultation and engagement efforts;
5. Provide sufficient time for consultation and engagement to occur;
6. Provide feedback to those who have engaged with the Shire; and
7. Maintain timely, accurate and complete records in accordance with the Shire's records management principles.

When Not To Engage

All attempts should be made to allow time for meaningful community engagement, however, engagement is not effective or appropriate, when:

1. A final decision has already been made by Council or another agency
2. Council cannot influence a decision being made by another agency or party; and/or
3. There is insufficient time available to engage due to legislative or legal constraints, or urgent safety issues.

Statutory Engagement

In instances where statutory requirements pertaining to community engagement and consultation are not clear, however the decision being made impacts on the community or other stakeholders, community engagement should be carried out in accordance with this Policy.

Roles and Responsibilities

Department managers will be responsible under the direction and supervision of the CEO for the design and implementation of a community consultation and engagement approach.

9.1.3 RFT 2024-03-ED Procurement Plan Approval Maintenance Grading Services Halls Creek Shire

ITEM NUMBER:	9.1.3
REPORTING OFFICER:	Jackie Parker, Executive Manager Corporate Services
SENIOR OFFICER	Musa Mono, A/Chief Executive Officer
MEETING DATE:	15 February 2023
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 For Council to consider and approve the Procurement Plan for a Provision of Maintenance Grading Services Halls Creek Shire (RFT 2024-03-ED).

2.0 Background

2.1 In years gone by, the Shire would embark on a comprehensive grading program to ensure that all roads were maintained to a high standard and to provide safety and surety for residents, ratepayers, and visitors.

2.2 In recent years, with budget cuts, maintenance grading has been only undertaken on an ad-hoc basis, leaving almost all unsealed roads in need of grading.

2.3 The Shire has a small three-person crew, and the equipment, to undertake some grading around the Shire, but is not able to achieve a Shire-wide grade in a single year.

2.4 To complement the Shire's crew and ensure the Shire roads are brought up to standard, it is proposed that a maintenance grading contract is sought in a competitive open market process.

2.5 It is proposed that the Shire will work with the successful tenderer to develop an annual grading program, and this will be delivered between the months of April to December 2024.

3.0 Comments

3.1 Due to the procurement amount for this project component, a Request for Tender is necessary.

3.2 These works are distinctly different to flood damage work which will continue under a separate contract.

4.0 Statutory Environment

4.1 *Local Government Act 1995*

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

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

Civic - 4.2.2 Acknowledge and act on customer feedback to improve service levels

6.0 Policy Implications

6.1 The Shire's relevant procurement policies (A11 and A12) will be followed in the request for tender process, for which adopting the Procurement Plan is an integral part.

7.0 Financial Implications

7.1 The anticipated costs for the annual maintenance grading program is \$800,000 based on 500km being dry graded and 500km being combination graded (grader, water truck, roller).

7.2 If the operation budget from 2023/2024 is replicated in 2024/2025, the maintenance grading will fit into existing budget allocations.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

Event Likelihood / Impact Matrix	
Likelihood (low)	Impact (Medium) If a contract is not awarded as per the scheduled timeline there will be a continued deterioration of the Shires road network.

	Minor	Medium	High
Low (unlikely)	1	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Possible responses to the raw risk score vary depending on the level of risk (low, moderate or high). Possible actions are:

- Approve the Procurement Plan;
- Release Request for Tender to the Market;
- Undertake assessments as quick as possible; and
- Engage contractor as soon as possible.

Risk	1
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	

9.0 Officer Recommendation

That Council:

- 1. APPROVE the appended Procurement Plan for RFT 2024-03-ED Request for Tender for Provision of Maintenance Grading Services Halls Creek Shire. AND**
- 2. AUTHORISE the Chief Executive Officer to advertise a Request for Tender in accordance with the Local Government Act 1995.**

VOTING REQUIREMENT: Absolute Majority

Appendix:
9.1.3A – Procurement Plan



Procurement Plan

**RFT2024-03-ED: Provision of Maintenance Grading Services
for Halls Creek Shire.**

Prepared by: Jackie Parker

Date: 03 January 2024



WALGA

Procurement Services

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

Phase 1 - Prepare

PROJECT OWNER / REQUESTOR DETAILS	
Requestor:	Musa Mono
Position:	A/Chief Executive Officer
Local Government:	Shire of Halls Creek
Phone:	(08) 9168 6007
Mobile:	0409 427 866
Email:	dhrs@hcsaire.wa.gov.au

PROJECT OVERVIEW	
Project Title:	Provision of Maintenance Grading Services for Halls Creek Shire.
Project Number:	RFT2024-03-ED
Project Budget:	Approximately \$800,000
Project Funding Source:	Shire of Halls Creek
Project Duration (indicative):	8 months – April through to December, annually.
Project Status:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation of Service <input type="checkbox"/> Phased
Project Category:	<input type="checkbox"/> Goods <input checked="" type="checkbox"/> Services <input checked="" type="checkbox"/> Minor Works <input type="checkbox"/> Construction
	<input type="checkbox"/> Construction <input type="checkbox"/> Lease <input type="checkbox"/> Consultancy
	<input type="checkbox"/> Other (please list): _____

NEED IDENTIFICATION

The purpose of this request is to seek the services of a suitably experienced and qualified contractor to undertake maintenance grading across the Shire's unsealed roads.

POTENTIAL RISKS & MITIGATION PLAN				
Risk Description	Likelihood	Impact	Actions	Responsibility
Unable to meet timeline	Likely	Significant	Release tender as soon as possible	A/Chief Executive Officer
Tender submission come in over budgeted amount	Possible	Moderate	Consider scaling contract back. Consider mobilisation of internal crew.	A/Chief Executive Officer
Interference from other contracts	Possible	Significant	Seek legal advice if this occurs	A/Chief Executive Officer

POTENTIAL CONFLICTS OF INTEREST/ISSUES TO BE CONSIDERED
No conflicts of interest or issues to be considered are known at this time.

STAKEHOLDERS		
Stakeholder	Role	Possible Objections
CEO and Management Team	Significant interest	Only if procurement poorly managed or delayed. A/CEO and Management Team to be kept informed of project.
Councillors	Moderate interest.	Only if procurement poorly managed or delayed. Keep informed.
Other staff	Limited interest.	Not anticipated. Keep informed.
Residents/Ratepayers	Moderate interest.	Only if procurement poorly managed or delayed. Keep informed.

POLICY MATTERS AFFECTING THE PROCUREMENT			
Local Policy:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Environmental Impact:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DAIP:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	OSH:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Others (Please list):			

EXPENDITURE ANALYSIS

Dry grading of approximately 500km = \$250,000
Combination grading of approximately 500km = \$550,000

By having price represent 60% of the contract award, this is hoped to achieve a balance between quality and value for money.

SUPPLY MARKET ANALYSIS

This tender is proposed to be released to the open market to ensure appropriate opportunity to potentially suitable tenderers is met. The Tender will be released via Vendor Panel.

Guerinoni & Son is a potential contractor based in Kununurra.

Madden Trancillino is a potential tenderer located in Halls Creek.

Danny Calwyn is a potential tenderer located in Halls Creek.

Aus Civil has tendered for this contractor previously.

Phase 2 - Define

SCOPE OF REQUIREMENTS

The Shire of Halls Creek has approximately 2000km of unsealed roads across 146,000 square kilometers. These roads include major thoroughfares, such as Duncan Road and Tanami Road, as well as remote access roads.

On an annual basis unsealed roads require maintenance grading to remove diverts, corrugations, to introduce new material and more to ensure a safe, trafficable, and usable surface is sustained for our residents, ratepayers, and visitors to the Shire.

Drainage swales are required to be maintained as part of the maintenance grade. These occur at different interval distances depending on the site and conditions.

Typically, the carriageway of the roads are between four and six meters, with most roads featuring a rill of material on each side suitable for reincorporation.

At times, dry grading (grader only) will be required, and at other times a more comprehensive grade will be required (to feature water truck and roller) depending on road conditions.

Works relating to flood damage and disaster recovery will largely be excluded from this contract, however instances where flood damage has been sustained may be present during grading jobs.

OUT OF SCOPE

Nil.

SCOPE ISSUES TO BE RESOLVED

Nil

Supplier Positioning

A collaborative contract relationship is anticipated. This is where the parties work together to identify risks and solutions and jointly monitor performance and compliance.

PROCUREMENT TACTICS

Transaction Type	Select	Objective	Tactics	Actions
Leverage items - High Value, Low Risk, Low Complexity	✓	Maximise commercial advantage	Concentrate your business across the organisation Maintain/foster competition.	Competitive bidding. Procurement coordination. Use industry standards/ open source. Active procurement. Reverse Auctions.
Bottleneck items - Low Value, High Risk, High Complexity	<input type="checkbox"/>	Ensure supply continuity	Decrease the uniqueness of Suppliers Manage supply	Widen specification. Use performance or functional specification. Increase competition. Develop new suppliers. 2-3 year contracts. Foster competition.

Strategic items - High Value, High Risk, High Complexity	<input type="checkbox"/>	Form partnerships with Suppliers. - Develop trust and information sharing	Increase the role of selected suppliers	Partnering charter. Share risk/rewards. Service Level Agreement. Prepare risk/contingency plans. Monitor market/competitions. Use functional specifications.
Routine items – Low Value, Low Risk, Low Complexity	<input type="checkbox"/>	Simplify acquisition	Instant purchasing	Utilise e-commerce or purchase cards to facilitate most efficient acquisition of goods/services.

SUPPLIER PROFILE		
<input checked="" type="checkbox"/> Single Supplier <input type="checkbox"/> Dual Suppliers <input type="checkbox"/> Goods	<input type="checkbox"/> Multiple Suppliers (i.e. Panel) <input type="checkbox"/> Cross Supply <input type="checkbox"/> Goods and Services	
<p>Reason for Selected Supplier Profile:</p> <p>The work contained within this tender is specialised and thus it is not appropriate for any profile besides a single supplier.</p>		
<p>Early Tender Advice Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
Suggested Tenderers:		
<p>Tenders will be open to the open market, no suggestions are to be made at this point.</p>		
Company Name:	Contact Person:	Phone/Email:

SOURCING PROFILE

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

Reason for Selected Sourcing Profile:
Consistent with scope of works.

PROCUREMENT METHODOLOGY (refer to TACTICS and SOURCING PROFILE)

- | | |
|--------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> Expressions of Interest (EOI) | Request for Tender (RFT) |
| <input checked="" type="checkbox"/> Request for Tender (RFT) | |
| <input type="checkbox"/> Request for Proposal (RFP) | |

Reason for Selected Methodology:

The anticipated value of the contract exceeds the tender threshold therefore requiring an open market competitive process.

REQUEST OPEN PERIOD - SCHEDULE/TIMEFRAMES

Management of Clarifications:	Through Vendor Panel
RFT Briefing Status:	N/A
RFT Briefing Location:	N/A
RFT Briefing Proposed Date:	N/A

Phase 3 – Plan

EVALUATION PLAN (Refer to DELIVERABLES & RISK ASSESSMENT)

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated a quotation that provides all the information requested will be assessed as satisfactory. The extent to which a quotation demonstrates greater satisfaction of each of

these criteria will result in a greater score. The aggregate score of each quotation will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.	
Quotations will be assessed on the following criteria:	
Mandatory Criteria	
Are you aware of any conflict of interest in providing the engineering consulting services to the Principal? If so please state the conflict and how this will be managed.	
Please provide the name and contact details of two referees.	
Qualitative Criteria	
Demonstrated Relevant Experience	25%
Describe your relevant experience in providing successful technical and administrative support within the DRFAWA scheme.	
Indigenous Business Agenda	15%
Provide information and evidence of the tenderer's indigenous employment opportunities including the number and nature of indigenous employees that the tenderer currently employs	
Price	60%
Outline the schedule of fees as requested in the pricing schedule	
Due Diligence:	
<input type="checkbox"/> External financial analysis report	<input checked="" type="checkbox"/> Referee Checks

EVALUATION RATING SCALE	
Score	Description
0	The Tenderer failed to respond to the criterion, therefore the Evaluation Panel is not confident that the Tenderer would be able to meet the requirements of the Request.
1	The Tenderer provided an inadequate response to the criterion. The Evaluation Panel is not confident that the tenderer would be able to meet the requirements of the Request to the required standard.
2	The Tenderer provided an inadequate response to the criterion. The Evaluation Panel has critical reservations that the tenderer would be able to meet the requirements of the Request to the required standard
3	The Tenderer provided a sub-standard response to the criterion. The Evaluation Panel has major reservations that the tenderer would be able to meet the requirements of the Request to the required standard

4	The Tenderer provided a poor response to the criterion. The Evaluation Panel has minor reservations that the tenderer would be able to meet the requirements of the Request to the required standard
5	The Tenderer provided a reasonable response to the criterion. The Evaluation Panel was reasonably confident that the tenderer would be able to meet the requirements of the Request to the required standard
6	The Tenderer provided a good response to the criterion. The Evaluation Panel was reasonably confident that the tenderer would be able to meet the requirements of the Request to the required standard
7	The Tenderer provided a very good response to the criterion. The Evaluation Panel was reasonably confident that the tenderer would be able to meet the requirements of the Request to a very good standard.
8	The Tenderer provided a superior response to the criterion. The Evaluation Panel was highly confident that the tenderer would be able to meet the requirements of the Request to a high standard.
9	The Tenderer provided an excellent response to the criterion. The Evaluation Panel was very confident that the tenderer would be able to meet the requirements of the Request to a high standard.
10	The Tenderer provided an excellent response to the criterion. The Evaluation Panel was extremely confident that the tenderer would be able to meet the requirements of the Request to a very high standard.

KEY PERFORMANCE INDICATORS (KPIs) Link this to scope and key deliverables	
<input checked="" type="checkbox"/> Deliverables on time <input checked="" type="checkbox"/> Agreed Services Provided <input type="checkbox"/> Stakeholder Satisfaction Survey <input type="checkbox"/> Services Completed on Budget Other.....	<input checked="" type="checkbox"/> Does the supplier show mutual commitment to the relationship and collaborate constructively with all stakeholders <input checked="" type="checkbox"/> Ability to respond to client and/or stakeholder requirements <input checked="" type="checkbox"/> Ability to deliver on time and on budget
Initial outline on KPIs: <ul style="list-style-type: none"> • Work meets the brief and quality standards • Work delivered to agreed timeframes • Problems are anticipated and solutions are identified • Reports and recommendations consider risk 	

PRICING METHODOLOGY (Link to type of specification)	
<input type="checkbox"/> Fixed Price (Lump Sum) <input type="checkbox"/> Bill of Quantities <input type="checkbox"/> Cost reimbursable	<input checked="" type="checkbox"/> Unit Price (Schedule of Rates) <input type="checkbox"/> Scaled percentage fee <input type="checkbox"/> Reimbursable-with-incentive (Cost Plus)

Value Consideration

The Principal has adopted a best value for money approach to this request. This means that, although price is considered, the quotation containing the lowest price will not necessarily be accepted, nor will the quotation ranked the highest on the qualitative criteria. The Contract may be awarded to a sole contractor who best demonstrates the ability to provide quality products and/or services at a competitive price. The quoted prices will be assessed together and qualitative criteria to determine the most advantageous outcome to the Principal.

Reason for Selected Pricing Method:

- Tight timeline of works needing to be met
- Most effective way of determining value for money

Price Escalation Required

Yes No

Pricing Schedule

All prices for goods/services offered under this Request are to be fixed for the for the period of the Contract.				
PRICING SCHEDULE – ALL PRICES INCL-GST				
ITEM	DESCRIPTION	UNIT	QTY (estimated)	Price (incl GST)
1	Dry Grade (Grader only)	\$/Km	500	
2	Combination Grade (Grader, Water Truck, Roller)	\$/Km	500	
3	Mobilisation Grader	\$	1	
4	De-Mobilisation Grader	\$	1	
5	Mobilisation Water Truck	\$	1	
6	De-Mobilisation Water Truck	\$	1	
7	Mobilisation Roller	\$	1	
8	De-Mobilisation Roller	\$	1	
9	Accommodation	\$/Per Person/Per Night	200	
TOTAL		\$		

CONDITIONS OF CONTRACT

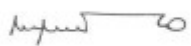
<input checked="" type="checkbox"/> General Conditions of Contract – Goods and Services	<input type="checkbox"/> AS 4000:1997 Construction Works
<input type="checkbox"/> General Conditions of Contract - Goods	<input type="checkbox"/> AS 4122:2010 Consultants
<input type="checkbox"/> General Conditions of Contract – Minor Works	<input type="checkbox"/> AS 4902:2000 Design & Construct
Key Commercial term considerations:	
<ul style="list-style-type: none"> • Nil 	

CONTRACT MANAGEMENT	
Contract Manager:	Musa Mono
Date of Handover:	30 December 2024
Key Personnel/Responsibilities:	A/Chief Executive Officer – Principal
KPIs:	As above.
Changeover requirements?	TBA
Key Risks:	Work not undertaken or charged according to contract
Proposed Contract Kick-Off Meeting:	TBA

PROCUREMENT TIMEFRAMES	
Activity	Indicative Timeframe
Development and Sign off on Procurement Plan	8 February 2024
Sign off of RFT	15 February 2024
Issue RFT on Vendor Panel	20 February 2024
Mandatory Tender Briefing	NA
RFT Close	4.00 pm 11 March 2024
Evaluation Panel Meeting	13 March 2024
Presentations of Shortlisted Responders	NA
Due Diligence (referees, clarifications)	20 March 2024
Delivery of Recommendation Report	18 April 2024
Council Meeting agenda settlement	18 April 2024
Council Meeting	18 April 2024
Contract Preparation	19 April 2024

Notifications to Responders	22 April 2024
Contract Commencement	22 April 2024

APPROVAL AUTHORITY	
Council: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Council Meeting: 18 April 2024
CEO: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Procurement Plan. Contract to be executed by Shire President and CEO

SIGNED BY PROJECT SPONSOR / APPROVING AUTHORITY		
Name	Organisation	Signed
Musa Mono	CEO – Shire of Halls Creek	

9.2 HEALTH & REGULATORY SERVICES

9.2.1 Proposed Local Planning Scheme No2 Amendment No.3, Permissibility of grouped dwellings in the 'Mixed Use'.

ITEM NUMBER:	9.2.1
REPORTING OFFICER:	Musa Mono, Acting CEO
SENIOR OFFICER	Musa Mono, Acting CEO
MEETING DATE:	15 February 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Council to consider supporting the proposed Amendment No. 3 to the Local Planning Scheme No. 2 (the Scheme), to modify Table 3 (Zoning Table) of the Scheme to amend the use 'Grouped dwellings' in the 'Mixed Use' zone from 'X', not permitted use to 'A', not permitted unless Council exercises its discretion after public consultation.

2.0 Background

- 2.1 At its Ordinary Council Meeting (OCM) held on 27 July 2023, Council carried resolution 2023/071, to carry out an amendment of the Scheme, which reads;

"That:

1. *Council approves the proposal to initiate the Shire of Halls Creek Local Planning Scheme Amendment No.3, to modify Table 3 – Zoning Table by changing the land use permissibility of 'Residential-Grouped Dwellings' in the 'Mixed Use' zone to 'A', meaning grouped dwellings are not permitted in the Mixed-use zone unless Council exercises its discretion after community consultation.*
2. *Council resolves that such amendment is a 'Standard' amendment pursuant to the Planning and Development (Local Planning Schemes) Regulation 2015, by virtue of it being,*
 - a) *An amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment.*
 - b) *An amendment that is not a complex or basic amendment.*
3. *The proposal be referred to the Environmental Protection Authority for comment prior to advertising.*
4. *The amendment be advertised for a period of 42 days in accordance with the requirements for a standard amendment, and*
5. *Following the advertising period, present the proposal back to Council for further consideration."*

3.0 Comments

- 3.1 Pursuant to Regulation 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations):

- the amendment was referred to the Environmental Protection Authority (EPA). A response was received from the EPA Executive Director advising that the EPA considers that the proposed amendment should not be assessed under Part IV Division 3 of the *Environmental*

Protection Act 1986, and that they did not find it necessary to provide any advice or recommendations.

Community Consultation

In line with the regulations, community engagement included,

- Publication of a public notice in a newspaper circulating in the scheme area, the Kimberley Echo.
- Display of a copy of the public notice in the Shire administration official notice board, the library and on the Shire website.
- Availability of copies of the amendment documentation for public inspection at the Shire administration front desk and website.
- The amendment was advertised for public consultation from 20 September to 17 November 2023.

3.2 By end of day on 17 November 2023, no submissions had been received.

4.0 Statutory Environment

4.1 *Planning and Development Act 2005*

75. Amending scheme

A local government may amend a local planning scheme with reference to any land within its district, or with reference to land within its district and other land within any adjacent district, by an amendment –

- (a) prepared by the local government, approved by the Minister and published in the Gazette; or*
- (b) proposed by all or any of the owners of any land in the scheme area, adopted, with or without modifications, by the local government, approved by the Minister and published in the Gazette.*

81. Proposed scheme or amendment to be referred to the Environmental Protection Authority (EPA)

When a local government resolves to prepare or adopt a local planning scheme, or an amendment to a local planning scheme, the local government is to forthwith refer the proposed local planning scheme or amendment to the EPA by giving to the EPA –

- (a) written notice of that resolution; and*
- (b) such written information about the local planning scheme or amendment as is sufficient to enable the EPA to comply with section 48A of the EPA Act in relation to the local planning scheme or amendment.*

4.2 *Planning and Development (Local Planning Schemes) Regulations 2015*

The Scheme amendment is required to be prepared pursuant to Section 75 of the *Planning and Development Act 2005*, with the process to amend the scheme enacted under the Regulations. The amendment is considered to be a standard amendment under the Regulations, and it must be referred to the EPA, and then advertised in accordance with the regulations.

4.3 *Shire of Halls Creek Local Planning Scheme No. 2 (Amendment 1)*

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Social - 1.9 The quantity, quality, suitability and affordability of local housing options are increased.

5.3 Strategy:

Social - 1.9.1 Advocate for an increase in the quantity, quality, suitability and affordability of local housing options.

6.0 Policy Implications - Nil

7.0 Financial Implications

Costs related to the Scheme amendment process are covered in the operational budgets.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact (refer Potential Risk Impact Guide) The development of grouped housing in proximity with incompatible industrial or commercial uses.		
	Minor	Medium	High
Low (unlikely)	1	(2)	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	Choose an item.
Risk Control Measure	Consider compatibility of uses when processing planning applications.

9.0 Officer Recommendation

That:

- 1. Pursuant to section 75 of the *Planning and Development Act 2005* and Regulation 50 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council resolves to support Amendment 3 to the Shire of Halls Creek Local Planning Scheme No.2, as detailed in Appendix 1, without modification.**
- 2. Pursuant to Regulation 53 of the *Planning and Development Act 2005*, provide the Western Australian Planning Commission a copy of Amendment 3 and relevant documents for final approval by the Minister for Planning.**

VOTING REQUIREMENT: Simple Majority

Appendix:

9.2.1A - LPS2 Amendment No.3 Report

9.2.1B - EPA Determination

9.2.1C - Public consultation Notices

9.2.1D - Ltr – Participation Approval for Cllrs V. O’Neil and C. Loessl

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Environmental Protection Authority

s.48A Referrals

Title: Shire of Halls Creek Local Planning Scheme 2 Amendment 3

Location: Various Lots, Halls Creek

Description: The amendment proposes to modify 'Table 3 – Zoning Table' by changing the land use permissibility of 'Residential-Grouped Dwellings' in the 'Mixed-use' zone from 'X' 'not permitted' to 'A' 'not permitted unless Council exercises its discretion after public consultation', to enable the development of group dwellings for public housing. The existing Mixed-use zoned land within the Shire has been historically developed.

Ref ID: APP-0000464

Date Received: 11/08/2023 **Date Sufficient Information Received:** 11/08/2023

Responsible Authority: Shire of Halls Creek PO Box 21, HALLS CREEK, WA 6770

Contact: Musa Mono

Preliminary Environmental Factors: None

Potential Significant Effects: None

Protection: Not required

Determination: **Referral Examined, Preliminary Investigations and Inquiries Conducted. Scheme Amendment Not to be Assessed under Part IV of the EP Act. No Advice Given. (Not Appealable).**

The Environmental Protection Authority (EPA) has carried out some investigations and inquiries before deciding not to assess this scheme. In deciding not to formally assess schemes, the EPA has determined that no further assessment is required by the EPA.

This Determination is not appealable.

Chair's Initials:

Date: 30/8/2023

Classifieds

9482 2300

Place an ad: regionalclassifieds@wanews.com.au or go to kimberleyecho.com.au

PUBLIC NOTICES



Planning and Development Act 2005
Public Notice
 Shire of Halls Creek
Local Planning Scheme No. 2 - Proposed Amendment No. 3

Notice is hereby given that the Shire of Halls Creek has resolved to make a 'standard amendment' to the Local Planning Scheme No. 2 (LPS2) to:

- Modifying Table 3 - Zoning Table by changing the land use permissibility of 'Residential-Grouped Dwellings' in the 'Mixed Use' zone from 'X' - not permitted to 'A', meaning grouped dwellings are not permitted in the Mixed-Use zone unless Council exercises its discretion after community consultation.

The scheme amendment report and amendment maps can be found on the Shire website or visit the Shire Front Desk to obtain copies.

Comments on the proposed amendment are now invited and can be emailed to hcs@shire.wa.gov.au or posted to The Chief Executive Officer, Shire of Halls Creek, PO Box 21, HALLS CREEK WA 6770. All submissions must include your name, address and contact telephone number.

Comments on the Scheme amendment proposal may be submitted to the local government on or before 4.00pm on Friday 17 November 2023.

All submissions received may be made public at a Council meeting and included in a Council Agenda, which will be available on the Shire's website in due course, unless a submission specifically requests otherwise.

Phillip Casseil
 Chief Executive Office

EMPLOYMENT



Clinical Nurse

Web Search Number: Pool Ref 02000515
 Location: Kununurra
 Tenure: Recruitment Pool
 Level/Salary: RN Level 2 \$96,301 - \$101,872 p.a. pro rata

The primary responsibility of the Clinical Nurse is to manage, coordinate and deliver competent highly skilled nursing for patients, using leadership and knowledge relevant to the practice setting.

Visit: jobs.wa.gov.au and key in the Web Search No. Pool Ref 02000515 to access detailed information.
 For Specific Job Related Information: Please contact Cecil Stones on 08 91 66 4644

Closing Date: Monday 16 October 2023



Clerk PM/Weekend Reception

Web Search No: 200559
 Award/Level/Salary: HSO -Level G2 \$87,794 \$72,179 p.a pro rata + super
 Location: Kununurra Hospital
 Permanent Part Time 32.5 hours per fortnight

He is made for the job

Get **QUALITY** for your advertising spend, with a **newspaper EMPLOYMENT ad**

Save as (displaying dialog)

Save directly (using preferred file output settings)

Open in image editor

Copy to clipboard

Send to printer

Microsoft Outlook

Microsoft OneNote

Microsoft PowerPoint

Microsoft Word

Microsoft Excel

MS Paint

Upload to Imgur

KING'S CHURCH KUNUNURRA
 A Christian Pentecostal Church
 SUNDAYS at 10.00AM
 ARGYLE ROOM @ THE KIMBERLEY GRANDE RESORT
 VICTORIA HWY - KUNUNURRA

inc | International network of churches
 Sunday school class for 3-11 yo
 Enquiries Ph: 08 97 937 507
 Pastors Bruce & Terri Connell

King's Church is a member of the INC - International Network of Churches (formerly called Christian Outreach Centre) worldwide. Miracles, healings, changed lives and restored relationships are a part of the way God works through this church.

TO KNOW GOD AND MAKE HIM KNOWN

Find your new FAMILY car
 in your regional newspaper



Planning and Development Act 2005

Public Notice

Shire of Halls Creek

Local Planning Scheme No. 2 – Proposed Amendment No. 3

Notice is hereby given that the Shire of Halls Creek has resolved to make a 'standard amendment' to the Local Planning Scheme No. 2 (LPS2) to,

- Modifying Table 3 - Zoning Table by changing the land use permissibility of 'Residential-Grouped Dwellings' in the 'Mixed Use' zone from 'X'- not permitted to 'A', meaning grouped dwellings are not permitted in the Mixed-Use zone unless Council exercises its discretion after community consultation.

The scheme amendment report and amendment maps can be found on the Shire website or visit the Shire Front Desk to obtain copies.

Comments on the proposed amendment are now invited and can be emailed to hcshire@hcshire.wa.gov.au or posted to The Chief Executive Officer, Shire of Halls Creek, PO Box 21, HALLS CREEK WA 6770. All submissions must include your name, address and contact telephone number.

Comments on the Scheme amendment proposal may be submitted to the local government on or before 4.00pm on Friday 17 November 2023.

All submissions received may be made public at a Council meeting and included in a Council Agenda, which will be available on the Shire's website in due course, unless a submission specifically requests otherwise.


Phillip Cassell
Chief Executive Officer

Local Planning Scheme No.2 – Proposed Amendment No. 3
Public Comments

Submitter details

Email and/or postal address

Address of the property affected by the proposal (if any)

Submission Details

- Support
- Object
- Neither

My comment on the proposal is as follows

Signed: Date:



Musa Mono
A/Chief Executive Officer
Shire of Halls Creek

E: ceo@hcshire.wa.gov.au

Dear Mr Mono

I refer to your correspondence dated 10 January 2024 and advise that, in accordance with the authority delegated by the Minister for Local Government, I have approved your application, under section 5.69(3) of the *Local Government Act 1995* (the Act).

It has been noted that the Shire requires a minimum of two councillors to be approved to achieve a quorum. Accordingly, the Department of Local Government, Sport and Cultural Industries (DLGSC) has approved Cr Christopher Loessl and Cr Virginia O'Neil to fully participate in the discussion and decision making relating to the following agenda items at the Shire's Ordinary Council Meeting.

This approval allows disclosing members Cr Loessl and Cr O'Neil to fully participate in the discussion and decision making relating to the following agenda item at the Shire's Ordinary Council Meeting of 15 February 2024:

9.2.3 – PROPOSED LOCAL PLANNING SCHEME NO. 2 AMENDMENT 3 – PERMISSIBILITY OF GROUPED DWELLINGS IN THE 'MIXED-USE ZONE'

Subject to the following conditions:

1. *The approval is only valid for the 15 February 2024 Ordinary Council Meeting when agenda item 9.2.3 is considered;*
2. *The abovementioned Councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;*
3. *The CEO is to provide a copy of the Department's letter of approval to the abovementioned Councillors;*
4. *The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;*

5. *The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to the Department, to allow the Department to verify compliance with the conditions of this approval; and*
6. *The approval granted is based solely on the interests disclosed by the abovementioned Councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.*

Should you require further information in relation to this matter, please contact Mr Dale Martin, Senior Legislation Officer, via the details provided above.

Yours sincerely



Tim Fraser
EXECUTIVE DIRECTOR - LOCAL GOVERNMENT

17 January 2024

9.3 YOUTH & COMMUNITY DEVELOPMENT

9.3.1 RFT 2024-04-DYCD Procurement Plan Approval Design and Construction of Social Inclusion Project Halls Creek

ITEM NUMBER:	9.3.1
REPORTING OFFICER:	Jackie Parker, Executive Manager Corporate Services
SENIOR OFFICER	Musa Mono, Acting CEO
MEETING DATE:	15 February 2023
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 For Council to consider and approve the Procurement Plan for the Design and Construction of Social Inclusion Project Halls Creek (RFT 2024-04-DYCD) as appearing in Appendix 1.

2.0 Background

- 2.1 In mid-2023, the Shire submitted a grant application to Lottery's West for several projects across the Shire. These projects included the design and construction of a skate park (Town Oval), the design and construction of a BMX track (Wellman Road Park), the installation of a toilet (Wellman Road Park), the construction of a youth hub (Recreation Centre), the salaries and utilities of the Women's Centre and more. A copy of the full application can be found as appended to this report in Appendix 2.
- 2.2 In December 2023, the Shire was advised that we were successful in the majority of the application, with the value of the approved amount approximately \$1.1 million.
- 2.3 To note, the Shire's contribution in the application is \$623,000, noting that \$240,000 of this is the donation of land adjacent Wellman Road Park which is owned by the Shire. This results in a cash contribution of \$383,000.
- 2.4 To progress the majority of the works associated with this grant a design and construct tender has been put together which includes the Skate Park, BMX Track, toilet, lighting, drink fountain and amphitheatre.

3.0 Comments

- 3.2 Due to the procurement amount for this project component, a Request for Tender is necessary. The project is anticipated to be undertaken over a period of twelve months.

4.0 Statutory Environment

- 4.1 *Local Government Act 1995*

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

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

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

5.3 Strategy:

Social - 1.8.3 Support the development of sports and recreation facilities and programs in the town and communities.

6.0 Policy Implications

6.1 The Shire's relevant procurement policies (A11 and A12) will be followed in the request for tender process, for which adopting the Procurement Plan is an integral part.

7.0 Financial Implications

7.1 The Shire's cash contribution to the entire grant implementation is \$383,000. This is proposed to be incorporated into the 2024/25 financial budget.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (low)	Impact (Low) If a contract is not awarded as per the scheduled timeline there will likely be project delays.		
	Minor	Medium	High
Low (unlikely)	1	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Possible responses to the raw risk score vary depending on the level of risk (low, moderate or high). Possible actions are:

- Approve the Procurement Plan;
- Release Request for Tender to the Market;
- Undertake assessments as quick as possible; and
- Engage contractor as soon as possible.

Risk	1
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	

9.0 Officer Recommendation

That Council:

- 1. APPROVE the appended Procurement Plan for RFT 2024-04-DYCD Request for Tender for the Design and Construction of Social Inclusion Project Halls Creek. AND**
- 2. AUTHORISE the Chief Executive Officer to advertise a Request for Tender in accordance with the Local Government Act 1995.**

VOTING REQUIREMENT: Absolute Majority

Appendix:

9.3.1A – Procurement Plan

9.3.1B – Grant Application



Procurement Plan

RFT2024-04-DYCD: Design and Construct of Social Inclusion Project Halls Creek.

Prepared by: Jackie Parker

Date: 05 January 2024



WALGA

Procurement Services

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

Phase 1 - Prepare

PROJECT OWNER / REQUESTOR DETAILS	
Requestor:	Musa Mono
Position:	A/Chief Executive Officer
Local Government:	Shire of Halls Creek
Phone:	(08) 9168 6007
Mobile:	0409 427 866
Email:	dhrs@hcsaire.wa.gov.au

PROJECT OVERVIEW	
Project Title:	Design and Construct of Social Inclusion Project Halls Creek
Project Number:	RFT2024-04-DYCD
Project Budget:	Approximately \$1,500,000
Project Funding Source:	Shire of Halls Creek
Project Duration (indicative):	12 months
Project Status:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation of Service <input type="checkbox"/> Phased
Project Category:	<input type="checkbox"/> Goods <input type="checkbox"/> Services <input checked="" type="checkbox"/> Minor Works <input type="checkbox"/> Construction
	<input type="checkbox"/> Construction <input type="checkbox"/> Lease <input type="checkbox"/> Consultancy
	<input type="checkbox"/> Other (please list): _____

NEED IDENTIFICATION

The purpose of this request is to seek the services of a suitably experienced and qualified contractor to undertake park upgrades required under the recent Lottery's West grant agreement.

POTENTIAL RISKS & MITIGATION PLAN				
Risk Description	Likelihood	Impact	Actions	Responsibility
Unable to meet timeline	Likely	Significant	Release tender as soon as possible	A/Chief Executive Officer
Tender submission come in over budgeted amount	Possible	Moderate	Consider scaling contract back. Consider mobilisation of internal crew.	A/Chief Executive Officer
Interference from other contracts	Possible	Significant	Seek legal advice if this occurs	A/Chief Executive Officer

POTENTIAL CONFLICTS OF INTEREST/ISSUES TO BE CONSIDERED
No conflicts of interest or issues to be considered are known at this time.

STAKEHOLDERS		
Stakeholder	Role	Possible Objections
CEO and Management Team	Significant interest	Only if procurement poorly managed or delayed. A/CEO and Management Team to be kept informed of project.
Councillors	Moderate interest.	Only if procurement poorly managed or delayed. Keep informed.
Other staff	Limited interest.	Not anticipated. Keep informed.
Residents/Ratepayers	Moderate interest.	Only if procurement poorly managed or delayed. Keep informed.

POLICY MATTERS AFFECTING THE PROCUREMENT			
Local Policy:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Environmental Impact:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DAIP:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	OSH:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Others (Please list):			

EXPENDITURE ANALYSIS

Consultation, Design and Other \$380,000
Site preparation works \$200,000
Skate Park \$500,000
Lighting Upgrades \$60,000
BMX Track \$80,000
Amphitheatre \$85,000
Toilet Block \$145,000
Mobilisation \$50,000

By having price represent 60% of the contract award, this is hoped to achieve a balance between quality and value for money.

SUPPLY MARKET ANALYSIS

This tender is proposed to be released to the open market to ensure appropriate opportunity to potentially suitable tenderers is met. The Tender will be released via Vendor Panel.

Housemaster is a potential tenderer located in Halls Creek.

Phase 2 - Define

SCOPE OF REQUIREMENTS

The Shire of Halls Creek is located in the Kimberley, at the top of Western Australia, some 360kms south of Kununurra. Halls Creek is home to a diverse mix of tourism opportunities, cultural experiences, off-road experiences, water holes and more.

The Shire is home to some 6000 residents, with approximately half of those residing in the town of Halls Creek.

Wellman Road Park, located on Wellman Road, is a large lot which is largely under-developed. It currently features a combination style playground and rotary swing, a basketball court, and a small shelter. Some ancillary infrastructure also exists such as lights and bins.



Figure 1. Wellman Road Park

The majority of the works are to take place at Wellman Road Park with only the Skate Park to be located at Town Oval.

The Town Oval, located on Great Northern Highway across from the IGA supermarket, has recently undergone a total renovation. And will be subject to additional upgrades outside of this contract. This includes new shelters, seating and a drink fountain.



Figure 2. Town Oval.

The particulars of this contract are laid out below.

Consultation

Consultation is required on the park upgrades for the local and wider community. This is required to be done on site in person, and engage with as many Wellman Road (and surrounds) residents as possible for the elements to be undertaken at Wellman Park. Wider town consultation will be required for the Skate Park to be located at Town Oval. At least three community meetings are required at times agreeable with the Principal. The purpose of the community consultation is to get feedback to be incorporated into the design components of the project and to begin the process of informing the community of the works to come.

A consultation summary report will be required to be provided to the Principal as evidence of the delivery of this project component and for use by the Principal in the future. Support will be provided by the Principal for this component, including presence of staff/equipment.

Design

The components of the project that require detailed design include the following. Each design feature is required to meet industry and relevant Australian Standards. Whole of project design must be completed, and must include the provision of any licences, permits and approvals. Feedback received from the consultation are expected to be incorporated into the design elements where the opportunity exists.

Skate Park located at Town Oval. Minimum footprint size of 800m². To include a combination of features suitable for age ranges 8-16 years. Skate Park is to utilise locally sourced fill material, with a concrete finish.

Lighting Upgrades located at Wellman Road Park. New flood lights on existing towers (two of) required for the basketball court. Six stand-alone solar flood lights for the Skate Park.

Toilet Block located at Wellman Road Park. Vandal proof twin toilet, universally accessible, automated. Will require provision for water connection.

Amphitheatre located at Wellman Road Park. Construction of a terraced amphitheatre, minimum footprint size 300m², minimum two tiers.

Ancillary infrastructure located at Wellman Road Park, to include fire pit, seating, drink fountain (will require provision for water connection).

Construction

Plant, equipment and materials must be supplied by the tenderer, however there is an opportunity to utilise Shire plant and equipment to which a full list of what is available is included below. These rates include operators and are inclusive of GST. In addition, the Shire has recently acquired a bobcat, however this has yet to be incorporated in the fees and charges.

OTHER PROPERTY AND SERVICES - PROGRAM 14

PLANT HIRE

Fuel - Estimated average fuel consumption per hour - included in POC rate and charged at \$1.90 per litre

	Wages (PWOH)	POC (Fuel)	Depreciation		
Dozer D7R	40.00 (40.00)	117.50 (30.00)	67.50	\$	300.82
Grader 12M	40.00 (40.00)	89.50 (30.00)	55.50	\$	251.41
Grader 140M	40.00 (40.00)	59.50 (30.00)	35.50	\$	205.00
Loader 950H	35.00 (35.00)	87.50 (22.50)	52.50	\$	516.76
Loader 972M	35.00 (35.00)	102.5 (30.00)	52.50	\$	285.49
Smooth Drum Vibe Roller 16t	30.00 (30.00)	44.50 (15.00)	28.50	\$	148.00
Multi Roller CW34	30.00 (30.00)	61.00 (15.00)	39.00	\$	196.87
Service Truck	30.00 (30.00)	61.00 (15.00)	39.00	\$	151.04
Prime Mover and Trailers (1)	40.00 (40.00)	89.50 (30.00)	55.50	\$	231.00
Prime Mover and Trailers (2)	40.00 (40.00)	94.50 (30.00)	60.50	\$	231.00
Prime Mover and Trailers (3)	40.00 (40.00)	99.50 (30.00)	65.50	\$	231.00
Prime Mover and 50T Float	40.00 (40.00)	89.50 (30.00)	55.50	\$	231.00
Prime Mover and Water Cart	35.00 (35.00)	66.50 (22.50)	43.50	\$	205.00
Tandem Tipper HINO	35.00 (35.00)	24.50 (22.50)	12.50	\$	136.00
Light Support Truck	30.00 (30.00)	12.50 (10.00)	7.50	\$	92.00
Heavy Support Truck	30.00 (30.00)	22.50 (12.00)	22.50	\$	126.00
4x4 Workmate Toyota	30.00 (30.00)	12.50 (10.00)	7.50	\$	80.00
Toyota Utility (Signs)	30.00 (30.00)	12.50 (10.00)	7.50	\$	80.00
Traffic Control/Labour	40.00 (40.00)			\$	80.00
Toyota Utility	30.00 (30.00)	12.50 (10.00)	7.50	\$	80.00
Street Sweeper*	30.00 (30.00)	64.50 (15.00)	25.50	\$	129.27
Camp cost (full camp) by negotiation					
Pump sets, per day (pump, generator, fuel) by negotiation					
Mobilisation by negotiation					

Conditions of plant hire:

- * Minimum one hour hire applies
- * Shire to mobilise and demobilise plant
- * Hire time charged from time plant leaves Depot until time plant is returned to Depot; it is NOT based on hours worked only
- * Hire arrangements to be made during business hours only
- * Hire subject to availability of plant, staff resources and Shire's own operational requirements.

Figure 3. Shire of Halls Creek Fees and Charges for Plant and Equipment

Prior to the commencement of work, the tenderer is required to submit a safety management plan outlining how occupational health and safety will be managed on the job site. This is inclusive of resident and community safety. Appropriate safety fencing may be required during construction phases of the project to ensure safety.

Construction standards are to be commensurate of industry best practice, Australian Standards and manufactures' guidelines.

Permits, approvals and licences must be allowed for and obtained by the tenderer and allowances made in the prices submitted.

OUT OF SCOPE

Nil.

SCOPE ISSUES TO BE RESOLVED

Nil

Supplier Positioning

A collaborative contract relationship is anticipated. This is where the parties work together to identify risks and solutions and jointly monitor performance and compliance.

PROCUREMENT TACTICS

Transaction Type	Select	Objective	Tactics	Actions
Leverage items - High Value, Low Risk, Low Complexity	✓	Maximise commercial advantage	Concentrate your business across the organisation Maintain/foster competition.	Competitive bidding. Procurement coordination. Use industry standards/ open source.

				Active procurement. Reverse Auctions.
Bottleneck items - Low Value, High Risk, High Complexity	<input type="checkbox"/>	Ensure supply continuity	Decrease the uniqueness of Suppliers Manage supply	Widen specification. Use performance or functional specification. Increase competition. Develop new suppliers. 2-3 year contracts. Foster competition.
Strategic items - High Value, High Risk, High Complexity	<input type="checkbox"/>	Form partnerships with Suppliers. - Develop trust and information sharing	Increase the role of selected suppliers	Partnering charter. Share risk/rewards. Service Level Agreement. Prepare risk/contingency plans. Monitor market/competitions. Use functional specifications.
Routine items – Low Value, Low Risk, Low Complexity	<input type="checkbox"/>	Simplify acquisition	Instant purchasing	Utilise e-commerce or purchase cards to facilitate most efficient acquisition of goods/services.

SUPPLIER PROFILE

<input checked="" type="checkbox"/> Single Supplier <input type="checkbox"/> Dual Suppliers <input type="checkbox"/> Goods	<input type="checkbox"/> Multiple Suppliers (i.e. Panel) <input type="checkbox"/> Cross Supply <input type="checkbox"/> Goods and Services
<p>Reason for Selected Supplier Profile:</p> <p>The work contained within this tender is specialised and thus it is not appropriate for any profile besides a single supplier.</p>	
<p>Early Tender Advice Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

Suggested Tenderers:		
Tenders will be open to the open market, no suggestions are to be made at this point.		
Company Name:	Contact Person:	Phone/Email:
Housemaster	Russell	sales@housemaster.com.au

SOURCING PROFILE	
<input checked="" type="checkbox"/> Minor Works	<input type="checkbox"/> Consultancy Services
<input type="checkbox"/> Major Works (Construction)	<input type="checkbox"/> Lease
<input type="checkbox"/> Goods	<input checked="" type="checkbox"/> Services
<input type="checkbox"/> Procurement of IT Equipment	<input type="checkbox"/> Procurement of IT Software
Reason for Selected Sourcing Profile: Consistent with scope of works.	

PROCUREMENT METHODOLOGY (refer to TACTICS and SOURCING PROFILE)	
<input type="checkbox"/> Expressions of Interest (EOI) <input checked="" type="checkbox"/> Request for Tender (RFT) <input type="checkbox"/> Request for Proposal (RFP)	Request for Tender (RFT)
Reason for Selected Methodology: The anticipated value of the contract exceeds the tender threshold therefore requiring an open market competitive process.	

REQUEST OPEN PERIOD - SCHEDULE/TIMEFRAMES	
Management of Clarifications:	Through Vendor Panel
RFT Briefing Status:	N/A
RFT Briefing Location:	N/A
RFT Briefing Proposed Date:	N/A

Phase 3 – Plan

EVALUATION PLAN (Refer to DELIVERABLES & RISK ASSESSMENT)	
<p>A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated a quotation that provides all the information requested will be assessed as satisfactory. The extent to which a quotation demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each quotation will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.</p> <p>Quotations will be assessed on the following criteria:</p>	
Mandatory Criteria	
Are you aware of any conflict of interest in providing the engineering consulting services to the Principal? If so please state the conflict and how this will be managed.	
Please provide the name and contact details of two referees.	
Qualitative Criteria	
<p>Demonstrated Relevant Experience</p> <p>Describe your relevant experience in providing successful technical and administrative support within the DRFAWA scheme.</p>	30%
<p>Indigenous Business Agenda</p> <p>Provide information and evidence of the tenderer’s indigenous employment opportunities including the number and nature of indigenous employees that the tenderer currently employs</p>	10%
<p>Price</p> <p>Outline the schedule of fees as requested in the pricing schedule</p>	60%
<p>Due Diligence:</p> <p><input type="checkbox"/> External financial analysis report <input checked="" type="checkbox"/> Referee Checks</p>	

EVALUATION RATING SCALE

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

KEY PERFORMANCE INDICATORS (KPIs) Link this to scope and key deliverables	
<ul style="list-style-type: none"> ✓ Deliverables on time ✓ Agreed Services Provided <input type="checkbox"/> Stakeholder Satisfaction Survey <input type="checkbox"/> Services Completed on Budget Other..... 	<ul style="list-style-type: none"> ✓ Does the supplier show mutual commitment to the relationship and collaborate constructively with all stakeholders ✓ Ability to respond to client and/or stakeholder requirements ✓ Ability to deliver on time and on budget
Initial outline on KPIs: <ul style="list-style-type: none"> • Work meets the brief and quality standards • Work delivered to agreed timeframes 	

- Problems are anticipated and solutions are identified
- Reports and recommendations consider risk

PRICING METHODOLOGY (Link to type of specification)

- | | |
|-------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Fixed Price (Lump Sum) | <input checked="" type="checkbox"/> Unit Price (Schedule of Rates) |
| <input type="checkbox"/> Bill of Quantities | <input type="checkbox"/> Scaled percentage fee |
| <input type="checkbox"/> Cost reimbursable | <input type="checkbox"/> Reimbursable-with-incentive (Cost Plus) |

Value Consideration

The Principal has adopted a best value for money approach to this request. This means that, although price is considered, the quotation containing the lowest price will not necessarily be accepted, nor will the quotation ranked the highest on the qualitative criteria. The Contract may be awarded to a sole contractor who best demonstrates the ability to provide quality products and/or services at a competitive price. The quoted prices will be assessed together and qualitative criteria to determine the most advantageous outcome to the Principal.

Reason for Selected Pricing Method:

- Tight timeline of works needing to be met
- Most effective way of determining value for money

Price Escalation Required

Yes **No**

Pricing Schedule

All prices for goods/services offered under this Request are to be fixed for the for the period of the Contract.

PRICING SCHEDULE – ALL PRICES INCL-GST

ITEM	DESCRIPTION	Price (incl GST)
1	Consultation and delivery of summary report	
2	Concept design	
3	Separable portion A – Detailed Design	
4	Separable Portion B – Construction Skate Park	
5	Separable Portion C – Construction Amphitheatre, lighting, drink fountain	
6	Separable Portion D – Construction of BMX track	

7	Separable portion E – Construction of Toilet Block	
TOTAL		\$

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

CONTRACT MANAGEMENT	
Contract Manager:	Musa Mono
Date of Handover:	1 April 2025
Key Personnel/Responsibilities:	A/Chief Executive Officer – Principal
KPIs:	As above.
Changeover requirements?	TBA
Key Risks:	Work not undertaken or charged according to contract
Proposed Contract Kick-Off Meeting:	TBA

PROCUREMENT TIMEFRAMES	
Activity	Indicative Timeframe
Development and Sign off on Procurement Plan	9 February 2024
Sign off of RFT	15 February 2024
Issue RFT on Vendor Panel	16 February 2024
Mandatory Tender Briefing	NA
RFT Close	4.00 pm 25 March 2024
Evaluation Panel Meeting	27 March 2024
Presentations of Shortlisted Responders	NA

Due Diligence (referees, clarifications)	28 March 2024
Delivery of Recommendation Report	11 April 2024
Council Meeting agenda settlement	11 April 2024
Council Meeting	18 April 2024
Contract Preparation	24 -28 April 2024
Notifications to Responders	1 May 2024
Contract Commencement	1 May 2024

APPROVAL AUTHORITY

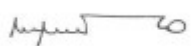
Council: Yes No

Date of Council Meeting: 18 April 2024

CEO: Yes No

Procurement Plan. Contract to be executed by Shire President and CEO

SIGNED BY PROJECT SPONSOR / APPROVING AUTHORITY

Name	Organisation	Signed
Musa Mono	A/CEO – Shire of Halls Creek	

Shire of Halls Creek
Halls Creek Social Inclusion Project

Lotterywest
ID: R-202408-84093
Assessor:

Amount Granted:
Submitted

Status

Submitted

Before You Begin

Before starting your funding request, please make sure your organisation's details are up to date, such as:

- Latest Financial Statement
- Annual Report or AGM minutes
- Legal signatory details and other governance documents.

If you need to update any of these details, please select [Save and Close] at the bottom of this page and then select your organisation under the Organisation heading in the menu on the left-hand side of your screen.

Your organisation's details will need to be verified by our Customer Service team, which will take up to two business days. You will be able to submit your funding request once your organisation has been validated.

How to Submit

Please click on [Save and Close], and when the page has closed, please click on [Submit] at the bottom of your screen.

Please Note

The Portal does not automatically save your work, so please make sure you click on either [Save] or [Save and Close] button below before you exit out of the Portal.

Bold denotes a mandatory field.

▼ Table of Contents

Organisation Information
Request
Event Details
Request Details
Grant Budget
Documents

▼ Organisation Information

Before starting your request, please review your organisation's details, this includes:

- ***Latest Financial Statement***
- ***Annual Report or AGM minutes***
- ***Latest list of Board and Committee members and other governance documents.***

If you need to update any of these details, please select [Save and Close] at the bottom of this page and then select 'Organisation' in the left-hand menu. Once you can confirm that your organisation's details are up-to-date, please tick the box below.

9/15/23, 9:12 AM

Lotterywest & Healthway Grant Portal

I have reviewed my organisation's information in the Portal and have provided updated information where needed. True

People added to your organisation using the "Add New" function below will be instantly granted access to the Grants Portal and will be able to view your organisation's information including requests, grants and payment information.

Organisation: Shire of Halls Creek

Organisation Status: Validated

Contact Person: Margaret Glass

Primary Signatory: Phillip Cassell

Secondary Legal Signatory:

Person Applying: Margaret Glass

If you are adding a new Legal Signatory, please attach documentation confirming their position by clicking on '+'. Click for more information around Legal Signatories.

LEGAL SIGNATORIES

Delegated Authority

A Delegated Authority can also perform the duties of a Legal Signatory provided they have been given the authority from a Legal Signatory(s). For the purpose of this request, does the Legal Signatory(s) give responsibility for signing the Lotterywest Grant Conditions, Agreements and acquittal documentation to someone else within your organisation?

Delegated Authority in place? No

Are you applying for a grant on behalf of another organisation? No

▼ **Request**

Project Title: Halls Creek Social Inclusion Project

In 50 words or less, please provide a short summary of your proposed project and what you are applying for:

Consider structuring your response in a simple sentence e.g. By [doing your intended activity], we will address [the community issue/opportunity your project will focus on] which will lead to [describe your intended project outcome]

Project Summary:

By doing things with people. Not to them. We can address the social isolation in the township, which will lead to a stronger community rich in culture, care and connection.

9/15/23, 9:12 AM

Lotterywest & Healthway Grant Portal

Phase 1 - HC Social Inclusion Project

- Construction of Skate Park
- Wellman Road Park Upgrades
- Youth Hub
- Cultural Centre's
- Outdoor amphitheater

Who have you spoken with at Lotterywest about this request? Samantha Harris

Decision date: 15/1/2024

Lotterywest requests generally take up to four months to process. Let us know when you need a decision by:

Lotterywest does not support retrospective requests. Please contact us if you believe exceptional circumstances apply.

Does your proposal have a scheduled start date? If yes, please provide this date below.

Date: 15/1/2024

Lotterywest does not support retrospective requests. Please contact us if you believe exceptional circumstances apply.

Any additional comments regarding timelines:

Works will begin on completion of a successful grant application factoring in local weather conditions. Any tendering requirements will be completed before the end of the wet season 2024 with construction to occur as soon as possible.

▼ Event Details

If this request is in relation to an event(s), please select the '+' button on the right to enter your event information (you can do this multiple times).

Event

Please make sure you click save after adding the field above.

▼ Request Details

Lotterywest grants aim to achieve one or more of the Community Investment Framework outcomes.

You can use our simple Community Impact Planner to help you plan your proposal and answer the following questions:

What is the issue/opportunity in your community?

Please provide supporting information where possible e.g. community data, survey findings, stakeholder consultation.

The Shire of Halls Creek is classified as "very remote" and experiences pockets of extreme poverty - the Shire one of the lowest socio-economic ranking LGA's nationally, and the lowest ranking West Australian municipalities on the SEIFA (Social and Economic Index for Areas) scale, with a score of just 540.

With only 21 residential rate payers within the Shire boundaries this local government is heavily dependent on grant funding to make social infrastructure improvements.

The latest release of 2021 census data from the Australian Bureau of Statistics sheds much light on The Shire of Halls Creek and its residents. Data reveals that the Shire has an unusually large Aboriginal population, youth population and significant disadvantage. Disadvantage is evidenced by the unusually overcrowded households, low education and employment outcomes and high proportion of welfare recipients.

The Shire respects and engages with Traditional Owners of the land by ensuring pace and level of development impacting Indigenous communities is guided by the Traditional Owners. There is a focus on using local assets, opportunities and creativity, to build upon and strengthening existing initiatives and groups.

The Halls Creek Social Inclusion project (HCSI) aim is to support social sustainability and inclusion by fostering inclusive and resilient Halls Creek township where our residents are able to experience what most of Australia take for granted every day, liveable community. This project starts by focusing on people - their values and aspirations for our community - while also focusing on social infrastructure improvements in residential areas, where they live.

The problems for conventional poverty measurement have been particularly pronounced in relation to the level of poverty experienced by most residents living within the Shire of Halls Creek LGA boundaries. Our residents' circumstances are so different from those of other Australians that it is not meaningful to measure Indigenous poverty using the same metric as that used for other Australian poverty. For example, Halls Creek residents reside in areas with significant different costs of living to the average urban Australian resident. Our households also tend to be exceptionally large in size and often involve extended kinship networks that have no direct analogy with the nuclear family used in most poverty studies. Such complications are compounded by the fact that the parenting and related child-care arrangements in Indigenous households are equally complex. In view of the intrinsic inadequacies of standard measures of Indigenous poverty, it should not really be surprising that our residents suffer multiple disadvantages compared to the rest of Australia.

In 2010 the Australian Social Inclusion Board reported that sixty per cent of people living in the most disadvantaged regions participating in at least one community group (e.g. sports/physical recreation group, social club, religious or spiritual group) compared to 81% of people in the least disadvantaged regions. Halls Creek is even further disadvantaged as its the only LGA in WA that has no register junior sports club so our residents rely heavily on our social infrastructure for connection to community, entertainment and providing a healthy space for their children to engage.

Experiencing discrimination can lead to poor health both physically and mentally, taking years of life expectancy, as reported by Social Science & Medicine in 2011. We know that racism can directly or indirectly exclude people from accessing services or participating in employment, education, sport and social activities. Racism excludes people, which can in turn lead to entrenched disadvantage.

This project provides a long-awaited opportunity to start to reinvest into Halls Creek social and cultural structures to help address some of the historical racism and disadvantage experienced by the majority of our community.

ATTACHMENTS



20230811 - Data Set.pdf



Other Document

Added by Margaret Glass at 3:16 PM on 15 August 2023



20230815 - Theory of Change.pdf



Other Document

Added by Margaret Glass at 3:15 PM on 15 August 2023

What difference will your proposal make and what change will you see in your community?

Think about how your proposal will address the issue/opportunity outlined.

Social Infrastructure (park & amphitheater)

Our parks are currently sadly not an inviting family friendly environment. They have previously been vandalized and over time the assets are now no longer usable or the area nice environment for families to enjoy. The park upgrades will allow for this to occur and the amphitheater will provide a unique place where cultural dances and other activities can be enjoyed by this community.

Residents of Halls Creek have the right to access safe, welcoming, and diverse social infrastructure spaces that support a varied range of activities to build a stronger community for everyone. Our community is shut out from the social, economic, political, and cultural systems which contribute to the integration of residents into the community as a result they are experiencing extreme forms of social isolation.

HCSI intent is to provide social infrastructure and a place where the exchange of cultural knowledge can be shared in culturally appropriate areas, allowing families a safe space for their children to play and reconnecting (some of Australia most marginalised residents) back together through access to social infrastructure.

Improving the health status of our Aboriginal residents is a longstanding challenge for governments in Australia. The gap in health status between Indigenous and non-Indigenous Australians remains unacceptably wide. It has been identified as a human rights concern by United Nations committees; and acknowledged as such by Australian governments. Improving our social infrastructure and seeing residents and extended kinship groups actively socialising and participating on community activities has proven to improve the health and wellbeing of remote communities' residents.

Halls Creek Shire sadly has a long history of suicide and self-harm behaviours which arise from a complex web of personal, social, and historical factors. Our communities experience the sorrow and loss of family and community members in short succession resulting in a family suffering a constant state of grief and mourning. Improving our social infrastructure for residents to re-engage in health outdoor activities, in a safe and environmentally friendly space is critical to this community rehealing from the loss and grief it experiences daily.

Our current community assets are not at an acceptable standard. Suicide prevention is not based solely around services delivered to the community but also making this community hard infrastructure a place equal in quality to those living in urbanised areas.

Skate Park

The myth surrounding skateparks is that they are a breeding ground for crime and other illicit activities. While there will be an occasional "bad seed", providing designated spaces for positive activities is the best way to curb unlawful behaviour among youth. When youth having nothing to do or nowhere to go - that is when they cause trouble.

The majority of skateboarding injuries happen outside skateparks. The most common injuries are falls due to surface irregularities and collisions with motor vehicles or pedestrians. It is a common occurrence in Halls Creek to see young people riding on the Great Northern Highway, trying to race moving vehicles in a very dangerous act for thrill seeking.

It is noted that often once a skate park has been opened there has been a noticeable drop in calls to youths causing annoyance and related matters. By providing a spare away from business districts a young person will choose a recreational area to hang out in and not the main streets.

Arguably the most important reason for participating in action sports is the fact that it keeps you healthy and physically fit. Finding an activity that gets kids off the couch and keeps them in shape is vital for the youth of this nation, especially in this time of a national health crisis.

Skateboarding is a unique activity because it combines extreme physical exertion with precise muscle coordination and balance. The complexity of performing tricks on a skateboard improves brain function at a fundamental level and stimulates new cell growth in the brain. Such activities provide significant mental health benefits to our youth.

Women's Tribal Area

The Woman's Tribal Area will be a safe space for woman to attended and engage in pro social cultural activities. Having a safe space for woman to attend in Halls Creek will reduce alcohol fueled offences such as domestic violence and assaults. This will be done by allowing woman to attend the Area when they are at risk of being victims, and by giving women an opportunity to attend culturally appropriate workshops that will address underlying issues. Workshops that will occur at the Area will include but not be limited to laundry/life skills activities, drug and alcohol awareness sessions, hygiene, healthy eating and cultural activities such as weaving, art, and dance.

9/15/23, 9:12 AM

Lotterywest & Healthway Grant Portal

Engaging at risk woman in pro social activities will aid in the reduction of woman offending alcohol related offences such as assaults. As they will learn coping skills and gain support from other women from within community. It is hoped that having a safe space for at risk woman to attend will lead to lower numbers of incidents of domestic violence as the woman will be able to attend the Tribal Area rather than stay at home putting them self and family at risk. As the Tribal Area grows and more agencies begin to collaborate Woman who attend the Area will have the opportunity to engage with said agencies and gain assistance for any needs they have.

The women tribal area will act as a hub for woman to attend where they can participate in workshops run by shire staff, East Kimberley Jobs Pathways, and other stakeholders. The Area may also be used as a space that woman who have recently been released from prison, or women who are at risk of domestic violence may attended to avoid negative situations and gain support from other woman or services.

The women (and men's established 2021) tribal areas are aimed at allowing community members to undertake on-country activities that foster the intergenerational transfer of knowledge, preservation of culture and strengthening of this community.

At this time in Halls Creek our women have no place they can go, other than the FDV shelter, to connect to culture, transfer knowledge and participate in activities (arts, craft, gardening etc).

Youth Hub

Recently, there have been some inroads in addressing the deficit in youth service infrastructure within the Shire with the development of pump track (with lighting) and a major upgrade occurring to our football oval (total investment just over \$800,000). Accessing these community grants with a co-contribution from the Shire is the start of a youth prescient (hub).

However, the most critical asset currently missing is a dedicated youth centre, a purpose-designed space where young people can hang out, create art, study, and access any support they need.

Aboriginal young people are fundamental to the continued vitality of Aboriginal identity, but often experience poor health, boredom, and inconsistent care from family members. To address such problems, regular ongoing sport and recreation or youth programs need to occur in Halls Creek. We are seeking from this grant application to fund the basic infrastructure required for a community led youth development program that includes a suitable building with shelter and shade located at the Shire recreational facility. The Shire seeks to use two shipping container (fitted out), roofing and decking to create something to start this journey allowing our community member (and services) accesses to a youth centre to operate.

Making infrastructure and employment opportunities targeting at connecting our residents back to culture and communities is central to Halls Creek showcasing our greatest strength - culture.

ATTACHMENTS

What is the primary Community Investment Framework outcome this will contribute towards:

Primary outcome: Vulnerability and disadvantage is reduced across our community

What is the secondary Community Investment Framework outcome this will contribute towards:

Secondary Outcome: More people have a stronger sense of belonging in their community

Should your request be successful you will be required to report on your contribution to the selected outcome(s) at the completion of your grant.

What will you do/deliver to achieve this?

Please consider how your approach aligns to good practice, who you are working with and why you are well placed to deliver this proposal. Lotterywest's Good Practice Requirements may assist you.

Please attach detailed construction plans, event or project plans where relevant.


Traditional Custodians and Country Equity



The township of Halls Creek is located on (Kija & Jaru) land. Our language groups have a strong connection to land and culture and actively participating in cultural traditions. Our social infrastructure upgrades are

9/15/23, 9:12 AM

Lotterywest & Healthway Grant Portal

ATTACHMENTS

 **20230915 - Impact Assessment 2022.pdf**  
Other Document
 Added by Margaret Glass at 8:57 AM on 15 September 2023

 **20230915 - OD Prospectus.pdf**  
Supporting Documents
 Added by Margaret Glass at 8:56 AM on 15 September 2023

 **Purchasing Policy.pdf**  
Conditions of Funding
 Added by Margaret Glass at 4:12 PM on 12 September 2023

▼ **Grant Budget**

Please fill in the fields below so we can see how your project will be funded.

Request from Lotterywest:	\$1,700,500.00
Your organisation's contribution:	\$705,505.00
Other (cash) contributions:	\$0.00
Total:	\$2,406,005.00

If your organisation is receiving in kind support e.g. labour, donated materials, equipment or time, provide this value. Within your attached grants budget outline the detail of the in kind support your organisation is receiving.

In kind value: **\$0.00**

Please attach the following documents:

- **Budget** - for an example budget, [click here](#).
- **Quote** - please include any quotes/estimates used to develop your budget if applicable.
- Any other document that was used to develop your budget or support your monetary request.

OTHER ATTACHMENTS

 **20230816 - Proposed Budget.xlsx**  
Project Budget
 Added by Margaret Glass at 4:15 PM on 12 September 2023

Have you requested Lotterywest funding for an independent final evaluation of your grant? **No**

9/15/23, 9:12 AM

Lotterywest & Healthway Grant Portal

designed to accommodate traditional cultural practices allowing them to share cultural knowledge through generations in our vast outdoor areas. Our parks will have traditional cooking facilities while the outdoor amphitheater will provide a venue where traditional dances and other cultural activities can occur in the community.

Cultural elders have been engaged in the application process in regards to designing the social infrastructure and identifying what is the best use of the financial resources to improve (or in some cases) create cultural outdoor spaces.

Diversity, and inclusion

The Shire of Halls Creek acknowledges the traditional custodians and cultural practices in all our daily operations and infrastructure projects. This is to ensure the continuing connection to the land, waters, their culture and community. The ability to participate in society, and to be free from discrimination and disadvantage is not only an ideal, it is a basic human right. It is a right documented in the Universal Declaration of Human Rights, agreed by the international community in 1948.

Our residents are currently socially excluded from a lot of activities and opportunities that the rest of Australia takes for granted. This grant is only the beginning of trying to address these shortfalls but it is a positive start and only the beginning of a very long journey to create an inclusive community.

Environmental sustainability

Our projects must be environmentally sustainable and designed to accommodate the harsh remote environments we live in. Access to services to fix things can be extremely difficult so the projects outlined in this grant processed are designed to have minimal ongoing costs for the LGA to maintain into the future.

Healthy lifestyles

Because people living in rural, regional and remote Australia have higher levels of chronic disease and lower access to health services and are exposed to higher levels of health risk than people who live in major cities, they have much to gain from an increased emphasis on health promotion and illness prevention.

People in Halls Creek face a range of stressors unique to living outside major cities. These include a greater prevalence of some chronic conditions and disability, and generally poorer health. Rates of smoking, risky drinking and illicit drug use are also higher. There are fewer employment opportunities leading to lower incomes and less financial security. There is greater exposure and vulnerability to natural disasters, while rates of overcrowding, housing stress, and homelessness are higher.

This grant will directly have an impact on the community and how we do our business on a day to day basis with cultural knowledge of the township.

ATTACHMENTS

Which of the following groups are the focus of this grant? You can select a maximum 5 groups from the 10 options below.	Children (12 years & under), Young people (aged 13-17), Aboriginal and Torres Strait Islander people, Families, General Community
How many people in total are expected to benefit?	2000
What is the primary region that will benefit?	Kimberley

What resources do you need to do this?
For example funding needed for whole proposal, staffing levels, equipment, volunteers, venue hire etc.

The Shire is well equipped to deliver all the earthworks required to complete the projects at a lowest cost possible for a remote region. Sufficient staff exist within the Shire who have extensive project management skills to complete the capital works. While we are very fortunate to partner with the Olabud Doogethu project (WA first Justice Reinvestment site) and drive, implement and deliver the Women Cultural Centre.

The Shire purchasing policy checklist is attached which the process we will undergo for projects at varying valuations. As a LGA we are required under legislation to adhere to these purchasing processes.

▼ Documents

You are required to complete and submit the Lotterywest's Conditions of Grant form as part of this request. Please note this document must be signed by your relevant Legal Signatory(s).

View, download and sign the Lotterywest Conditions of Grant form here: [Conditions of Grant Form](#).

For more information about who can sign the Conditions of Funding click here: [Legal Signatories](#).

CONDITIONS OF GRANT



20230915 - Signed Condition of Grant.pdf



Conditions of Grant

Added by Margaret Glass at 9:02 AM on 15 September 2023

If you have any other supporting documents (in addition to the above), please upload them below.

Notes:

SUPPORTING DOCUMENTS



20230915 - Support Councillors.pdf



Supporting Documents

Added by Margaret Glass at 9:05 AM on 15 September 2023



20230915 - Support EKJP.pdf



Supporting Documents

Added by Margaret Glass at 9:03 AM on 15 September 2023

We're looking forward to hearing about your great grant idea.

Please note, as part of the assessment of this request we may be required to contact a suitable referee(s).

Please click on [Save and Close], and when the page has closed please click on [Submit] at the bottom of your screen.

9.3.2 RFT 2024-06-DYCD Procurement Plan Approval Supply and Install Social Infrastructure

ITEM NUMBER:	9.3.2
REPORTING OFFICER:	Jackie Parker, Executive Manager Corporate Services
SENIOR OFFICER	Musa Mono, A/Chief Executive Officer
MEETING DATE:	15 February 2023
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 For Council to consider and approve the Procurement Plan for the Supply and Install Social Infrastructure (RFT 2024-06-DYCD) as appearing in Appendix 1.

2.0 Background

- 2.1 In mid-2023, the Shire submitted a grant application to Lottery's West for several projects across the Shire. This included the construction of a Youth Hub at the Recreation Centre. A copy of the full application can be found as appended to this report in Appendix 2. In addition, the Shire has funding for upgrades at the Men's Tribal Area from an earlier election commitment.
- 2.2 In December 2023, the Shire was advised that we were successful in the majority of the Lottery's West application, which includes the construction of the Youth Hub.
- 2.3 To progress this component of the Lottery's West project, as well as delivery on the works required at the Men's Tribal Area, a supply and install tender has been seen as the most advantageous for the Shire for delivery.

3.0 Comments

- 3.3 Due to the procurement amount for this project component, a Request for Tender is necessary. These components are anticipated to be undertaken over a period of twelve months.

4.0 Statutory Environment

4.1 *Local Government Act 1995*

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

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

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

5.3 Strategy:

Social - 1.8.3 Support the development of sports and recreation facilities and programs in the town and communities.

6.0 Policy Implications

6.1 The Shire’s relevant procurement policies (A11 and A12) will be followed in the request for tender process, for which adopting the Procurement Plan is an integral part.

7.0 Financial Implications

7.1 The funding estimate for the construction of the Youth Hub is \$171,000 which is covered by the Lottery’s West funding.

The funding remaining for the upgrades of the Men’s Tribal Area is \$70,000. It is anticipated that additional funding will need to be sought to allow for the balance required for the proposed upgrades to the Men’s Tribal Area and this is underway.

8.0 Sustainability Implications

8.1 Environmental

There are no significant identifiable environmental impacts arising from adoption of the Officer’s recommendation.

8.2 Economic

There are no significant identifiable economic impacts arising from adoption of the Officer’s recommendation.

8.3 Social

There are no significant identifiable social impacts arising from adoption of the Officer’s recommendation.

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (low)	Impact (Low) If a contract is not awarded as per the scheduled timeline there will likely be project delays.		
	Minor	Medium	High
Low (unlikely)	1	2	3

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

Possible responses to the raw risk score vary depending on the level of risk (low, moderate or high). Possible actions are:

- Approve the Procurement Plan;
- Release Request for Tender to the Market;
- Undertake assessments as quick as possible; and
- Engage contractor as soon as possible.

Risk	1
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	

9.0 Officer Recommendation

That Council:

- 1. APPROVE the appended Procurement Plan for RFT 2024-06-DYCD Request for Tender for the Supply and Install of Social Infrastructure. AND**
- 2. AUTHORISE the Chief Executive Officer to advertise a Request for Tender in accordance with the Local Government Act 1995.**

VOTING REQUIREMENT: Absolute Majority

Appendix:

9.3.2A – Procurement Plan

9.3.2B - Grant Application



Procurement Plan

RFT2024-06-DYCD: Supply and Install of Social Infrastructure

Prepared by: Jackie Parker

Date: 31 January 2024



WALGA

Procurement Services

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

Phase 1 - Prepare

PROJECT OWNER / REQUESTOR DETAILS	
Requestor:	Musa Mono
Position:	A/Chief Executive Officer
Local Government:	Shire of Halls Creek
Phone:	(08) 9168 6007
Mobile:	0409 427 866
Email:	dhrs@hcsaire.wa.gov.au

PROJECT OVERVIEW	
Project Title:	Supply and Install of Social Infrastructure
Project Number:	RFT2024-06-DYCD
Project Budget:	Approximately \$320,000
Project Funding Source:	Shire of Halls Creek
Project Duration (indicative):	Six months – March 2024 – September 2024
Project Status:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation of Service <input type="checkbox"/> Phased
Project Category:	<input type="checkbox"/> Goods <input type="checkbox"/> Services <input checked="" type="checkbox"/> Minor Works <input type="checkbox"/> Construction
	<input type="checkbox"/> Construction <input type="checkbox"/> Lease <input type="checkbox"/> Consultancy
	<input type="checkbox"/> Other (please list): _____

NEED IDENTIFICATION

The purpose of this request is to seek the services of a suitably experienced and qualified contractor to supply and install the various items required for the construction of a youth hub, as well as construction and partial fit out of the Men's Tribal Area.

POTENTIAL RISKS & MITIGATION PLAN				
Risk Description	Likelihood	Impact	Actions	Responsibility
Unable to meet timeline	Likely	Significant	Release tender as soon as possible	A/Chief Executive Officer
Tender submission come in over budgeted amount	Possible	Moderate	Consider scaling contract back. Consider hiring additional internal staff.	A/Chief Executive Officer
Interference from other contracts	Possible	Significant	Seek legal advice if this occurs	A/Chief Executive Officer

POTENTIAL CONFLICTS OF INTEREST/ISSUES TO BE CONSIDERED
No conflicts of interest or issues to be considered are known at this time.

STAKEHOLDERS		
Stakeholder	Role	Possible Objections
CEO and Management Team	Significant interest	Only if procurement poorly managed or delayed. A/CEO and Management Team to be kept informed of project.
Councillors	Moderate interest.	Only if procurement poorly managed or delayed. Keep informed.
Other staff	Limited interest.	Not anticipated. Keep informed.
Residents/Ratepayers	Moderate interest.	Only if procurement poorly managed or delayed. Keep informed.

POLICY MATTERS AFFECTING THE PROCUREMENT			
Local Policy:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Environmental Impact:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DAIP:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	OSH:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Others (Please list):			

EXPENDITURE ANALYSIS

The pricing structure has been established to be able to isolate services as required to meet the budget. The anticipated costs of the works are as follows:

Supply and install of Youth Hub: \$140,000

Supply, install and partial fit out of Men's Tribal Area: \$180,000

SUPPLY MARKET ANALYSIS

This tender is proposed to be released to the open market to ensure appropriate opportunity to potentially suitable tenderers is met. The Tender will be released via Vendor Panel.

Phase 2 - Define

SCOPE OF REQUIREMENTS

Youth Hub

The Shire requires the supply and installation of a Youth Hub. The Youth Hub will be made of two 20ft shipping containers installed in parallel with a canopy installed the longest section of both containers to bridge the gap in the middle. The containers may be procured as 'second hand' however must be in good condition, free of rust, completely weather tight, and must be freshly painted in a colour as directed by the Shire which will be in keeping with the surrounding area. The containers must come complete with trafficable flooring suitable for further internal fit out. All efforts must be made to ensure of universal accessibility with this construction.

The containers must be fit out with electrical, air-conditioning, and a suitable number of PowerPoints on the internal walls of the containers. The containers must contain suitable lighting.

The containers must be procured, delivered to site and positioned with guidance from the Shire. The location of the Youth Hub is indicated below and is adjacent the Recreation Centre on Great Northern Highway. All traffic management and related movement permits will need to be sought by the contractor in relation to this component of the scope.

Men's Tribal Area

The Shire requires the supply and installation of a facility at the Men's Tribal Area. The facility will be made of two 20ft shipping containers installed in parallel with a canopy installed the longest section of both containers to bridge the gap in the middle. The containers may be procured as 'second hand' however must be in good condition, free of rust, completely weather tight, and must be freshly painted in a colour as directed by the Shire which will be in keeping with the surrounding area. The containers must come complete with trafficable flooring suitable for further internal fit out. All efforts must be made to ensure of universal accessibility with this construction.

The containers must be fit out with electrical, air-conditioning, and a suitable number of PowerPoints on the internal and external walls of the containers. The containers must contain suitable lighting. A decking is required under the canopy utilising composite decking materials to aid in the reduction of ongoing maintenance. One of the containers is to be fit out with a bathroom and kitchenette utilising stainless steel assets. Provisions must be made to connect into the plumbing that is available on site otherwise a provision made for a leech drain installation to complete the plumbing works.

The containers must be procured, delivered to site and positioned with guidance from the Shire. The location of the Men’s Tribal Area is indicated below and is located on Roberta Avenue. All traffic management and related movement permits will need to be sought by the contractor in relation to this component of the scope.

OUT OF SCOPE

Nil.

SCOPE ISSUES TO BE RESOLVED

Nil

Supplier Positioning

A collaborative contract relationship is anticipated. This is where the parties work together to identify risks and solutions and jointly monitor performance and compliance.

PROCUREMENT TACTICS

Transaction Type	Select	Objective	Tactics	Actions
Leverage items - High Value, Low Risk, Low Complexity	✓	Maximise commercial advantage	Concentrate your business across the organisation Maintain/foster competition.	Competitive bidding. Procurement coordination. Use industry standards/ open source.

				Active procurement. Reverse Auctions.
Bottleneck items - Low Value, High Risk, High Complexity	<input type="checkbox"/>	Ensure supply continuity	Decrease the uniqueness of Suppliers Manage supply	Widen specification. Use performance or functional specification. Increase competition. Develop new suppliers. 2-3 year contracts. Foster competition.
Strategic items - High Value, High Risk, High Complexity	<input type="checkbox"/>	Form partnerships with Suppliers. - Develop trust and information sharing	Increase the role of selected suppliers	Partnering charter. Share risk/rewards. Service Level Agreement. Prepare risk/contingency plans. Monitor market/competitions. Use functional specifications.
Routine items – Low Value, Low Risk, Low Complexity	<input type="checkbox"/>	Simplify acquisition	Instant purchasing	Utilise e-commerce or purchase cards to facilitate most efficient acquisition of goods/services.

SUPPLIER PROFILE	
<input checked="" type="checkbox"/> Single Supplier <input type="checkbox"/> Dual Suppliers <input type="checkbox"/> Goods	<input type="checkbox"/> Multiple Suppliers (i.e. Panel) <input type="checkbox"/> Cross Supply <input type="checkbox"/> Goods and Services
<p>Reason for Selected Supplier Profile:</p> <p>The work contained within this tender is specialised and thus it is not appropriate for any profile besides a single supplier.</p>	
<p>Early Tender Advice Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

Suggested Tenderers:		
Tenders will be open to the open market, no suggestions are to be made at this point.		
Company Name:	Contact Person:	Phone/Email:
Housemaster	Russell	sales@housemaster.com.au
Spinifex	Rob	rob@spinifex.com.au
Kullari Building	Nathan	

SOURCING PROFILE	
<input checked="" type="checkbox"/> Minor Works	<input type="checkbox"/> Consultancy Services
<input type="checkbox"/> Major Works (Construction)	<input type="checkbox"/> Lease
<input type="checkbox"/> Goods	<input type="checkbox"/> Services
<input type="checkbox"/> Procurement of IT Equipment	<input type="checkbox"/> Procurement of IT Software
Reason for Selected Sourcing Profile: Consistent with scope of works.	

PROCUREMENT METHODOLOGY (refer to TACTICS and SOURCING PROFILE)	
<input type="checkbox"/> Expressions of Interest (EOI) <input checked="" type="checkbox"/> Request for Tender (RFT) <input type="checkbox"/> Request for Proposal (RFP)	Request for Tender (RFT)
Reason for Selected Methodology: The anticipated value of the contract exceeds the tender threshold therefore requiring an open market competitive process.	

REQUEST OPEN PERIOD - SCHEDULE/TIMEFRAMES	
Management of Clarifications:	Through Vendor Panel
RFT Briefing Status:	N/A
RFT Briefing Location:	N/A
RFT Briefing Proposed Date:	N/A

Phase 3 – Plan

EVALUATION PLAN (Refer to DELIVERABLES & RISK ASSESSMENT)	
<p>A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated a quotation that provides all the information requested will be assessed as satisfactory. The extent to which a quotation demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each quotation will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.</p> <p>Quotations will be assessed on the following criteria:</p>	
Mandatory Criteria	
Are you aware of any conflict of interest in providing the engineering consulting services to the Principal? If so please state the conflict and how this will be managed.	
Please provide the name and contact details of two referees.	
Qualitative Criteria	
<p>Demonstrated Relevant Experience</p> <p>Describe your relevant experience in providing successful technical and administrative support within the DRFAWA scheme.</p>	25%
<p>Indigenous Business Agenda</p> <p>Provide information and evidence of the tenderer’s indigenous employment opportunities including the number and nature of indigenous employees that the tenderer currently employs</p>	15%
<p>Price</p> <p>Outline the schedule of fees as requested in the pricing schedule</p>	60%
<p>Due Diligence:</p> <p><input type="checkbox"/> External financial analysis report <input checked="" type="checkbox"/> Referee Checks</p>	

EVALUATION RATING SCALE

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

KEY PERFORMANCE INDICATORS (KPIs) Link this to scope and key deliverables	
<ul style="list-style-type: none"> ✓ Deliverables on time ✓ Agreed Services Provided <input type="checkbox"/> Stakeholder Satisfaction Survey <input type="checkbox"/> Services Completed on Budget Other..... 	<ul style="list-style-type: none"> ✓ Does the supplier show mutual commitment to the relationship and collaborate constructively with all stakeholders ✓ Ability to respond to client and/or stakeholder requirements ✓ Ability to deliver on time and on budget
<p>Initial outline on KPIs:</p> <ul style="list-style-type: none"> • Work meets the brief and quality standards • Work delivered to agreed timeframes 	

- Problems are anticipated and solutions are identified
- Reports and recommendations consider risk

PRICING METHODOLOGY (Link to type of specification)

- | | |
|------------------------------------------------------------|--------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Fixed Price (Lump Sum) | <input checked="" type="checkbox"/> Unit Price (Schedule of Rates) |
| <input type="checkbox"/> Bill of Quantities | <input type="checkbox"/> Scaled percentage fee |
| <input type="checkbox"/> Cost reimbursable | <input type="checkbox"/> Reimbursable-with-incentive (Cost Plus) |

Value Consideration

The Principal has adopted a best value for money approach to this request. This means that, although price is considered, the quotation containing the lowest price will not necessarily be accepted, nor will the quotation ranked the highest on the qualitative criteria. The Contract may be awarded to a sole contractor who best demonstrates the ability to provide quality products and/or services at a competitive price. The quoted prices will be assessed together and qualitative criteria to determine the most advantageous outcome to the Principal.

Reason for Selected Pricing Method:

- Tight timeline of works needing to be met
- Most effective way of determining value for money

Price Escalation Required

Yes **No**

Pricing Schedule

All prices for goods/services offered under this Request are to be fixed for the for the period of the Contract.				
PRICING SCHEDULE – ALL PRICES INCL-GST				
ITEM	DESCRIPTION	UNIT	QTY	Price (incl GST)
1	Supply and installation of 20ft Shipping container – Youth Hub	\$	2	
2	Supply and install of connecting canopy – Youth Hub	\$	1	
3	Electrical fit out and fittings of Youth Hub container	\$	2	
4	Traffic management and permits – Youth Hub	\$	1	
5	Supply and installation of 20ft Shipping container – Men’s Tribal Area	\$	2	
6	Supply and install of connecting canopy – Men’s Tribal Area	\$	1	

7	Electrical fit out and fittings of Men's Tribal Area container	\$	2	
8	Supply and installation of decking – Men's Tribal Area	\$	1	
9	Plumbing fit out and assets of Men's Tribal Area container	\$	1	
10	Traffic Management and permits – Men's Tribal Area	\$	1	
TOTAL				\$

CONDITIONS OF CONTRACT

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> General Conditions of Contract – Goods and Services
<input type="checkbox"/> General Conditions of Contract - Goods
<input checked="" type="checkbox"/> General Conditions of Contract – Minor Works | <input checked="" type="checkbox"/> AS 4000:1997 Construction Works
<input type="checkbox"/> AS 4122:2010 Consultants
<input type="checkbox"/> AS 4902:2000 Design & Construct |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Key Commercial term considerations:

- Nil

CONTRACT MANAGEMENT

Contract Manager:	Margaret Glass
Date of Handover:	1 April 2025
Key Personnel/Responsibilities:	Director Youth and Community Development – Principal
KPIs:	As above.
Changeover requirements?	TBA
Key Risks:	Work not undertaken or charged according to contract
Proposed Contract Kick-Off Meeting:	TBA

PROCUREMENT TIMEFRAMES

Activity	Indicative Timeframe
Development and Sign off on Procurement Plan	9 February 2024
Sign off of RFT	15 February 2024
Issue RFT on Vendor Panel	16 February 2024

Agenda for the Ordinary Meeting of Council held on 15 February 2024

Mandatory Tender Briefing	NA
RFT Close	4.00 pm 25 March 2024
Evaluation Panel Meeting	27 March 2024
Presentations of Shortlisted Responders	NA
Due Diligence (referees, clarifications)	28 March 2024
Delivery of Recommendation Report	11 April 2024
Council Meeting agenda settlement	11 April 2024
Council Meeting	18 April 2024
Contract Preparation	24 -28 April 2024
Notifications to Responders	1 May 2024
Contract Commencement	1 May 2024

APPROVAL AUTHORITY

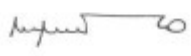
Council: Yes No

Date of Council Meeting: 18 April 2024

CEO: Yes No

Procurement Plan. Contract to be executed by Shire President and CEO

SIGNED BY PROJECT SPONSOR / APPROVING AUTHORITY

Name	Organisation	Signed
Musa Mono	A/CEO – Shire of Halls Creek	

Shire of Halls Creek
Halls Creek Social Inclusion Project

Lotterywest
ID: R-202408-84093
Assessor:

Amount Granted:
Submitted

Status

Submitted

Before You Begin

Before starting your funding request, please make sure your organisation's details are up to date, such as:

- Latest Financial Statement
- Annual Report or AGM minutes
- Legal signatory details and other governance documents.

If you need to update any of these details, please select [Save and Close] at the bottom of this page and then select your organisation under the Organisation heading in the menu on the left-hand side of your screen.

Your organisation's details will need to be verified by our Customer Service team, which will take up to two business days. You will be able to submit your funding request once your organisation has been validated.

How to Submit

Please click on [Save and Close], and when the page has closed, please click on [Submit] at the bottom of your screen.

Please Note

The Portal does not automatically save your work, so please make sure you click on either [Save] or [Save and Close] button below before you exit out of the Portal.

Bold denotes a mandatory field.

▼ Table of Contents

Organisation Information
Request
Event Details
Request Details
Grant Budget
Documents

▼ Organisation Information

Before starting your request, please review your organisation's details, this includes:

- **Latest Financial Statement**
- **Annual Report or AGM minutes**
- **Latest list of Board and Committee members and other governance documents.**

If you need to update any of these details, please select [Save and Close] at the bottom of this page and then select 'Organisation' in the left-hand menu. Once you can confirm that your organisation's details are up-to-date, please tick the box below.

9/15/23, 9:12 AM

Lotterywest & Healthway Grant Portal

I have reviewed my organisation's information in the Portal and have provided updated information where needed. True

People added to your organisation using the "Add New" function below will be instantly granted access to the Grants Portal and will be able to view your organisation's information including requests, grants and payment information.

Organisation: Shire of Halls Creek

Organisation Status: Validated

Contact Person: Margaret Glass

Primary Signatory: Phillip Cassell

Secondary Legal Signatory:

Person Applying: Margaret Glass

If you are adding a new Legal Signatory, please attach documentation confirming their position by clicking on '+'. Click for more information around Legal Signatories.

LEGAL SIGNATORIES

Delegated Authority

A Delegated Authority can also perform the duties of a Legal Signatory provided they have been given the authority from a Legal Signatory(s). For the purpose of this request, does the Legal Signatory(s) give responsibility for signing the Lotterywest Grant Conditions, Agreements and acquittal documentation to someone else within your organisation?

Delegated Authority in place? No

Are you applying for a grant on behalf of another organisation? No

▼ **Request**

Project Title: Halls Creek Social Inclusion Project

In 50 words or less, please provide a short summary of your proposed project and what you are applying for:

Consider structuring your response in a simple sentence e.g. By [doing your intended activity], we will address [the community issue/opportunity your project will focus on] which will lead to [describe your intended project outcome]

Project Summary:

By doing things with people. Not to them. We can address the social isolation in the township, which will lead to a stronger community rich in culture, care and connection.

9/15/23, 9:12 AM

Lotterywest & Healthway Grant Portal

Phase 1 - HC Social Inclusion Project

- Construction of Skate Park
- Wellman Road Park Upgrades
- Youth Hub
- Cultural Centre's
- Outdoor amphitheater

Who have you spoken with at Lotterywest about this request? Samantha Harris

Decision date: 15/1/2024

Lotterywest requests generally take up to four months to process. Let us know when you need a decision by:
Lotterywest does not support retrospective requests. Please contact us if you believe exceptional circumstances apply.

Does your proposal have a scheduled start date? If yes, please provide this date below.

Date: 15/1/2024

Lotterywest does not support retrospective requests. Please contact us if you believe exceptional circumstances apply.

Any additional comments regarding timelines:

Works will begin on completion of a successful grant application factoring in local weather conditions. Any tendering requirements will be completed before the end of the wet season 2024 with construction to occur as soon as possible.

▼ Event Details

If this request is in relation to an event(s), please select the '+' button on the right to enter your event information (you can do this multiple times).

Event

Please make sure you click save after adding the field above.

▼ Request Details

Lotterywest grants aim to achieve one or more of the Community Investment Framework outcomes.

You can use our simple Community Impact Planner to help you plan your proposal and answer the following questions:

What is the issue/opportunity in your community?

Please provide supporting information where possible e.g. community data, survey findings, stakeholder consultation.

The Shire of Halls Creek is classified as "very remote" and experiences pockets of extreme poverty - the Shire one of the lowest socio-economic ranking LGA's nationally, and the lowest ranking West Australian municipalities on the SEIFA (Social and Economic Index for Areas) scale, with a score of just 540.

With only 21 residential rate payers within the Shire boundaries this local government is heavily dependent on grant funding to make social infrastructure improvements.

The latest release of 2021 census data from the Australian Bureau of Statistics sheds much light on The Shire of Halls Creek and its residents. Data reveals that the Shire has an unusually large Aboriginal population, youth population and significant disadvantage. Disadvantage is evidenced by the unusually overcrowded households, low education and employment outcomes and high proportion of welfare recipients.

The Shire respects and engages with Traditional Owners of the land by ensuring pace and level of development impacting Indigenous communities is guided by the Traditional Owners. There is a focus on using local assets, opportunities and creativity, to build upon and strengthening existing initiatives and groups.

The Halls Creek Social Inclusion project (HCSI) aim is to support social sustainability and inclusion by fostering inclusive and resilient Halls Creek township where our residents are able to experience what most of Australia take for granted every day, liveable community. This project starts by focusing on people - their values and aspirations for our community - while also focusing on social infrastructure improvements in residential areas, where they live.

The problems for conventional poverty measurement have been particularly pronounced in relation to the level of poverty experienced by most residents living within the Shire of Halls Creek LGA boundaries. Our residents' circumstances are so different from those of other Australians that it is not meaningful to measure Indigenous poverty using the same metric as that used for other Australian poverty. For example, Halls Creek residents reside in areas with significant different costs of living to the average urban Australian resident. Our households also tend to be exceptionally large in size and often involve extended kinship networks that have no direct analogy with the nuclear family used in most poverty studies. Such complications are compounded by the fact that the parenting and related child-care arrangements in Indigenous households are equally complex. In view of the intrinsic inadequacies of standard measures of Indigenous poverty, it should not really be surprising that our residents suffer multiple disadvantages compared to the rest of Australia.

In 2010 the Australian Social Inclusion Board reported that sixty per cent of people living in the most disadvantaged regions participating in at least one community group (e.g. sports/physical recreation group, social club, religious or spiritual group) compared to 81% of people in the least disadvantaged regions. Halls Creek is even further disadvantaged as its the only LGA in WA that has no register junior sports club so our residents rely heavily on our social infrastructure for connection to community, entertainment and providing a healthy space for their children to engage.

Experiencing discrimination can lead to poor health both physically and mentally, taking years of life expectancy, as reported by Social Science & Medicine in 2011. We know that racism can directly or indirectly exclude people from accessing services or participating in employment, education, sport and social activities. Racism excludes people, which can in turn lead to entrenched disadvantage.

This project provides a long-awaited opportunity to start to reinvest into Halls Creek social and cultural structures to help address some of the historical racism and disadvantage experienced by the majority of our community.

ATTACHMENTS

-  20230811 - Data Set.pdf  
Other Document
Added by Margaret Glass at 3:16 PM on 15 August 2023
-  20230815 - Theory of Change.pdf  
Other Document
Added by Margaret Glass at 3:15 PM on 15 August 2023

What difference will your proposal make and what change will you see in your community?
Think about how your proposal will address the issue/opportunity outlined.

Social Infrastructure (park & amphitheater)

Our parks are currently sadly not an inviting family friendly environment. They have previously been vandalized and over time the assets are now no longer usable or the area nice environment for families to enjoy. The park upgrades will allow for this to occur and the amphitheater will provide a unique place where cultural dances and other activities can be enjoyed by this community.

Residents of Halls Creek have the right to access safe, welcoming, and diverse social infrastructure spaces that support a varied range of activities to build a stronger community for everyone. Our community is shut out from the social, economic, political, and cultural systems which contribute to the integration of residents into the community as a result they are experiencing extreme forms of social isolation.

HCSI intent is to provide social infrastructure and a place where the exchange of cultural knowledge can be shared in culturally appropriate areas, allowing families a safe space for their children to play and reconnecting (some of Australia most marginalised residents) back together through access to social infrastructure.

Improving the health status of our Aboriginal residents is a longstanding challenge for governments in Australia. The gap in health status between Indigenous and non-Indigenous Australians remains unacceptably wide. It has been identified as a human rights concern by United Nations committees; and acknowledged as such by Australian governments. Improving our social infrastructure and seeing residents and extended kinship groups actively socialising and participating on community activities has proven to improve the health and wellbeing of remote communities' residents.

Halls Creek Shire sadly has a long history of suicide and self-harm behaviours which arise from a complex web of personal, social, and historical factors. Our communities experience the sorrow and loss of family and community members in short succession resulting in a family suffering a constant state of grief and mourning. Improving our social infrastructure for residents to re-engage in health outdoor activities, in a safe and environmentally friendly space is critical to this community rehealing from the loss and grief it experiences daily.

Our current community assets are not at an acceptable standard. Suicide prevention is not based solely around services delivered to the community but also making this community hard infrastructure a place equal in quality to those living in urbanised areas.

Skate Park

The myth surrounding skateparks is that they are a breeding ground for crime and other illicit activities. While there will be an occasional "bad seed", providing designated spaces for positive activities is the best way to curb unlawful behaviour among youth. When youth having nothing to do or nowhere to go - that is when they cause trouble.

The majority of skateboarding injuries happen outside skateparks. The most common injuries are falls due to surface irregularities and collisions with motor vehicles or pedestrians. It is a common occurrence in Halls Creek to see young people riding on the Great Northern Highway, trying to race moving vehicles in a very dangerous act for thrill seeking.

It is noted that often once a skate park has been opened there has been a noticeable drop in calls to youths causing annoyance and related matters. By providing a spare away from business districts a young person will choose a recreational area to hang out in and not the main streets.

Arguably the most important reason for participating in action sports is the fact that it keeps you healthy and physically fit. Finding an activity that gets kids off the couch and keeps them in shape is vital for the youth of this nation, especially in this time of a national health crisis.

Skateboarding is a unique activity because it combines extreme physical exertion with precise muscle coordination and balance. The complexity of performing tricks on a skateboard improves brain function at a fundamental level and stimulates new cell growth in the brain. Such activities provide significant mental health benefits to our youth.

Women's Tribal Area

The Woman's Tribal Area will be a safe space for woman to attended and engage in pro social cultural activities. Having a safe space for woman to attend in Halls Creek will reduce alcohol fueled offences such as domestic violence and assaults. This will be done by allowing woman to attend the Area when they are at risk of being victims, and by giving women an opportunity to attend culturally appropriate workshops that will address underlying issues. Workshops that will occur at the Area will include but not be limited to laundry/life skills activities, drug and alcohol awareness sessions, hygiene, healthy eating and cultural activities such as weaving, art, and dance.

9/15/23, 9:12 AM

Lotterywest & Healthway Grant Portal

Engaging at risk woman in pro social activities will aid in the reduction of woman offending alcohol related offences such as assaults. As they will learn coping skills and gain support from other women from within community. It is hoped that having a safe space for at risk woman to attend will lead to lower numbers of incidents of domestic violence as the woman will be able to attend the Tribal Area rather than stay at home putting them self and family at risk. As the Tribal Area grows and more agencies begin to collaborate Woman who attend the Area will have the opportunity to engage with said agencies and gain assistance for any needs they have.

The women tribal area will act as a hub for woman to attend where they can participate in workshops run by shire staff, East Kimberley Jobs Pathways, and other stakeholders. The Area may also be used as a space that woman who have recently been released from prison, or women who are at risk of domestic violence may attended to avoid negative situations and gain support from other woman or services.

The women (and men's established 2021) tribal areas are aimed at allowing community members to undertake on-country activities that foster the intergenerational transfer of knowledge, preservation of culture and strengthening of this community.

At this time in Halls Creek our women have no place they can go, other than the FDV shelter, to connect to culture, transfer knowledge and participate in activities (arts, craft, gardening etc).

Youth Hub

Recently, there have been some inroads in addressing the deficit in youth service infrastructure within the Shire with the development of pump track (with lighting) and a major upgrade occurring to our football oval (total investment just over \$800,000). Accessing these community grants with a co-contribution from the Shire is the start of a youth prescient (hub).

However, the most critical asset currently missing is a dedicated youth centre, a purpose-designed space where young people can hang out, create art, study, and access any support they need.

Aboriginal young people are fundamental to the continued vitality of Aboriginal identity, but often experience poor health, boredom, and inconsistent care from family members. To address such problems, regular ongoing sport and recreation or youth programs need to occur in Halls Creek. We are seeking from this grant application to fund the basic infrastructure required for a community led youth development program that includes a suitable building with shelter and shade located at the Shire recreational facility. The Shire seeks to use two shipping container (fitted out), roofing and decking to create something to start this journey allowing our community member (and services) accesses to a youth centre to operate.

Making infrastructure and employment opportunities targeting at connecting our residents back to culture and communities is central to Halls Creek showcasing our greatest strength - culture.

ATTACHMENTS

What is the primary Community Investment Framework outcome this will contribute towards:

Primary outcome: Vulnerability and disadvantage is reduced across our community

What is the secondary Community Investment Framework outcome this will contribute towards:

Secondary Outcome: More people have a stronger sense of belonging in their community

Should your request be successful you will be required to report on your contribution to the selected outcome(s) at the completion of your grant.

What will you do/deliver to achieve this?

Please consider how your approach aligns to good practice, who you are working with and why you are well placed to deliver this proposal. Lotterywest's Good Practice Requirements may assist you.

Please attach detailed construction plans, event or project plans where relevant.

Traditional Custodians and Country Equity


The township of Halls Creek is located on (Kija & Jaru) land. Our language groups have a strong connection to land and culture and actively participating in cultural traditions. Our social infrastructure upgrades are


9/15/23, 9:12 AM

Lotterywest & Healthway Grant Portal

ATTACHMENTS

 **20230915 - Impact Assessment 2022.pdf**  
Other Document
 Added by Margaret Glass at 8:57 AM on 15 September 2023

 **20230915 - OD Prospectus.pdf**  
Supporting Documents
 Added by Margaret Glass at 8:56 AM on 15 September 2023

 **Purchasing Policy.pdf**  
Conditions of Funding
 Added by Margaret Glass at 4:12 PM on 12 September 2023

▼ **Grant Budget**

Please fill in the fields below so we can see how your project will be funded.

Request from Lotterywest:	\$1,700,500.00
Your organisation's contribution:	\$705,505.00
Other (cash) contributions:	\$0.00
Total:	\$2,406,005.00




If your organisation is receiving in kind support e.g. labour, donated materials, equipment or time, provide this value. Within your attached grants budget outline the detail of the in kind support your organisation is receiving.

In kind value: **\$0.00**

Please attach the following documents:

- **Budget** - for an example budget, [click here](#).
- **Quote** - please include any quotes/estimates used to develop your budget if applicable.
- Any other document that was used to develop your budget or support your monetary request.

OTHER ATTACHMENTS

 **20230816 - Proposed Budget.xlsx**  
Project Budget
 Added by Margaret Glass at 4:15 PM on 12 September 2023

Have you requested Lotterywest funding for an independent final evaluation of your grant? **No**

9/15/23, 9:12 AM

Lotterywest & Healthway Grant Portal

designed to accommodate traditional cultural practices allowing them to share cultural knowledge through generations in our vast outdoor areas. Our parks will have traditional cooking facilities while the outdoor amphitheater will provide a venue where traditional dances and other cultural activities can occur in the community.

Cultural elders have been engaged in the application process in regards to designing the social infrastructure and identifying what is the best use of the financial resources to improve (or in some cases) create cultural outdoor spaces.

Diversity, and inclusion

The Shire of Halls Creek acknowledges the traditional custodians and cultural practices in all our daily operations and infrastructure projects. This is to ensure the continuing connection to the land, waters, their culture and community. The ability to participate in society, and to be free from discrimination and disadvantage is not only an ideal, it is a basic human right. It is a right documented in the Universal Declaration of Human Rights, agreed by the international community in 1948.

Our residents are currently socially excluded from a lot of activities and opportunities that the rest of Australia takes for granted. This grant is only the beginning of trying to address these shortfalls but it is a positive start and only the beginning of a very long journey to create an inclusive community.

Environmental sustainability

Our projects must be environmentally sustainable and designed to accommodate the harsh remote environments we live in. Access to services to fix things can be extremely difficult so the projects outlined in this grant processed are designed to have minimal ongoing costs for the LGA to maintain into the future.

Healthy lifestyles

Because people living in rural, regional and remote Australia have higher levels of chronic disease and lower access to health services and are exposed to higher levels of health risk than people who live in major cities, they have much to gain from an increased emphasis on health promotion and illness prevention.

People in Halls Creek face a range of stressors unique to living outside major cities. These include a greater prevalence of some chronic conditions and disability, and generally poorer health. Rates of smoking, risky drinking and illicit drug use are also higher. There are fewer employment opportunities leading to lower incomes and less financial security. There is greater exposure and vulnerability to natural disasters, while rates of overcrowding, housing stress, and homelessness are higher.

This grant will directly have an impact on the community and how we do our business on a day to day basis with cultural knowledge of the township.

ATTACHMENTS

Which of the following groups are the focus of this grant? You can select a maximum 5 groups from the 10 options below.	Children (12 years & under), Young people (aged 13-17), Aboriginal and Torres Strait Islander people, Families, General Community
How many people in total are expected to benefit?	2000
What is the primary region that will benefit?	Kimberley

What resources do you need to do this?
For example funding needed for whole proposal, staffing levels, equipment, volunteers, venue hire etc.

The Shire is well equipped to deliver all the earthworks required to complete the projects at a lowest cost possible for a remote region. Sufficient staff exist within the Shire who have extensive project management skills to complete the capital works. While we are very fortunate to partner with the Olabud Doogethu project (WA first Justice Reinvestment site) and drive, implement and deliver the Women Cultural Centre.

The Shire purchasing policy checklist is attached which the process we will undergo for projects at varying valuations. As a LGA we are required under legislation to adhere to these purchasing processes.

▼ Documents

You are required to complete and submit the Lotterywest's Conditions of Grant form as part of this request. Please note this document must be signed by your relevant Legal Signatory(s).

View, download and sign the Lotterywest Conditions of Grant form here: [Conditions of Grant Form](#).

For more information about who can sign the Conditions of Funding click here: [Legal Signatories](#).

CONDITIONS OF GRANT



20230915 - Signed Condition of Grant.pdf



Conditions of Grant

Added by Margaret Glass at 9:02 AM on 15 September 2023

If you have any other supporting documents (in addition to the above), please upload them below.

Notes:

SUPPORTING DOCUMENTS



20230915 - Support Councillors.pdf



Supporting Documents

Added by Margaret Glass at 9:05 AM on 15 September 2023



20230915 - Support EKJP.pdf



Supporting Documents

Added by Margaret Glass at 9:03 AM on 15 September 2023

We're looking forward to hearing about your great grant idea.

Please note, as part of the assessment of this request we may be required to contact a suitable referee(s).

Please click on [Save and Close], and when the page has closed please click on [Submit] at the bottom of your screen.

9.4 CORPORATE SERVICES

9.4.1 Accounts Paid by Authority (Summary) – December 2023 and January 2024

ITEM NUMBER:	9.4.1
REPORTING OFFICER	Musa Mono, Acting Chief Executive Officer
SENIOR OFFICER	Musa Mono, Acting Chief Executive Officer
MEETING DATE:	15 February 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 Accounts paid by authority for December 2023 and January 2024 to be received by Council.

2.0 Background

2.1 Nil.

3.0 Comments

3.1 Creditor payments for the months of December 2023 and January 2024 comprised as follows:

<u>Bank Account</u>	<u>Type</u>	<u>Dec-23</u>	<u>Jan-24</u>	<u>Combined Total</u>
Municipal	Cheque & EFT	2,663,802.85	375,003.17	3,038,806.02
Payroll	Direct Debit	236,368.55	211,242.88	447,611.43
Department of Transport	Eft	19,080.25	3,913.70	22,993.95
Superannuation	Eft	39,393.53	56,913.77	96,307.30
Bank Fees	Direct	611.1	1,778.74	2,389.84
Telstra	Direct Debit	4,040.21		4,040.21
TOTAL		\$2,963,296.49	\$648,852.26	\$3,612,148.75

3.2 The following schedules provide information in addition to the high-level summary provided in previous months though not as detailed as the reports discouraged by audit. This should provide enough information for review of the payments. A detailed copy of the payments will be kept in the Finance Office.

3.3 The list of payments made by authority for 1 December 2023 to 31 January 2024 is hereby presented to Council.

4.0 Statutory Environment:

4.1 Regulation 13 of the *Local Government (Financial Management) Regulations 1996* requires a list of all accounts paid be presented to Council and recorded in the minutes.

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

- 4.3 Regulation 13A of the *Local Government (Financial Management) Regulations 1996* 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.

5.0 Strategic Implications

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

6.0 Policy Implications:

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

7.0 Financial Implications

- 7.1 Out-flow of cash totalling \$3,612,148.75. All payments made have been within the provisions of the 2023-2024 Budget.

8.0 Sustainability Implications

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

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact (refer Potential Risk Impact Guide)		
	Minor	Medium	High
Low (unlikely)	1	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	
Low Risk	
a risk / activity with a score of 2 or less	N/A
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	

9.0 Officer Recommendation

That:

Council receives the total accounts paid by authority totalling \$3,612,148.75 summarised on the Schedule Payments – December 2023 and January 2024 as appended 9.4.1A.

VOTING REQUIREMENT: Simple majority

Appendix:

9.4.1A - Schedule of Payments – December 2023 and January 2024

This section left blank intentionally

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF DECEMBER 2023
Agenda for the Ordinary Meeting of Council held on 15 February 2024

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT \$
24943	15/12/2023	WATER CORPORATION (OSBORNE PARK)	Water charges	-26,050.51
EFT30610	01/12/2023	MALCOLM HACK EDWARDS	23/24 Councillor Sitting Allowance - Instalment PE 28/11/2023	-969.97
EFT30611	01/12/2023	BONNIE ROSITA EDWARDS	23/24 Councillor Sitting Allowance - Instalment PE 28/11/2023	-553.06
EFT30612	01/12/2023	ROSEMARY STRETCH	23/24 Councillor Sitting Allowance - Instalment PE 28/11/2023	-553.06
EFT30613	01/12/2023	VIRGINIA O'NEIL	23/24 Councillor Sitting Allowance - Instalment PE 28/11/2023	-553.06
EFT30614	01/12/2023	CHRISTOPHER LOESSL	23/24 ITC Allowance - Instalments PE 28/11/2023	-553.06
EFT30615	01/12/2023	PATRICIA ANNE MCKAY	23/24 Councillor Sitting Allowance - Instalment PE 28/11/2023	-657.29
EFT30616	08/12/2023	OFFICE NATIONAL (KUNUNURRA) (COOLGEM HOLDINGS PTY LTD)	Toners and Waste Toners	-485.85
EFT30617	08/12/2023	HOUSEMASTER CONSTRUCTION PTY LTD	Final payment as per RFT contract	-36,564.99
EFT30618	08/12/2023	DEAN WILSON TRANSPORT	Hino parts	-117.30
EFT30619	08/12/2023	DEPT. OF THE PREMIER & CABINET	Public notice in Govt Gazette	-78.00
EFT30620	08/12/2023	KUNUNURRA HOME & GARDEN	Trolleys and one ladder for post office	-700.50
EFT30621	08/12/2023	SPINIFEX CONTRACTING	Concrete pads, laminated glass and lock installation	-56,654.30
EFT30622	08/12/2023	WUNAN FOUNDATION INC - KUNUNURRA	Deductions	-600.00
EFT30623	08/12/2023	ROSMARIA EASTMAN	Expense Claim	-384.59
EFT30624	08/12/2023	LOCAL GOVT INSURANCE SERVICE WA	Insurance - Public Liability, Workers Compensation and Vehicle	-438,657.84
EFT30625	08/12/2023	DEPT. OF COMMUNITIES	Rent Payments	-1,529.60
EFT30626	08/12/2023	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	Cleaning	-266.53
EFT30627	08/12/2023	HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION	Christmas Decoration Removal	-262.77
EFT30628	08/12/2023	FOURIER TECHNOLOGIES PTY LTD	Hosting of IT System and Managed Services	-14,964.18
EFT30629	08/12/2023	VISION POWER PTY LTD	Air con and fridge power out	-220.00
EFT30630	08/12/2023	TYREPLUS (KUNUNURRA)	Battery and bulk tyres	-25,145.00
EFT30631	08/12/2023	MRB PLUMBING LTD	Inspect and repair collapsed Shower	-550.00
EFT30632	08/12/2023	ASB MARKETING	Mosquito control merchandise	-8,956.75
EFT30633	08/12/2023	PACIFIC BIOLOGICS	Vectolex	-621.50
EFT30634	08/12/2023	GREENFIELD TECHNICAL SERVICES	Project Management and Site Supervision	-54,363.12
EFT30635	08/12/2023	AVANTGARDE TECHNOLOGIES PTY LTD	SOHC Access Controls and Alarm and maintenance	-67,788.96
EFT30636	08/12/2023	SKYMESH PTY LTD	Communications remote services	-579.70
EFT30637	08/12/2023	TRANCOLINO MADDEN CONTRACTING PTY LTD (RJ MADDEN EARTHWORKS)	Plot preparations	-3,174.30
EFT30638	08/12/2023	SEARLE HOLDINGS (WA) PTY LTD T/A AUTOPRO KUNUNURRA	Vehicle Parts	-6,443.05
EFT30639	08/12/2023	THEM EARTHMOVING PTY LTD	Flood damage work	-446,200.97
EFT30640	08/12/2023	CJS AIROLDI	Cleaning services	-250.00
EFT30641	08/12/2023	FOURIER INFOSEC PTY LTD	Managed Security Services Agreement payment	-3,932.50
EFT30642	08/12/2023	NQ CONTAINERS (REDDOG HIGHWAY PILOT PTY LTD)	Excavator dry hire for months of OCTOBER 2023	-4,950.00
EFT30643	08/12/2023	BIDFOOD	Supplies for the cafe	-2,841.01
EFT30644	08/12/2023	MIDWEST FINANCIAL	Audit fees for Holiday Action Program	-660.00
EFT30645	08/12/2023	HALLS CREEK SUPERMARKET PTY LTD	Groceries, including food for the café, and other supplies	-4,290.39
EFT30646	08/12/2023	NAJA BUSINESS CONSULTING SERVICES	Planning business model	-29,832.00
EFT30647	08/12/2023	THE MCMULLIN FAMILY TRUST T/A DRIFTWOOD TREE SERVICES	Supply and Install Trees	-8,991.61
EFT30648	08/12/2023	NAVMAN WIRELESS AUSTRALIA T/A TELETRAC NAVMAN	Satellite services	-5,015.01
EFT30649	08/12/2023	GRILLEX PTY LTD	Purchase of shade shelters, seating , bin surrounds etc - RFT2023-05	-325,868.25
EFT30650	08/12/2023	LAURA LITEK	Expense Claim	-121.66
EFT30651	08/12/2023	De Jongs	Communications Work and Advice	-3,960.00
EFT30652	08/12/2023	PROBLEM ANIMAL CONTROL	PAYMENT	-502.64
EFT30653	08/12/2023	SATYAWAN DIVEKAR	Expense Claim	-640.51
EFT30654	08/12/2023	WESTRAC PTY LTD	Annual licence for cat monitoring subscription, plus other items'	-1,530.28
EFT30655	08/12/2023	LGRCEU (WA SHIRE COUNCILS UNION)	LGRCEU Deductions	-88.00
EFT30656	08/12/2023	CHILD SUPPORT AGENCY	Child Support payments	-1,123.44
EFT30657	08/12/2023	TOTALLY WORKWEAR (BROOME)	Safety Boots	-105.00
EFT30658	08/12/2023	REGIONAL POWER CORPORATION (HORIZON POWER)	Power Supply Accounts	-49,815.88
EFT30659	08/12/2023	IXOM OPERATIONS PTY LTD	Chlorine Gas Drum 920kg monthly hire	-216.54
EFT30660	13/12/2023	MALCOLM HACK EDWARDS	23/24 Councillor Sitting Allowance - Instalment PE 12/12/2023	-969.97
EFT30661	13/12/2023	BONNIE ROSITA EDWARDS	23/24 Councillor Sitting Allowance - Instalment PE 12/12/2023	-553.06
EFT30662	13/12/2023	ROSEMARY STRETCH	23/24 Councillor Sitting Allowance - Instalment PE 12/12/2023	-553.06
EFT30663	13/12/2023	VIRGINIA O'NEIL	23/24 Councillor Sitting Allowance - Instalment PE 12/12/2023	-553.06
EFT30664	13/12/2023	CHRISTOPHER LOESSL	23/24 ITC Allowance - Instalment PE 12/12/2023	-553.06
EFT30665	13/12/2023	PATRICIA ANNE MCKAY	23/24 Councillor Sitting Allowance - Instalment PE 12/12/2023	-657.29
EFT30666	18/12/2023	DEAN WILSON TRANSPORT	Freight charges	-915.25
EFT30667	18/12/2023	KUNUNURRA HOME & GARDEN	Spray Marker Dye Red	-208.50
EFT30668	18/12/2023	SPINIFEX CONTRACTING	Removal and replacement of perspex of notice board	-924.00
EFT30669	18/12/2023	WUNAN FOUNDATION INC - KUNUNURRA	Wunan Foundation Deduction	-300.00
EFT30670	18/12/2023	BALGO - KUTJUNGKA CATHOLIC PARISH	Accommodation	-400.00
EFT30671	18/12/2023	DEPT. OF COMMUNITIES	Rent Payments	-764.80

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF DECEMBER 2023
Agenda for the Ordinary Meeting of Council held on 15 February 2024

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT \$
EFT30672	18/12/2023	ARAC REFRIGERATION & AIR CON PTY LTD	Airconditioning supply and maintenance	-5,328.78
EFT30673	18/12/2023	FOURIER TECHNOLOGIES PTY LTD	Remote Support Resource and Firewall	-5,355.38
EFT30674	18/12/2023	VISION POWER PTY LTD	Electrical repairs and maintenance	-8,830.76
EFT30675	18/12/2023	EXTERIA -LANDMARK ENGINEERING & DESIGN T/A	Edge tree guard frame, inground mount, Two piece assembly	-67,300.20
EFT30676	18/12/2023	MRB PLUMBING LTD	Plumbing repairs and installation of ice machine	-7,369.62
EFT30677	18/12/2023	MOORE AUST. (WA) PTY LTD	Completion of the 2022-23 Annual Financial Report	-18,150.00
EFT30678	18/12/2023	EASYWEB DIGITAL PTY LTD	Public WIFI Costs Standing Order Monthly	-451.66
EFT30679	18/12/2023	ASB MARKETING	Fight the Bite Mosquito control merchandise	-3,011.25
EFT30680	18/12/2023	GREENFIELD TECHNICAL SERVICES	Project Management and Site Supervision	-58,551.35
EFT30681	18/12/2023	SKYMESH PTY LTD	Communications for remote services PE 7/12/23-6/1/24	-579.70
EFT30682	18/12/2023	CDM HYDRAULICS PTY LTD	Labour Investigate leaning/jammed seat base	-1,384.19
EFT30683	18/12/2023	DATAKOM SOLUTIONS (AU) PTY LTD	Removal of Tourism Booking Function from Shire Website	-300.00
EFT30684	18/12/2023	INLOGIK PTY LTD	Standing Order Promaster subscription for 2023/2024 financial year	-495.17
EFT30685	18/12/2023	CASTLEDINE GREGORY	Legal fees	-1,669.80
EFT30686	18/12/2023	READOS AUTO CARE PTY LTD	Vehicle service and maintenance	-1,624.90
EFT30687	18/12/2023	SEARLE HOLDINGS (WA) PTY LTD T/A AUTOPRO KUNUNURRA	Standing Order Promaster subscription for 2023/2024 financial year	-2,113.94
EFT30688	18/12/2023	MARTIN SONS CONTRACTING	Fixing leaking taps	-633.76
EFT30689	18/12/2023	THEM EARTHMOVING PTY LTD	Flood damage works, and construction	-674,268.68
EFT30690	18/12/2023	CJS AIROLDI	Cleaning services	-34,163.48
EFT30691	18/12/2023	BUNNINGS WAREHOUSE (BROOME)	Hardwood stakes	-186.13
EFT30692	18/12/2023	NQ CONTAINERS (REDDOG HWY PILOT P/L)	Excavator dry hire for November and December	-9,900.00
EFT30693	18/12/2023	MAIA FINANCIAL PTY LTD	MAIA Financial Quarterly Payment of Gym Equipment Lease	-4,380.62
EFT30694	18/12/2023	HALLS CREEK SUPERMARKET PTY LTD	Health promotion and office supplies	-493.60
EFT30695	18/12/2023	NAJA BUSINESS CONSULTING SERVICES	Planning business model	-33,222.44
EFT30696	18/12/2023	LAURA LITEK	Expense Claim	-121.66
EFT30697	18/12/2023	JOANITA NASSALI	Expense Claim	-431.49
EFT30698	18/12/2023	COOEE PTY LTD	Waste management facility software annual licence fees	-5,689.00
EFT30699	18/12/2023	PROBLEM ANIMAL CONTROL	Set cameras at landfill for pest monitoring	-382.43
EFT30700	18/12/2023	WESTRAC PTY LTD	Guardrails and Switch	-3,272.35
EFT30701	18/12/2023	EAST KIMBERLEY HARDWARE (MITRE 10 KUNUNURRA)	Door handles	-136.50
EFT30702	18/12/2023	WA LOCAL GOVERNMENT ASSOCIATION	Contribution to IR fund as per invoice 22/11/2023	-2,200.00
EFT30703	18/12/2023	AUSTRALIA POST (SHIRE POSTAL ACCOUNT)	Total supply this period	-17.64
EFT30704	18/12/2023	LGRCEU (WA SHIRE COUNCILS UNION)	LGRCEU Deduction 000385	-22.00
EFT30705	18/12/2023	CHILD SUPPORT AGENCY	Child Support 000417	-437.34
EFT30706	18/12/2023	PORT PRINTING PTY LTD	Printing supplies	-411.41
EFT30707	18/12/2023	IT VISION	Administering of rates for month of November	-2,618.00
EFT30708	18/12/2023	AERODROME MANAGEMENT SERVICES P/L	Provision of Aerodrome Operations and Management Services	-55,215.89
EFT30709	18/12/2023	TOTALLY WORKWEAR (BROOME)	Jackets for Town Crew	-1,230.00
EFT30710	18/12/2023	IXOM OPERATIONS PTY LTD	Chlorine Gas Drum 920kg monthly hire - standing order	-209.55
EFT30711	18/12/2023	CEMETERIES & CREMATORIA ASSOC WA	Cemeteries and Crematoria Assoc WA annual membership renewal	-130.00
EFT30712	18/12/2023	ORDCO (ORD RIVER DISTRICT CO-OP LTD)	Chicken feed for surveillance chooks	-386.10
EFT30713	21/12/2023	MALCOLM HACK EDWARDS	23/24 Councillor Sitting Allowance - Instalment PE 26/12/2023	-969.97
EFT30714	21/12/2023	BONNIE ROSITA EDWARDS	23/24 Councillor Sitting Allowance - Instalment PE 26/12/2023	-553.06
EFT30715	21/12/2023	ROSEMARY STRETCH	23/24 Councillor Sitting Allowance - Instalment PE 26/12/2023	-553.06
EFT30716	21/12/2023	VIRGINIA O'NEIL	23/24 Councillor Sitting Allowance - Instalment PE 26/12/2023	-553.06
EFT30717	21/12/2023	CHRISTOPHER LOESSL	23/24 ITC Allowance - instalment PE 26/12/2023	-553.06
EFT30718	21/12/2023	PATRICIA ANNE MCKAY	23/24 Councillor Sitting Allowance - Instalment PE 26/12/2023	-657.29
			EFT and Cheques	-2,663,802.85
DD20483.2	Dec 23	DEPT. OF TRANSPORT (DOT) - LICENSING	Department of Transport	-19,080.25
			Dept. of Transport	-19,080.25
DD20483.3	04/12/2023	BEAM SUPERANNUATION CLEARING HOUSE	Super Payments Payrun #69	-21,188.13
DD20494.1	14/12/2023	BEAM SUPERANNUATION CLEARING HOUSE	Super Payments Payrun # 70	-18,205.40
			Superannuation	-39,393.53
DD20494.2	15/12/2023	TELSTRA	Telstra Fixed and Mobile Services	-4,040.21
			Telstra Direct Debit	-4,040.21
Direct Debit	Dec 23	PAYROLL		Payroll
				-236,368.55
Bank	Dec 23	Bank Fees		Bank Fees
				-611.10
			TOTAL	-2,963,296.49

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JANUARY 2024
Agenda for the Ordinary Meeting of Council held on 15 February 2024

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT \$
EFT30719	10/01/2024	MALCOLM HACK EDWARDS	23/24 Councillor Sitting Allowance - Instalment PE 10/01/2024	-969.97
EFT30720	10/01/2024	BONNIE ROSITA EDWARDS	23/24 Councillor Sitting Allowance - Instalment PE 10/01/2024	-553.06
EFT30721	10/01/2024	ROSEMARY STRETCH	23/24 Councillor Sitting Allowance - Instalment PE 10/01/2024	-553.06
EFT30722	10/01/2024	VIRGINIA O'NEIL	23/24 Councillor Sitting Allowance - Instalment PE 10/01/2024	-553.06
EFT30723	10/01/2024	CHRISTOPHER LOESSL	23/24 ITC Allowance - Instalment PE 10/01/2024	-553.06
EFT30724	10/01/2024	PATRICIA ANNE MCKAY	23/24 Councillor Sitting Allowance - Instalment PE 10/01/2024	-657.29
EFT30725	22/01/2024	OFFICE NATIONAL (KUNUNURRA) (COOLGEM HOLDINGS PTY LTD)	Stationery	-2,261.85
EFT30726	22/01/2024	KRSP PTY LTD	Electricity	-1,413.44
EFT30727	22/01/2024	SPINIFEX CONTRACTING	Various works, repairs and maintenance	-40,891.00
EFT30728	22/01/2024	LOCAL GOVERNMENT INSURANCE SERVICE WA (LGIS)	LGS refund for overpayment	-4,772.00
EFT30729	22/01/2024	DEPT. OF COMMUNITIES	Rent	-1,529.60
EFT30730	22/01/2024	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	Airconditioning service	-308.00
EFT30731	22/01/2024	HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION	Washing Machine	-1,268.00
EFT30732	22/01/2024	FOURIER TECHNOLOGIES PTY LTD	Licencing and subscription support for the month of November	-14,942.18
EFT30733	22/01/2024	VISION POWER PTY LTD	Supply of lighting and repairs	-1,128.03
EFT30734	22/01/2024	DEPT. OF ENVIRONMENT REGULATION	Renewal Fees	-1,477.30
EFT30735	22/01/2024	MARGARET GLASS	Expense Claim	-252.76
EFT30736	22/01/2024	MRB PLUMBING LTD	Clearing of drain	-352.00
EFT30737	22/01/2024	MOORE AUST. (WA) PTY LTD	End of Month Financial Statement Oct and Nov 2023	-5,060.00
EFT30738	22/01/2024	EASYWEB DIGITAL PTY LTD	Public Wi-Fi	-451.66
EFT30739	22/01/2024	ASB MARKETING	Marquee includes Shire of Halls Creek Design	-2,282.50
EFT30740	22/01/2024	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	Engineering support	-6,221.60
EFT30741	22/01/2024	AVANTGARDE TECHNOLOGIES PTY LTD	Monthly maintenance and connection of new fire sirens and smoke detectors	-37,582.96
EFT30742	22/01/2024	SKYMESH PTY LTD	Communications for remote services	-1,144.41
EFT30743	22/01/2024	DATACOM SOLUTIONS (AU) PTY LTD	Website hosting Nov / Dec	-3,240.08
EFT30744	22/01/2024	INLOGIK PTY LTD	Standing Order Promaster subscription for 2023/2024 financial year	-495.17
EFT30745	22/01/2024	READOS AUTO CARE PTY LTD	Cut and Code Keys - Hilux	-1,300.00
EFT30746	22/01/2024	KUNUNURRA TOYOTA (HEATH MOTOR GROUP PTY LTD)	Replace snorkel head for HC2854	-97.60
EFT30747	22/01/2024	CGL FUEL PTY LTD (CAMBRIDGE GULF)	Diesel Delivery WE 13/12/23	-38,825.03
EFT30748	22/01/2024	TRANCOLINO MADDEN CONTRACTING PTY LTD (RJ MADDEN EARTHWORKS)	Water Cart Wet Hire and Tree Maintenance	-24,802.65
EFT30749	22/01/2024	MARTIN SONS CONTRACTING	Fixing leaks	-190.53
EFT30750	22/01/2024	ALLGEAR MOTORCYCLES & SMALL ENGINES	Honda HHB25 Blower	-998.00
EFT30751	22/01/2024	CJS AIROLDI	Clean 11 flinders street	-320.00
EFT30752	22/01/2024	FOURIER INFOSEC PTY LTD	Managed Security Services Agreement for the month of November	-3,932.50
EFT30753	22/01/2024	ASSETVAL (MARSH PTY LTD)	Refer PO 686	-33,000.00
EFT30754	22/01/2024	HALLS CREEK SUPERMARKET PTY LTD T/A IGA HALLS CREEK	Groceries, including food for café, school holiday program etc.	-1,941.36
EFT30755	22/01/2024	NAVMAN WIRELESS AUSTRALIA T/A TELETRAC NAVMAN	MONTHLY SATELLITE SERVICE FOR 12 MONTHS	-5,015.01
EFT30756	22/01/2024	LAURA LITEK	Expense Claim	-121.66
EFT30757	22/01/2024	De Jongs	Communications Support	-2,640.00
EFT30758	22/01/2024	SHIRE OF CORRIGIN	Long service leave liability	-21,640.68
EFT30759	22/01/2024	PROBLEM ANIMAL CONTROL	Pest control at landfill	-319.54
EFT30760	22/01/2024	DELMERRI CARTER PTY LTD	Duncan Highway Rural Regrade	-3,573.90
EFT30761	22/01/2024	TREVMAC ENTERPRISES	LV tyre swap and wheel balancing - Various vehicles	-1,474.00
EFT30762	22/01/2024	MECHANICS & TYRES PTY LTD T/A CROSSING AUTO	Replace missing wheels, cut keys etc.	-3,977.11
EFT30763	22/01/2024	KIMBERLEY HOTEL	Catering, Meals and Accommodation	-8,049.50
EFT30764	22/01/2024	WESTRAC PTY LTD	Guardrail, Key, Switch	-534.67
EFT30765	22/01/2024	EAST KIMBERLEY HARDWARE (MITRE 10 KUNUNURRA)	Dewalt power drill - for use at rec centre	-299.00
EFT30766	22/01/2024	DAVID GRAY & CO PTY LTD	50 Bins for new town centre bin surrounds	-11,163.90
EFT30767	22/01/2024	LGRCEU (WA SHIRE COUNCILS UNION)	LGRCEU Deductions	-44.00
EFT30768	22/01/2024	CHILD SUPPORT AGENCY	Child Support 000417	-874.80
EFT30769	22/01/2024	SHIRE OF WYNDHAM-EAST KIMBERLEY (SWEK)	Contribution towards Kimberley Regional Group as agreed by Council	-49,500.00
EFT30770	22/01/2024	BOC LTD	Purchase and Rental Charges for Gas	-342.90
EFT30771	22/01/2024	IT VISION	Monthly rates support for the month of October	-2,618.00
EFT30772	22/01/2024	BETTA ELECTRICAL HOME LIVING (KUNUNURRA)	Hisense Refrigerator	-1,088.00
EFT30773	22/01/2024	REGIONAL POWER CORPORATION (HORIZON POWER)	Power Supply	-21,348.75
EFT30774	22/01/2024	IXOM OPERATIONS PTY LTD	Chlorine Gas Drum 920kg monthly hire - standing order	-216.54
EFT30775	24/01/2024	MALCOLM HACK EDWARDS	23/24 Councillor Sitting Allowance - Instalment PE 24/01/2024	-969.97
EFT30776	24/01/2024	BONNIE ROSITA EDWARDS	23/24 Councillor Sitting Allowance - Instalment PE 24/01/2024	-553.06
EFT30777	24/01/2024	ROSEMARY STRETCH	23/24 Councillor Sitting Allowance - Instalment PE 24/01/2024	-553.06
EFT30778	24/01/2024	VIRGINIA O'NEIL	23/24 Councillor Sitting Allowance - Instalment PE 24/01/2024	-553.06
EFT30779	24/01/2024	CHRISTOPHER LOESSL	23/24 ITC Allowance - Instalment PE 24/01/2024	-553.06
EFT30780	24/01/2024	PATRICIA ANNE MCKAY	23/24 Councillor Sitting Allowance - Instalment PE 24/01/2024	-657.29
EFT and Cheques				-375,003.17
Direct debit		BEAM SUPERANNUATION CLEARING HOUSE (PRECISION ADMINISTRATION SERVICES PTY LTD)	Superannuation Payments	-56,913.77
Superannuation				-56,913.77
Direct Debit	Jan 24	PAYROLL		Payroll -211,242.88
Bank	Jan 24	Bank Fees		Bank Fees -1,778.74
Direct Debit	Jan 24	Department of Transport		Licensing Fees -3,913.70
TOTAL				-648,852.26

9.4.2 Payments by Employees via Purchasing Cards – 25 November 2023 to 24 January 2024

ITEM NUMBER:	9.4.2
REPORTING OFFICER	Moore Australia
SENIOR OFFICER	Musa Mono, Acting Chief Executive Officer
MEETING DATE:	15 February 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 List of payments made by authorised employees using transaction cards to be received by Council for the period between 25 November 2023 and 24 January 2024.

2.0 Background

- 2.1 On 1 September 2023, Regulation 13A of the *Local Government (Financial Management) Regulations 1996* came into effect requiring local governments to prepare a list of all payments made by an authorised employee using a credit, debit or other purchasing card.
- 2.2 This requirement of Regulation 13A supersedes the requirement of Council Policy HR5. Credit card payments by the CEO are included in the appended list of payments by purchasing card and now excluded from the CEO Authorisation and Reporting to Council report.
- 2.3 Although the Shire have effectively been reporting the 'payment' relating to transaction cards in the list of payments presented to Council made under delegated authority etc, this usually only details the monthly payment incorporating all transactions for individual cards/accounts.
- 2.4 The listing of relevant cards has been prepared to highlight the information required by legislation:
- (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment;
 - (d) sufficient information to identify the payment.

3.0 Comments

- 3.1 Purchasing card payments for the period 25 November 2023 to 24 January 2024 is via Credit card payments totalling \$24,737.02.
- 3.2 The attached schedule provides the information required by legislation. A detailed copy of the payments will be kept in the Finance Office.
- 3.3 The list of payments made by authorised employees using transaction cards to be received by Council for the period 25 November 2023 to 24 January 2024 is hereby presented to Council.

4.0 Statutory Environment:

- 4.1 Regulation 13A of the *Local Government (Financial Management) Regulations 1996* provides that a list of all payments made by an authorised employee using a credit, debit or other purchasing card be prepared and presented to Council.
- 4.2 This list must include all payments made since the list was last prepared and presented to Council and included in the minutes of the meeting.

5.0 Strategic Implications

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

6.0 Policy Implications:

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

7.0 Financial Implications

- 7.1 Out-flow of cash totalling \$24,737.02. All payments made have been within the provisions of the 2023-2024 Budget.

8.0 Sustainability Implications

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

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact (refer Potential Risk Impact Guide)		
	Minor	Medium	High
Low (unlikely)	1	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	
Low Risk	
a risk / activity with a score of 2 or less	N/A
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	

a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	

9.0 Officer Recommendation

That Council:

RECIEVE the listing of payments made by authorised employees using transaction cards for the period 25 November 2023 to 24 January 2024 summarised on the attached schedule (as appended 9.4.2A):

1. Credit card payments totalling \$24,737.02

VOTING REQUIREMENT: Simple majority

Appendix:

9.4.2A - Schedule of Payments by Employees via Purchasing Cards - Dec 23 and Jan 24

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**Shire of Halls Creek
Payments by Employees via Purchasing Cards
25 November 2023 - 24 January 2024
Credit Cards**

Date	Description	Value	Card Id
27-Nov-23	FutureLearn.Com	\$54.99	2346
28-Nov-23	Curtin University	\$5,335.59	2346
1-Dec-23	Annual Fee CBA	\$40.00	2346
1-Dec-23	WANEWSDTI	\$84.00	2346
27-Nov-23	EG Group Broome	\$238.60	2666
27-Nov-23	McDonalds Broome	\$71.00	2666
27-Nov-23	Oaks Cable Beach	-\$233.99	2666
27-Nov-23	United Broome	\$278.25	2666
27-Nov-23	Woolworths Broome	\$24.00	2666
28-Nov-23	Ngiyali Fitzroy Crossing	\$174.73	2666
28-Nov-23	Ord River Kununurra	\$128.08	2666
1-Dec-23	Annual Fee	\$40.00	2666
11-Dec-23	SAI Global Sydney	\$176.24	2666
18-Dec-23	EHAWA	\$2,989.00	2666
19-Dec-23	Coles Express Halls Creek	\$91.82	2666
20-Dec-23	Shire of Halls Creek	\$31.10	2666
1-Dec-23	Annual Fee	\$40.00	1086
5-Dec-23	Halls Creek Home	\$9.90	1086
5-Dec-23	IGA Express Halls Creek	\$5.80	1086
6-Dec-23	Kururungku Stores	\$23.33	1086
6-Dec-23	Coles Express Halls Creek	\$14.00	1086
6-Dec-23	Outback Stores - Berrimah	\$71.70	1086
7-Dec-23	Outback Stores - Berrimah	\$35.28	1086
12-Dec-23	Coles Express Halls Creek	\$37.50	1086
12-Dec-23	Hotel at booking.com	\$185.00	1086
14-Dec-23	Kununurra Home and G	\$177.30	1086
14-Dec-23	S24 Ord River	\$51.91	1086
1-Dec-23	Annual Fee	\$40.00	1352
18-Dec-23	Shire of Halls Creek	\$45.70	1352
18-Dec-23	Shire of Halls Creek	\$20.40	1352
25-Nov-23	Virgin Australia	\$338.25	2810
25-Nov-23	Air North	\$213.32	2810
26-Nov-23	Hilton Darwin	\$582.62	2810
28-Nov-23	Nexus Airlines	\$292.18	2810
28-Nov-23	Skippers Aviation	\$532.88	2810
28-Nov-23	Htl Country Comfort	\$283.24	2810
28-Nov-23	Htl Country Comfort	\$292.59	2810
29-Nov-23	Qantas Airways	\$581.89	2810
29-Nov-23	Qantas Airways	\$383.60	2810
29-Nov-23	Virgin Australia	\$310.90	2810
1-Dec-23	Annual Fee	\$40.00	2810
4-Dec-23	Seek	\$401.50	2810
6-Dec-23	Hotel at Booking.com	\$880.00	2810
6-Dec-23	Landwide Satellite	\$16.98	2810
7-Dec-23	Hotel at Booking.com	-\$880.00	2810
7-Dec-23	Htl Country Comfort	-\$292.59	2810
8-Dec-23	Qantas Airways	-\$94.86	2810

9.4.3 – Monthly Financial Report for period ending 31 December 2023

ITEM NUMBER:	9.4.3
REPORTING OFFICER	Moore Australia
SENIOR OFFICER	Musa Mono, Acting Chief Executive Officer
MEETING DATE:	15 February 2023
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Acceptance of Monthly Financial Report for the period ending 31 December 2023 (Appendix 9.4.3A).

2.0 Background

- 2.1 Regulations 34 and 35 of the *Financial Management (Local Government) Regulations 1996* require a monthly statement of financial activity, monthly statement of financial position and explanation of material variances to be presented to Council.
- 2.2 Amendments to the *Local Government Act 1995* and *Financial Management (Local Government) Regulations 1996* came into effect on 1 July 2023 which changed the requirement for content of the Monthly Financial Report, and requirements for provision of any supplementary information.
- 2.3 The report must be presented at an ordinary meeting of council within 2 months after the end of the month to which the statement relates. Regulations prescribe the information that must be contained in the report.
- 2.4 The Monthly Financial Report for the period ending 31 December 2023 has been prepared by Moore Australia and includes:
- Compilation Report;
 - Statement of Financial Activity;
 - Statement of Financial Position; and
 - Explanation of Material Variances.

3.0 Comments

- 3.1 At its Ordinary Council Meeting on 17 August 2023, Council adopted (Council resolution 2023/086) the monthly statement of financial activity reporting variance for both operating and capital activities of 10% or greater for expenditure and below 10% for income, subject to a \$50,000 minimum below which, variances are not required to be reported. An explanation of any variances is provided on the last page of the Monthly Financial Report.
- 3.2 The Monthly Financial Report has been compiled to meet compliance with the *Local Government Act 1995* and associated regulations, including the Statement of Financial Activity, Statement of Financial Position. An explanation of any material variances is included on the final page.
- 3.3 While the 2022/23 audit remains ongoing, it should be noted some figures may change in the course of preparing the annual financial report and the

audit process. The Monthly Financial Report has been prepared based the figures currently being reported from the Shire's financial records.

4.0 Statutory Environment

4.1 Local Government (Financial Management) Regulations 1996

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

- (1A) In this regulation —
committed assets means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the **relevant month**) in the following detail —
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the relevant month; and
 - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.
- (1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).
- (1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- (a) [deleted]
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity must be shown according to nature classification.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and

- (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

35. Financial position statement required each month

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the **previous month**) and —
 - (a) the financial position of the local government as at the last day of the previous financial year; or
 - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- (2) A statement of financial position must be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
 - (b) recorded in the minutes of the meeting at which it is presented.

5.0 Strategic Implications

- 5.1 Objective:
 - 4. Civic: Working together to strengthen leadership and effective governance.
- 5.2 Outcome:
 - Civic - 4.1 A local government that is respected and accountable.
- 5.3 Strategy:
 - Civic - 4.1.1 Provide strong, effective, and functional governance and leadership in the Shire.
 - Civic - 4.1.2 Consistent and impartial application of Council policies and provision of services
 - Civic - 4.1.3 Council decisions are consistent, reliable, and transparent.

6.0 Policy Implications

- 6.1 There are no known policy implications arising from this report.

7.0 Financial Implications

- 7.1 There are no known financial implications arising from this report.
- 7.2 The presentation of these reports provides Council with regular updates regarding the status of the financial position and to assist with compliance with the *Local Government Act 1995* and associated regulations.

8.0 Sustainability Implications

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact - The Financial reporting is comprehensive - meeting compliance under the LG Act. The current financial position in terms of timing and financial performance against Budget and known events carries high risk. This is because of the variance levels between YTD budget and actual revenue & expenditure along with the continuation of a deficit since November 2021.		
	Delays between expenditure and receiving revenue by funders, and apparent permanent unfavourable variance in Transport is making cash flow very tight. This is manageable as a result of the recent approval by Council of a transfer from Reserve funds. Management is focused on managing cash flow for the rest of the financial year.		
	Minor	Medium	High
Low (unlikely)	1	(2)	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	Low to medium
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	Diligent surveillance of financial activities and reporting.
High Risk	
a risk activity with a score of 6 or more is a high risk	NA
Risk Control Measure	Continue producing high standard reports by continued association with Moore Australia - and taking the time to ensure the accuracy of the financial transaction records each and every month. Careful management of cash flow.

9.0 Officers Recommendation

<p>That Council:</p> <p>Receive the Monthly Financial Report for the period ended 31 December 2023 (Appendix 9.4.3A) consisting of:</p> <p>a) Compilation Report;</p> <p>b) Statement of Financial Activity;</p> <p>c) Statement of Financial Position; and</p> <p>d) Material Variances.</p>

VOTING REQUIREMENT

Simple majority

Appendix:

9.4.3A – Monthly Financial Reports – 31 December 2023

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Moore Australia

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7 February 2024

Mr Musa Mono
Acting Chief Executive Officer
Shire of Halls Creek
PO Box 21
HALLS CREEK WA 6770

Dear Musa

COMPILATION REPORT TO SHIRE OF HALLS CREEK

We have compiled the accompanying special purpose financial report of Shire of Halls Creek which comprise the statement of financial position as at 31 December 2023, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information of Shire of Halls Creek as at 31 December 2023 and for the period then ended based on the records of the Shire of Halls Creek.

THE RESPONSIBILITY OF SHIRE OF HALLS CREEK

The CEO of Shire of Halls Creek is solely responsible for information contained in the special purpose financial report and supplementary information, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial report was prepared.

OUR RESPONSIBILITY

On the basis of information provided by Shire of Halls Creek we have compiled the accompanying special purpose financial report in accordance with the requirements of *APES 315 Compilation of Financial Information* and the *Local Government Act 1995*, associated regulations and to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial report except for the matters of non-compliance with the basis of preparation identified with Note 1 of the financial report. We have complied with the relevant ethical requirements of *APES 110 Code of Ethics for Professional Accountants*.

Supplementary information attached to the financial report has been extracted from the records of Shire of Halls Creek and information presented in the special purpose financial report.

ASSURANCE DISCLAIMER

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial report was compiled exclusively for the benefit of Shire of Halls Creek who are responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, the special purpose financial report may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial report.

NOTE REGARDING BASIS OF PREPARATION

We draw attention to Note 1 to the financial report where matters of non-compliance with the basis of preparation have been detailed. Supplementary information is provided for management information purposes and does not comply with the disclosure requirements of the Australian Accounting Standards.

A handwritten signature in black ink, appearing to read 'Russell Barnes'.

Russell Barnes
Director
Moore Australia (WA) Pty Ltd

SHIRE OF HALLS CREEK

MONTHLY FINANCIAL REPORT

**(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 December 2023**

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF HALLS CREEK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	3,465,542	3,407,424	3,457,507	50,083	1.47%	
Rates excluding general rates	179,791	179,791	88,677	(91,114)	(50.68%)	▼
Grants, subsidies and contributions	5,661,807	3,002,405	2,893,643	(108,762)	(3.62%)	
Fees and charges	939,507	472,650	637,820	165,170	34.95%	▲
Service charges	5,016	2,508	4,170	1,662	66.27%	
Interest revenue	181,200	115,354	216,807	101,453	87.95%	▲
Other revenue	245,132	122,556	118,004	(4,552)	(3.71%)	
Profit on asset disposals	0	23,305	258,375	235,070	1008.67%	▲
	10,677,995	7,325,993	7,675,003	349,010	4.76%	
Expenditure from operating activities						
Employee costs	(5,836,235)	(2,935,050)	(3,100,374)	(165,324)	(5.63%)	
Materials and contracts	(4,225,561)	(2,187,842)	(3,356,966)	(1,169,124)	(53.44%)	▼
Utility charges	(473,463)	(236,724)	(229,102)	7,622	3.22%	
Depreciation	(5,803,754)	(2,901,876)	(2,362,538)	539,338	18.59%	▲
Insurance	(668,684)	(597,763)	(575,972)	21,791	3.65%	
Other expenditure	(437,512)	(223,324)	(221,558)	1,766	0.79%	
Loss on asset disposals	0	0	(75,964)	(75,964)	0.00%	
	(17,445,209)	(9,082,579)	(9,922,474)	(839,895)	(9.25%)	
Non-cash amounts excluded from operating activities	2(b) 5,803,754	2,878,571	2,199,245	(679,326)	(23.60%)	▼
Amount attributable to operating activities	(963,460)	1,121,985	(48,226)	(1,170,211)	(104.30%)	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	4,176,246	2,738,137	1,894,598	(843,539)	(30.81%)	▼
Proceeds from disposal of assets	279,654	0	1,128,679	1,128,679	0.00%	
	4,455,900	2,738,137	3,023,277	285,140	10.41%	
Outflows from investing activities						
Payments for property, plant and equipment	(961,500)	(836,500)	(639,666)	196,834	23.53%	▲
Payments for construction of infrastructure	(4,361,246)	(2,180,622)	(1,750,565)	430,057	19.72%	▲
	(5,322,746)	(3,017,122)	(2,390,231)	626,891	20.78%	
Amount attributable to investing activities	(866,846)	(278,985)	633,046	912,031	326.91%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	236,500	0	0	0	0.00%	
	236,500	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(1,758,970)	(1,691,140)	(1,691,140)	0	0.00%	
Transfer to reserves	(783,727)	0	(25,186)	(25,186)	0.00%	
	(2,542,697)	(1,691,140)	(1,716,326)	(25,186)	(1.49%)	
Amount attributable to financing activities	(2,306,197)	(1,691,140)	(1,716,326)	(25,186)	(1.49%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	4,136,503	4,136,503	6,232,814	2,096,311	50.68%	▲
Amount attributable to operating activities	(963,460)	1,121,985	(48,226)	(1,170,211)	(104.30%)	▼
Amount attributable to investing activities	(866,846)	(278,985)	633,046	912,031	326.91%	▲
Amount attributable to financing activities	(2,306,197)	(1,691,140)	(1,716,326)	(25,186)	(1.49%)	
Surplus or deficit after imposition of general rates	0	3,288,363	5,101,308	1,812,945	55.13%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF HALLS CREEK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 DECEMBER 2023**

	Actual 30 June 2023	Actual as at 31 December 2023
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	13,368,655	10,766,505
Trade and other receivables	1,381,670	3,813,006
Inventories	99,624	142,238
TOTAL CURRENT ASSETS	14,849,949	14,721,749
NON-CURRENT ASSETS		
Property, plant and equipment	37,036,076	36,284,461
Infrastructure	101,689,437	101,522,477
TOTAL NON-CURRENT ASSETS	138,725,513	137,806,938
TOTAL ASSETS	153,575,462	152,528,687
CURRENT LIABILITIES		
Trade and other payables	2,084,049	3,064,633
Other liabilities	2,478,432	2,478,432
Borrowings	1,715,142	24,002
Employee related provisions	420,348	416,770
TOTAL CURRENT LIABILITIES	6,697,971	5,983,837
NON-CURRENT LIABILITIES		
Employee related provisions	96,127	116,359
Other provisions	1,284,051	1,284,051
TOTAL NON-CURRENT LIABILITIES	1,380,178	1,400,410
TOTAL LIABILITIES	8,078,149	7,384,247
NET ASSETS	145,497,313	145,144,440
EQUITY		
Retained surplus	38,154,686	37,776,627
Reserve accounts	4,052,190	4,077,376
Revaluation surplus	103,290,437	103,290,437
TOTAL EQUITY	145,497,313	145,144,440

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

SHIRE OF HALLS CREEK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 06 February 2024

SHIRE OF HALLS CREEK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Adopted Budget Opening	Actual as at	Actual as at	
(a) Net current assets used in the Statement of Financial Activity	Note	1 July 2023	30 June 2023	31 December 2023
		\$	\$	\$
Current assets				
Cash and cash equivalents		12,309,220	13,368,655	10,766,505
Trade and other receivables		1,774,813	1,381,670	3,813,006
Inventories		99,624	99,624	142,238
		<u>14,183,657</u>	<u>14,849,949</u>	<u>14,721,749</u>
Less: current liabilities				
Trade and other payables		(1,339,723)	(2,084,049)	(3,064,633)
Other liabilities		(2,478,432)	(2,478,432)	(2,478,432)
Borrowings		(1,715,142)	(1,715,142)	(24,002)
Employee related provisions		(454,101)	(420,348)	(416,770)
		<u>(5,987,398)</u>	<u>(6,697,971)</u>	<u>(5,983,837)</u>
Net current assets		8,196,259	8,151,978	8,737,912
Less: Total adjustments to net current assets	2(c)	(4,059,756)	(1,919,164)	(3,636,604)
Closing funding surplus / (deficit)		4,136,503	6,232,814	5,101,308

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities	Adopted Budget Estimates 30 June 2024	YTD Budget Estimates (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	0	(23,305)	(258,375)
Add: Loss on asset disposals	0	0	75,964
Add: Depreciation	5,803,754	2,901,876	2,362,538
Movement in current employee provisions associated with restricted cash	0	0	(1,114)
- Employee provisions	0	0	20,232
Total non-cash amounts excluded from operating activities	5,803,754	2,878,571	2,199,245

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget Opening	Actual as at	Actual as at	
	Note	1 July 2023	30 June 2023	31 December 2023
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts		(4,052,190)	(4,052,190)	(4,077,376)
- Unidentified budget adjustment		(425,450)	0	0
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of borrowings		0	1,715,142	24,002
- Current portion of employee benefit provisions held in reserve		417,884	417,884	416,770
Total adjustments to net current assets	2(a)	(4,059,756)	(1,919,164)	(3,636,604)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF HALLS CREEK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
 The material variance adopted by Council for the 2023-24 year is \$50,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Rates excluding general rates	(91,114)	(50.68%)	▼
Interim rating to be completed.			
Fees and charges	165,170	34.95%	▲
Fees and charges higher than 6/12 of annual budget.			
Interest revenue	101,453	87.95%	▲
Higher than budgeted interest earnings			
Profit on asset disposals	235,070	1008.67%	▲
Assets have been disposed of which were not budgeted for.			
Expenditure from operating activities			
Materials and contracts	(1,169,124)	(53.44%)	▼
Budget apportioned 6/12. Flood expenditure higher than YTD budget.			
Depreciation	539,338	18.59%	▲
Overestimation and year end split of depreciation.			
Non-cash amounts excluded from operating activities	(679,326)	(23.60%)	▼
Depreciation, profit and loss on disposal of assets.			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(843,539)	(30.81%)	▼
MRWA grants received earlier than expected. Unbudgeted Town Centre Upgrade grant received.			
Outflows from investing activities			
Payments for property, plant and equipment	196,834	23.53%	▲
Timing of plant purchases			
Payments for construction of infrastructure	430,057	19.72%	▲
Timing of sports field upgrade.			
Surplus or deficit at the start of the financial year	2,096,311	50.68%	▲
Refer to Note 2(a)			
Surplus or deficit after imposition of general rates	1,812,945	55.13%	▲
Due to variances described above			

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

12. MATTERS BEHIND CLOSED DOORS

Procedural Motion

That this meeting be closed to the members of the general public at _____ and that Council move behind closed doors to consider:

12.1.1 Recruitment of the Chief Executive Officer

Pursuant to s5.23(2) (e) of the Local Government Act 1995 being:

- (e) a matter that if disclosed, would reveal –*
- (i) a trade secret; or*
- (ii) information that has a commercial value to a person; or*

12.1.2 CEO Authorisation and Reporting to Council – December 2023 & January 2024

Pursuant to s5.23(2) (e) of the Local Government Act 1995 being:

- (a) of the Local Government Act 1995 being it deals with a matter affecting employees of the Shire.*

12.1.3 Avantgarde – Approval of Invoice Payments

Pursuant to s5.23(2) (e) of the Local Government Act 1995 being:

- (e) a matter that if disclosed, would reveal –*
- (i) a trade secret; or*
- (ii) information that has a commercial value to a person; or*
- (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and*

12.1.4 Mai Wiru – Request for Extension on Construction of Store and Distribution Centre

Pursuant to s5.23(2) (e) of the Local Government Act 1995 being:

- (e) a matter that if disclosed, would reveal –*
- (i) a trade secret; or*
- (ii) information that has a commercial value to a person; or*
- (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and*

12.1.5 Review of the Shire's Organisation Structure

Pursuant to s5.23(2) (e) of the Local Government Act 1995 being:

- (e) a matter that if disclosed, would reveal –*
- (i) a trade secret; or*
- (ii) information that has a commercial value to a person; or*
- (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and*

12.1.6 Request for Support of Application for a Working Visa – Employee Incentive

Pursuant to s5.23(2) (e) of the Local Government Act 1995 being:

- (a) a matter affecting an employee or employees*

12.1.7 2023/2024 Differential Rating Matter and Ministerial Approval

Pursuant to s5.23(2) (e) of the Local Government Act 1995 being:

- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and*
- (f) a matter that if disclosed, could be reasonably expected to –*
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or*
 - (ii) endanger the security of the local government's property; or*
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*

PROCEDURAL MOTION

That Council come out from behind closed doors and that this meeting reopen to members of the general public at _____.

13. CLOSURE OF MEETING