



SHIRE OF HALLS CREEK
MINUTES
OF THE ORDINARY MEETING OF COUNCIL
22 August 2024

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

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E hcshire@hcshire.wa.gov.au

Please Note: These Minutes are yet to be confirmed.

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Please Note: These Minutes are yet to be confirmed.

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.

2024 COUNCIL MEETING DATES

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

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

Notes for Elected Members

DECLARATIONS OF INTEREST

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

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

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.

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.

Please Note: These Minutes are yet to be confirmed

**TABLE OF CONTENTS
ORDINARY MEETING OF COUNCIL
THURSDAY 22 AUGUST 2024**

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	8
2.	RECORD OF ATTENDANCE/LEAVE OF ABSENCE (PREVIOUSLY APPROVED) /APOLOGIES/ LATE ARRIVALS / DISCLOSURE OF INTEREST	8
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	9
4.	PUBLIC QUESTION TIME	9
5.	APPLICATIONS FOR LEAVE OF ABSENCE	9
6.	PETITIONS/DEPUTATIONS/PRESENTATIONS	9
7.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	9
8.	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	9
9.	REPORTS OF OFFICERS AND COMMITTEES	
	9.1 Office of the Chief Executive Officer	
	9.1.1 Shire of Halls Creek Annual Report 2022/23	10
	9.1.2 WALGA Local Government Convention and Annual General Meeting 2024	14
	9.1.3 Review of Policy A1A Code of Conduct for Council Members, Committee Members and Candidates	21
	9.2 Health and Regulatory Services	
	9.2.1 Disposal of Excess Firearm	34
	9.3 Infrastructure Services	
	9.3.1 Proposed Strategic Road Plan 2024 to 2029	37
	9.3.2 Draft 10-year Plant Replacement Program	72
	9.4 Corporate Services	
	9.4.1 Accounts Paid by Authority (Summary) – July 2024	81
	9.4.2 Payments by Employees via Purchasing Cards 27 June to 27 July 2024	87
	9.4.3 Approval of Write Off – Visitor Information Centre Float	92
	9.5 Committees	
	9.5.1 Minutes - Cemetery Advisory Committee – 3 July 2024	95
	9.5.2 Minutes – LEMC – 2 July 2024	103
	9.5.3 Minutes – Work Health & Safety Committee – 12 June 2024	109
10.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	111
11.	NEW DECISIONS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	116
12.	MATTERS BEHIND CLOSED DOORS	116
	12.1.1 CEO Authorisation and Reporting to Council – July 2024	117
	12.1.2 Alternative Site for Proposed Halls Creek Renal Dialysis Centre	118

12.1.3 Proposed Development of a Community Store on a Portion of Reserve
 37006, 173 Great Northern Highway, Halls Creek

119

13. CLOSURE OF MEETING

120

14. CERTIFICATION

120

ATTACHMENTS

Attachment No	Description	Page No
	Minutes Ordinary Council Meeting 25 July 2024	Circulated under separate cover
9.1.1A	Shire of Halls Creek 2022/23 Annual Report	Circulated under separate cover
9.1.2A	WALGA Website Information	19
9.1.3A	Policy A1A – Code of Conduct for Councillors, Committees and Candidates	25
9.3.1A	Halls Creek Strategic Road Plan	40
9.3.2A	IPWEA Plant Replacement Guidelines	75
9.3.2B	SoHC Ten Year Plant Replacement Program – July 2024	77
9.4.1A	Schedule of Payments – July 2024	84
9.4.2A	Schedule of Payments by Employees via Purchasing Cards - 27 June 2024 to 26 July 2024	90
9.5.1A	Minutes - Cemetery Advisory Committee – 3 July 2024	98
9.5.2A	Minutes – LEMC – 2 July 2024	106
9.5.3V	Minutes – Work Health & Safey Committee – 12 June 2024	112

ORDINARY MEETING OF COUNCIL

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The meeting was opened at 4.41pm 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
Deputy President
Councillors

Cr Malcolm Edwards
Cr Patricia McKay
Cr Virginia O'Neil
Cr Bonnie Edwards
Cr Chris Loessl
Cr Rosemary Stretch
Cr Raymond Simpson

Chief Executive Officer
Director Health & Regulatory Services
Director Youth & Community Development
Executive Manager Infrastructure Services
Executive Assistant

Susan Leonard
Musa Mono (online)
Margaret Glass
Les Vidovich
Dianne Hayes (online)

Moore Australia Consultant

Russell Barnes (online)

2.2 Leave of Absence (previously approved)

Nil.

2.3 Apologies

Nil.

2.4 Late Arrivals

Nil.

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

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Ordinary Council Meeting held 25 July 2024

COUNCIL RESOLUTION: 2024/189

Moved: Cr Chris Loessl

Seconded: Cr Virginia O'Neil

That Council confirms the minutes of the Ordinary Council Meeting held on 25 July 2024 as a true and accurate record, noting the vote recorded for be corrected from 6/0 to reflect the vote counted as CARRIED 7/0.

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

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

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

9. OFFICERS REPORTS

9.1 OFFICE OF THE CHIEF EXECUTIVE OFFICER

9.1.1 Shire of Halls Creek Annual Report 2022/23

ITEM NUMBER:	9.1.1
REPORTING OFFICER	Sue Leonard, Chief Executive Officer
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	22 August 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 To adopt the Shire of Halls Creek Annual Report 2022/23.

2.0 Background

2.1 Section 5.53(1) of the *Local Government Act 1995* requires local governments to prepare an annual report for each financial year and be accepted by an absolute majority of Council no later than 31 December in each year.

2.2 If the Audit Report is not received prior to the 31 December following the financial year being reported on, the local government must adopt the Annual Report within two (2) months of the Auditors Report becoming available.

2.3 Once the Annual Report is accepted by Council, the Annual Electors Meeting for the Shire must be held within 56 days.

2.4 The Chief Executive Officer is also required to give local public notice, as soon as is practicable after acceptance of the Annual Report, that the report is available, as well as a minimum of 14 days' public notice of the Annual Electors Meeting.

3.0 Comments

3.1 The Audit Report was signed by the Auditor on 23 April 2024.

3.2 The Auditor identified significant matters during the 2022/23 audit. Council adopted an Improvement Action Plan at its Ordinary Council Meeting on 16 May 2024 (Council Resolution: 2024/160) addressing the significant matters and the actions to be taken. The Improvement Action Plan has been provided to the Minister and a copy is published on the Shire's website as required by Section 7.12A of the *Local Government Act 1995*.

3.2 The Shire of Halls Creek 2022/23 Annual Report (Refer Appendix 9.1.1A) has been prepared to include information, including the annual financial report, and the audit report as required by legislation and summarises the year's highlights and achievements.

- 3.3 Copies of the Shire of Halls Creek 2022/23 Annual Report will be made available for public inspection as soon as practicable prior to the annual meeting of electors.
- 3.4 The appropriate advertising will be carried out once the Annual Report has been accepted by Council.
- 3.5 To ensure legislative compliance is met, the proposed date for the Annual Electors Meeting is 5 September 2024.

4.0 Statutory Environment

- 4.1 Section 5.27 of the *Local Government Act 1995* provides that an Annual Meeting of Electors must be held no later than 56 days after Council accepts the Annual Report.
- 4.2 Section 5.29 of the *Local Government Act 1995* requires at least 14 days public notice (commencing the day the notice is given) to convene a meeting of electors.
- 4.3 Section 5.53(1) of the *Local Government Act 1995* (the Act) prescribes a local government must prepare an annual report and Section 5.53(2) sets out what must be contained within the annual report.
- 4.4 Section 5.54 of the Act prescribes for the annual report to be accepted (Absolute Majority required) by the local government by 31 December after that financial year however, if the auditor's report is not available in time for acceptance by 31 December, then it must be accepted within two months after the receipt of the auditor's report.
- 4.5 Section 5.55 of the Act prescribes local public notice is to be given as soon as practicable as to the availability of the annual report after its acceptance by the local government. Section 5.55A of the Act requires the annual report to be published to the local government's official website within 14 days of being accepted by Council.
- 4.6 Section 7.12A of the Act provides further detail with respect to audits including that the auditor must meet with the local government at least once every financial year, and that the local government is to report to the Minister addressing any findings identified as significant by the auditor and stating what action the local government has taken or intends to take with respect to those matters. S.7.12(4)(b) requires a copy of the report to be provided to the Minister within 3 months of the audit report being received by the local government.
- 4.7 Section 29(2) of the *Disability Services Act 1993* requires a local government with a disability services plan to report via its annual report on the implementation of this plan.
- 4.8 Principle 6 of the State Records Principles and Standards 2002 (*State Records Act 2000*) requires that the annual report include evidence of the efficiency and effectiveness of the Shire's Record Keeping Plan, training, and induction programs.
- 4.9 Section 94 of the *Freedom of Information Act 1992* requires the Shire to provide an "Information Statement" that outlines the structure of the Shire,

access to information and a range of other information. The Shire provides details of the "Information Statement" in the annual report.

4.10 Regulation 19B of the *Local Government (Administration) Regulations* prescribes what information is to be included in the annual 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 There are no policy implications associated with adoption of the annual report.

7.0 Financial Implications

7.1 There are no financial implications associated with adoption of the annual report. Some expenditure is associated with printing of the annual report and advertising costs which are included in the annual 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 Council Resolution

COUNCIL RESOLUTION: 2024/190

Mover: Cr Chris Loessl

Seconder: Cr Rosemary Stretch

That Council:

- 1. ACCEPT the Shire of Halls Creek 2022/23 Annual Report, including the Annual Financial Report and Auditors Report (Attachment 9.1.1A).**
- 2. DIRECTS the Chief Executive Officer to ensure the Annual Report is advertised in accordance with Section 5.55 and Section 5.55A of the *Local Government Act 1995*.**
- 3. DIRECTS the CEO to ensure the 2022/23 Annual Report is available for distribution to members of the public at the Annual Meeting of Electors on 5 September 2024 and copies are available for inspection by the public as soon as practicable after this meeting.**

CARRIED BY ABSOLUTE MAJORITY: 7 / 0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

This section left blank intentionally

9.1.2 WALGA Local Government Convention and Annual General Meeting 2024

ITEM NUMBER:	9.1.2
REPORTING OFFICER:	Dianne Hayes, Executive Assistant
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	22 August 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Nomination of Councillors to attend 2024 Local Government Annual General Meeting and nomination of voting delegates for 2024 WALGA Annual General Meeting.

2.0 Background

- 2.1 The 2023 Local Government Convention will be held from Tuesday 8 October to Thursday 10 October 2024.
- 2.2 A program including speakers and exhibitors will be announced soon. Details of the convention are included in 9.1.2A.
- 2.3 The theme for the 2024 WA Local Government Convention is Innovation Ecosystems, which speaks to the ability of WALGA and the sector to foster dynamic change within the fabric of WA through collaboration, promotion and daring to think big.
- 2.4 It serves the purpose of highlighting the rich expertise base within WALGA available as a resource to members and the benefits that can be leveraged for all of WA when we work as a collective.
- 2.5 All Member Councils are entitled to be represented by two voting delegates. The Shire must register delegates by Friday 27 September 2024.
- 2.6 The Shire of Halls Creek will formally send President, Deputy President and CEO as delegates. Shire policy allows for two additional attendees.

3.0 Comments

- 3.1 Council is to decide the attendees of the 2024 Local Government Convention and voting delegates.
- 3.3 The Convention will be conducted at the Perth Convention and Exhibition Centre.
- 3.4 Check-in and voting at the AGM will be conducted electronically this year, via the Local Government Convention App. Information on downloading the app, checking in to the AGM and how to vote will be sent to all registered Voting Delegates and Proxies prior to the AGM.

4.0 Statutory Environment

4.1 Rights of voting delegates: WALGA Association Standing Orders.

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

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

5.3 Strategy:

Civic - 4.7.1 Provide professional development opportunities for Councillors and encourage them to participate.

6.0 Policy Implications

6.1 Policy MEM04 "Attendance at Shire-related events outside the Halls Creek District" reads in part:

In respect of the annual Local Government Week Convention in Perth, the attendees shall be the Shire President, Deputy President, CEO and up to 2 other Councillors. In the event that more than two other Councillors wish to attend, attendance will be determined on a rotational basis so that a Councillor who attended the preceding year's Convention will give way to a Councillor who did not attend the previous year's Convention.

6.2 Nothing in Policy MEM04 is to be interpreted as preventing the Council from authorising by resolution other event attendances, if it so chooses.

6.3 The CEO shall be responsible for the administration of this policy.

7.0 Financial Implications

7.1 Information on accommodation options and additional events/extras have yet to be released however the estimated cost for four attendees to attend in 2023 was \$16,800 in total.

7.2 The costs incurred by attendance to this Convention will be accommodated within existing budgets.

This section left blank intentionally

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 – Not applicable			
Likelihood (refer Potential Risk Likelihood Guide)	Impact – Convention allows for Councillors receive up to date information pertaining to Local Government, recent trends and alternate views – all part of maintaining good governance.		
	Minor	Medium	High
Low (unlikely)	(1)	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	Attendance by Councillors allows them to receive up to date information and wider view in terms of governance issues for their role.
Low Risk	
a risk / activity with a score of 2 or less	accept the risk & not take action
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	N/A

This section left blank intentionally

9.0 The Officer Recommendation included as stated in the agenda:

That:

- 1. Council approves the Shire President, Deputy President and Chief Executive Officer attendance at the 2024 WALGA Local Government Week Convention in October 2024;**
- 2. Council approves the attendance of Cr _____ and Cr _____ at the 2024 WALGA Local Government Week Convention;**
- 3. Council to nominate up to one additional Councillors to attend in the case of the inability of the above Councillors to attend, being Cr Virginia O'Neil**
- 4. Cr _____ and Cr _____ are nominated as the Voting delegates for the 2024 WALGA Annual General Meeting, and that WALGA be notified;**
- 5. Cr _____ and Cr _____ are nominated as the Proxy Voting delegates for the 2024 WALGA Annual General Meeting, (if required); and**
- 6. Officers are instructed to ensure an adequate 2024/25 budget allocation for attendance at the 2024 WALGA Local Government Week Convention.**

COUNCIL RESOLUTION: 2024/191

PROCEDURAL MOTION

Mover: Cr Chris Loessl

Seconder: Cr Virginia O'Neil

The Council:

MOVE to amend the Officer Recommendation for Item 9.1.2.

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

Amendment to point 3: Adjust the nomination from two additional Councillors to one, to attend the 2024 WALGA Local Government Convention in the event that the initially nominated Councillors are unable to attend.

COUNCIL RESOLUTION: 2024/192

Mover: Cr Raymond Simpson

Seconder: Cr Rosemary Stretch

That:

- 1. Council approves the Shire President, Deputy President and Chief Executive Officer attendance at the 2024 WALGA Local Government Week Convention in October 2024;**
- 2. Council approves the attendance of Cr Chris Loessl and Cr Raymond Simpson at the 2024 WALGA Local Government Week Convention;**
- 3. Council to nominate up to one additional Councillor to attend in the case of the inability of the above Councillors to attend, being Cr Virginia O'Neil;**
- 4. Cr Malcolm Edwards and Cr Patricia McKay are nominated as the Voting delegates for the 2024 WALGA Annual General Meeting, and that WALGA be notified;**
- 5. Cr Chris Loessl and Cr Raymond Simpson are nominated as the Proxy Voting delegates for the 2024 WALGA Annual General Meeting, (if required); and**
- 6. Officers are instructed to ensure an adequate 2024/25 budget allocation for attendance at the 2024 WALGA Local Government Week Convention.**

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.


Against: Nil

WALGA Local Government Convention 2024


Key sector event

Conferences

 Elected members, CEO, Officer

 Tuesday - Thursday, 08 - 10 Oct 2024

 8:00AM - 5:00PM

 Perth Convention and Exhibition Centre
21 Mounts Bay Rd, Perth WA 6000

 events@walga.asn.au

[Register now](#)

The WALGA Local Government Convention is the landmark event in the Local Government calendar.

We bring together Elected Members, suppliers, Council officers and key stakeholders as part of a unique program of professional development, networking and business opportunities.

Expect the ultimate program of inspirational and educational speakers, elevated function experiences and opportunities to raise pressing matters affecting your community direct to the source.

The convention exhibition is also a unique opportunity for preferred suppliers to meet Council representatives and showcase the latest innovations and technologies across the sector.

STAY TUNED! Speakers and Exhibitor announcements coming soon.

Innovation Ecosystem

Innovation Ecosystem speaks to the ability of WALGA and the sector to foster dynamic change within the fabric of WA through collaboration, promotion and daring to think big.

It will evoke new ideas, heightened passion for communities and facilitate connections for ongoing skills and ideas sharing within the Local Government sector.

It serves the purpose of highlighting the rich expertise base within WALGA available as a resource to members and the benefits that can be leveraged for all of WA when we work as a collective.

[Register now](#)

[See more related topic events](#)

9.1.3 Review of Policy A1A Code of Conduct for Council Members, Committee Members and Candidates

ITEM NUMBER:	9.1.3
REPORTING OFFICER:	Sue Leonard, Chief Executive Officer
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	22 August 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 For Council to consider and adopt the revision of Policy A1A Code of Conduct for Council Members, Committee Members and Candidates as it appears in Appendix 9.1.3A of this report.

2.0 Background

- 2.1 The Code of Conduct is a fundamental framework that governs the behaviour and ethical standards expected of council members, committee members and candidates. It serves to uphold public confidence in the integrity of the Council's operations and ensures that all members conduct their duties in a manner consistent with the values and principles of transparency, accountability, and respect for the community they serve.
- 2.2 In light of evolving community expectations, legislative changes, and best practice in governance, the Shire Administration has undertaken a review of its existing Code of Conduct (Policy A1A) policy. This review aimed to identify areas for improvement and to align the policy more closely with emerging standards.
- 2.3 The revised policy has improvements to the readability, seeks to strengthen the commitment to ethical conduct within the Council and to provide clear guidance to all members regarding their responsibilities.
- 2.4 The adoption of the revised Policy A1A represents the Council's dedication to fostering a culture of integrity and professionalism. By establishing a robust ethical framework, the Council aims to reinforce public trust, encourage community engagement, and enhance the overall effectiveness of its governance.

3.0 Comments

- 3.1 The Shire Administration has formed a Policy Review schedule endorsed at last month's Ordinary Council Meeting (OCM) to ensure that all policies are regularly reviewed and remain up to date from a legislative and usability perspective. This Policy is the first in this schedule which will represent a much larger body of work over the next two years.

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

5.3 Strategy:

Civic - 4.1.3 Council decisions are consistent, reliable and transparent

6.0 Policy Implications

6.1 Nil.

7.0 Financial Implications

7.1 Nil.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact (2) If policies are not reviewed and updated on a regular basis there will be a missed opportunity for continuous improvement and enhanced alignments with the Shire's current imperatives.		
	Minor	Medium	High
Low (unlikely)	1	2	3
Moderate (likely)	2	4	6

High (very likely)	3	6	9
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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	Adoption of the Officer's Recommendation to avoid the risk.

9.0 The Officer Recommendation included as stated in the agenda:

That Council:

ADOPT the reviewed Policy A1A Code of Conduct for Council Members, Committee Members and Candidates as it appears in Appendix 9.1.3A.

COUNCIL RESOLUTION: 2024/193

PROCEDURAL MOTION

Mover: Cr Virginia O'Neil Second: Cr Raymond Simpson

The Council:

MOVE to amend the Officer Recommendation for Item 9.1.3.

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

Amendment to adjust Policy A1A Code of Conduct:

- **LGA - Division 9 and LG (Model Code of Conduct) Regs 2023 required to be referenced as the code detail is prescribed by this legislation.**
- **Absolute majority required (s.5.104) to adopt or amend the code of conduct for council members, committee members and candidates.**
- **Error in Subclause 8(2)(a) and (b) Personal Integrity.**

COUNCIL RESOLUTION: 2024/194

Mover: Cr Virginia O'Neil

Seconder: Cr Raymond Simpson

That Council:

ADOPT the reviewed Policy A1A Code of Conduct for Council Members, Committee Members, and Candidates as it appears in Appendix 9.1.3A, with the inclusion of the adjustments as stated above.

CARRIED BY ABSOLUTE MAJORITY: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

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A1A CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Administration

PREAMBLE

The Model Code of Conduct Regulations 2021 (Regulations) have been developed to give effect to the [Public Service Amendment Act 2024](#), and provide for:

- ~~Overarching-overarching~~ principles to guide behaviour;
- ~~Behaviours-behaviours~~ and complaints which are managed by local governments; and
- ~~Rules-rules~~ of conduct, contraventions of which are considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

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OBJECTIVE

~~This-The~~ purpose of the Code of Conduct for Council Members, Committee Members and Candidates is to guide the decisions, actions and behaviours of members, both in Council and on Council Committees, and of candidates running for elections as a Council member.

Division 1 – Preliminary Provisions

1. Citation

This is the Shire of Halls Creek Code of Conduct for Council Members, Committee Members and Candidates (~~the Code~~).

2. Terms Used

(1) In this code –

Act means the *WA Local Government Act 1995*.

Candidate means a candidate for election as a council member.

Complaint means a complaint made under clause 11(1).

Publish includes to publish on a social media platform.

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(2) Other terms used in this ~~Ce~~code that are also used in the *WA Local Government Act 1995 (Act)* ~~Act~~ have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 – General Principles

3. Overview Of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal Integrity

(1) A council member, committee member or candidate should:

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- (a) ~~Act-act~~ with reasonable care and diligence; and
- (a) ~~Act-act~~ with honesty and integrity; and
- (c) ~~Act-act~~ lawfully; and
- (d) ~~Identify-identify~~ and appropriately manage any conflict of interest; and
- (e) ~~Avoid-avoid~~ damage to the reputation of the local government.

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- (2) A council member or committee member should:
- (a) ~~Act-act~~ in accordance with the trust placed in council members and committee members; and
 - (b) ~~Participate-participate~~ in decision making in an honest, fair, impartial and timely manner; and
 - (c) ~~Actively-actively~~ seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) ~~Attend-attend~~ and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship With Others

- (1) A council member, committee member or candidate should:
- (a) ~~T~~reat others with respect, courtesy and fairness; and
 - (b) ~~r~~espect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

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6. Accountability

A council member or committee member should:

- (1) ~~Base-base~~ decisions on relevant and factually correct information; and
- (2) ~~Make-make~~ decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (3) ~~Read-read~~ all agenda papers given to them in relation to council or committee meetings; and
- (4) ~~Be-be~~ open and accountable to, and represent, the community in the district.

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Division 3 – Behaviour

7. Overview of Division

This Division sets out:

- (1) ~~Requirements-requirements~~ relating to the behaviour of council members, committee members and candidates; and

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~~(2) The the~~ mechanism for dealing with alleged breaches of those requirements.

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8. Personal Integrity

(1) A council member, committee member or candidate:

- (a) ~~Must-must~~ ensure that their use of social media and other forms of communication complies with this code; and
- (b) ~~Must-must~~ only publish material that is factually correct.

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(2) A council member or committee member:

- ~~(a) their official duties; and~~
- ~~(b) must comply with all policies, procedures and resolutions of the local government.~~
- ~~(a) Must-must~~ not be impaired by alcohol or drugs in the performance of ~~their official duties; and~~
- ~~(b) Must-must~~ comply with all policies, procedures and resolutions of the local government.

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9. Relationship With Others

A council member, committee member or candidate:

- (1) ~~Must-must~~ not bully or harass another person in any way; and
- (2) ~~Must-must~~ deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (3) ~~Must-must~~ not use offensive or derogatory language when referring to another person; and
- (4) ~~Must-must~~ not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (5) ~~Must-must~~ not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

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10. Council ~~Or~~ Committee Meetings

When attending a council or committee meeting, a council member, committee member or candidate:

- (1) ~~Must-must~~ not act in an abusive or threatening manner towards another person; and
- (2) ~~Must-must~~ not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (3) ~~Must-must~~ not repeatedly disrupt the meeting; and

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- (4) ~~Must~~must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (5) ~~Must~~must comply with any direction given by the person presiding at the meeting; and
- (6) ~~Must~~must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint About Alleged Breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made:
 - (a) ~~i~~In writing in the form approved by the local government; and
 - (b) ~~t~~To a person authorised under subclause (3); and
 - (c) ~~w~~Within one month after the occurrence of the alleged breach.

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The local government must, in writing, authorise one or more persons to receive complaints and withdrawals of complaints.

12. Dealing With Complaints

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may:
 - (a) ~~t~~Take no further action; or
 - (b) ~~p~~Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do one or more of the following —
 - (a) ~~e~~Engage in mediation;
 - (b) ~~u~~Undertake counselling;
 - (c) ~~u~~Undertake training; ~~and/or~~
 - (d) ~~t~~Take other action the local government considers appropriate.

- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of:
- (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred, its decision under subclause (4).

13. Dismissal Of Complaint

- (1) The local government must dismiss a complaint if it is satisfied that:
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either:
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal Of Complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be:
- (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other Provisions About Complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 – Rules of Conduct

Notes for this Division:

1. Section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview Of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse Of Local Government Resources

- (1) In this clause:
Electoral Purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the Electoral Act 1907 or the Commonwealth Electoral Act 1918.
Resources of a local government includes:
 - (a) Local government property; and
 - (b) Services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing Personal Advantage or Disadvantaging Others

- (1) A council member must not make improper use of their office:
 - (a) To gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) To cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

19. Prohibition Against Involvement in Administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship With Local Government Employees

(1) In this clause:

Local Government Employee means a person:

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

(2) A council member or candidate must not:

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
- (c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
- (b) use an offensive or objectionable expression when referring to a local government employee.

Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

21. Disclosure Of Information

(1) In this clause:

Closed Meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act.

Confidential Document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed.

Document includes a part of a document.

Non-Confidential Document means a document that is not a confidential document.

(2) A council member must not disclose information that the council member

- (a) derived from a confidential document; or
- (b) acquired at a closed meeting other than information derived from a non-confidential document.

- (3) Subclause (2) does not prevent a council member from disclosing information:
- (a) ~~a~~At a closed meeting; or
 - (b) ~~t~~To the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) ~~t~~That is already in the public domain; or
 - (d) ~~t~~To an officer of the Department; or
 - (e) ~~t~~To the Minister; or
 - (f) ~~t~~To a legal practitioner for the purpose of obtaining legal advice; or
 - (g) ~~i~~If the disclosure is required or permitted by law.

22. Disclosure Of Interests

- (1) In this clause:

Interest:

- (a) ~~m~~Means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) ~~i~~Includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest:
- (a) ~~i~~In a written notice given to the CEO before the meeting; or
 - (b) ~~a~~At the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know:
- (a) ~~t~~That they had an interest in the matter; or
 - (b) ~~t~~That the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then:
- (a) ~~b~~Before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) ~~a~~At the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if:
- (a) ~~u~~Under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) ~~u~~Under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

23. Compliance With Plan Requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

DELEGATION

Nil.

HEAD OF POWER

Model Code of Conduct Regulations 2021 (Regulations)

Policy Number	A1A
Policy Section	Administration
Responsible Department	Corporate Services
Adoption Resolution Number	2021/042
Adoption Date	15 April 2021
Review Date & Resolution	17 June 2021 (Resolution no. 2021/066) 28 July 2022 (Resolution no. 2022/071) 27 July 2023 (Resolution no. 2023/___)

9.2 HEALTH & REGULATORY SERVICES

9.2.1 Disposal of Excess Firearm

ITEM NUMBER:	9.2.1
REPORTING OFFICER:	Musa Mono, Director Health & Regulatory Services
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	22 August 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 Council to consider the disposal of excess firearms in the Ranger's arsenal.

2.0 Background

2.1 The Shire holds a Corporate Firearms Licence for weapons used by Rangers in the control of animals. The current Corporate Licence has 9 firearms. Shire employees authorised to use firearms besides the Rangers, include the Environmental Health Officer, Director Health and Regulatory Services and the CEO.

2.2 The Shire went through a period of 6 months in 2019 when we had no Rangers and could not attract any qualified Rangers to take the positions. The Shire engaged contract Rangers from WA Contract Ranger Services, whose personnel were rotating every 3 months.

2.3 One of the contract Rangers recommended the procurement of a tranquiliser gun to capture wandering and stray dogs. The tranquiliser was purchased at a price above \$5,000 and has never been used. It is considered surplus to the Shire's needs.

3.0 Comments

3.1 The Shire already has 2 tranquiliser guns in its arsenal, a rifle and a pistol, which are adequate for our needs.

3.2 The tranquiliser gun purchased in 2019 is large and complicated and is more suitable for larger animals including game.

4.0 Statutory Environment

4.1 *Local Government Act 1995*

Section 3.58 . Disposing of property

- (1) In this section —
dispos includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property but does not include money.

- (2) Except as stated in this section, a local government can only dispose of property to –
- (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

4.1 **Local Government Act 1995**

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

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

5.0 **Strategic Implications**

5.1 Objective:

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

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

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

6.0 **Policy Implications**

6.1 Nil.

7.0 **Financial Implications**

7.1 Though the firearm is unused, it is expected that it will be sold at price less than the procurement price. The recommendation in this report is for the reserve price to be set at 50% of the procurement price.

8.0 **Sustainability Implications**

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

There are no significant identifiable risks from the adoption of the officers recommendation.

9.0 Council Resolution

COUNCIL RESOLUTION: 2024/195

Mover: Cr Raymond O'Neil

Seconder: Cr Virginia O'Neil

That Council:

PURSUANT to section 3.58 of the *Local Government Act 1995*, Council authorises the disposal of the excess tranquiliser firearm with the reserve set at 50% of the procurement price.

CARRIED: 7/0
For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

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9.3 INFRASTRUCTURE SERVICES

9.3.1 Proposed Strategic Road Plan 2024 to 2029

ITEM NUMBER:	9.3.1
REPORTING OFFICER:	Les Vidovich – Executive Manager Infrastructure
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	22 August 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 To provide Council with a proposed five-year Strategic Road Plan for consideration and endorsement.

2.0 Background

- 2.1 The Shire of Halls Creek has an extensive and geographically dispersed sealed and unsealed road network that is approx. 1,450km in length. Maintaining, repairing and upgrading this road network is a key priority for the Shire.
- 2.2 The Shire receives limited funding from various government bodies including the State and Federal Governments and utilising this limited pool of funding effectively is essential to ensuring the Shire's Road network is maintained to a safe and appropriate standard.
- 2.3 The purpose of this report is to:
- provide a general summary of the Shire's Road network, its primary uses and user demands;
 - document the Shire's high-level priorities for maintaining and upgrading its road network; and
 - create a 5-year works schedule where external funding opportunities may be allocated.
 - According to Section 5.53 of the *Local Government Act 1995*, Local Government Authorities are required to prepare an Annual Report for each financial year.

3.0 Comments

- 3.1 Consultation has occurred between Greenfields Technical Services, the Shire Chief Executive Officer and Executive Manager Infrastructure Services.
- 3.2 The plan is useful as a preliminary program to give an indication of the scope of works expected within the next five years. It is also helpful to give an indication of where a particular roadway is positioned within the entire program. The plan can be modified, and further years added to suit Councils requirements.
- 3.3 The five-year strategic road plan uses a simple cost estimate for each of the SLKs listed based on geometry, unit rates and funding available. These

estimates enable a preliminary program for each year to be devised. The five-year road plan is not a set program and is purely indicative. The document is a rolling program, which is reviewed annually as priorities may change as updated traffic counter information becomes available or Councils priorities may alter.

- 3.4 A copy of the proposed five-year Strategic Road Plan is presented below, Council is now requested to review and endorse this proposed schedule as submissions for various funding sources are due shortly.

4.0 Statutory Environment

Section 2.7(2) of the *Local Government Act 1995* is applicable and states:
"2.7. Role of council

(1) *The council —*

(a) *governs the local government's affairs; and*

(b) *is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the council is to —*

(a) *oversee the allocation of the local government's finances and resources; and*

(b) *determine's the local government's policies."*

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

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

5.3 Strategy:

Civic - 4.1.3 Council decisions are consistent, reliable and transparent

6.0 Policy Implications

6.1 Nil.

7.0 Financial Implications

7.1 Each project will be considered by Council in its long-term financial plan and annual budget deliberations.

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)	The risk in relation to this matter is assessed as "Low" as detailed designs and costings will be completed as part of the project.		
	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 Council Resolution

COUNCIL RESOLUTION: 2024/196

Mover: Cr Virginia O'Neil

Seconder: Cr Chris Loessl

That Council:

- 1. ENDORSE the proposed 2024 to 2029 five-year Strategic Road Plan as presented.**
- 2. CONSIDER the projects as defined in the Strategic Road Plan as part of its annual budget deliberations, and**
- 3. ENSURE that the Strategic Road Plan is reviewed on a 12 monthly basis to ensure it continues to meet the needs of the Shire and its stakeholders.**

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil



SHIRE OF HALLS CREEK

Strategic Road Plan 2024





Revision Status						
Rev	Date	Purpose	Prepared	Reviewed	Approved	Details
A	22/07/19	Issued for internal review	JK	MB		Initial draft
B	25/07/19	Issued for external review	JK	PB		2 nd draft
0	19/08/19	Issued for use	JK	PB		Added RAV network access details and maintenance considerations for drainage
1	11/07/24	Reissued for use	JK	LV		Updated for 2024 - 2028
2	17/07/24	Reissued for use	JK	LV		Updated 2024 with R2R co-funding arrangements and confirmed values for direct grant and RRG grant and increased assumed direct grant amount for remainder of programs
3	12/08/24	Reissued for use	JK	LV		Updated with actual RRG and RAR amounts from MRWA



CONTENTS

1.0	INTRODUCTION	5
2.0	SUMMARY OF THE SHIRE'S ROAD NETWORK	6
2.1	Regional Distributor Roads	6
2.2	Local Distributor Roads.....	6
2.3	Local Access Roads	6
2.4	Roads 2040.....	6
3.0	ROAD USES AND DEMAND.....	8
3.1	Major Roads	8
3.1.1	Balgo Rd.....	8
3.1.2	Carranya Rd.....	8
3.1.3	Carranya Wolfe Creek Crater Rd.....	8
3.1.4	Duncan Rd.....	8
3.1.5	Gordon Downs Rd.....	8
3.1.6	Lake Gregory Rd.....	9
3.1.7	Tanami Rd.....	9
3.2	Townsite Roads	9
3.2.1	RAV Network Vehicle Access	9
3.3	Secondary Roads	9
4.0	ROAD STANDARD.....	10
4.1	General	10
4.2	Target Standard for Priority Unsealed Roads	11
5.0	FUNDING SOURCES.....	13
6.0	ONGOING MAINTENANCE REQUIRED WORKS	15
7.0	KNOWN FUTURE UPGRADE PROJECTS.....	16
7.1	Duncan Rd & Gordon Downs Rd Upgrade	16
7.2	Tanami Rd Upgrade.....	17
7.3	Balgo Rd	17
8.0	PROPOSED STRATEGIC PLAN.....	18
8.1.1	Regional Road Group (RRG).....	18
8.1.2	Remote Aboriginal Access Roads (RAR).....	18
8.1.3	Roads to Recovery (R2R).....	18



8.1.4	Own Source Funding	18
8.1	Unsealed Roads	19
8.1.1	Maintenance.....	19
8.1.2	Upgrades.....	19
8.2	Town Streets.....	19
8.2.1	Maintenance.....	19
8.2.2	Upgrades.....	20
8.3	Sealed Rural Roads.....	20
8.3.1	Maintenance.....	20
8.3.2	Upgrades.....	21
9.0	5-YEAR ROAD PROGRAM.....	22
9.1	2024/25.....	22
9.2	2025/26.....	24
9.3	2026/27.....	25
9.4	2027/28.....	26
9.5	2028/29.....	27
10.0	SUMMARY	28
APPENDIX A – SUMMARY OF 5 YEAR PROGRAM.....		29

Please Note: These Minutes are yet to be confirmed.



1.0 INTRODUCTION

The Shire of Halls Creek (Shire) has an extensive and geographically dispersed sealed and unsealed road network that is approx. 1,450km in length. Maintaining, repairing and upgrading this road network is a key priority for the Shire. The Shire receives limited funding from various government bodies including the State and Federal Governments and utilising this limited pool of funding effectively is essential to ensuring the Shire's Road network is maintained to a safe and appropriate standard.

The purpose of this report is to:

- Provide a general summary of the Shire's Road network, its primary uses and user demands, and
- Document the Shire's high-level priorities for maintaining and upgrading its road network.

This document is not intended to replace the Shire's Asset Management Plan but rather to compliment the plan and provide specific details regarding the Shire's Road and road-related assets.

Please Note: These Minutes are yet to be confirmed.



2.0 SUMMARY OF THE SHIRE'S ROAD NETWORK

The Shire's current road network hierarchy is provided in Appendix A. A summary is provided below.

Road Hierarchy	Length (km)
Regional Distributor Roads	~620
Local Distributor Roads	~333
Access Roads	~492

2.1 REGIONAL DISTRIBUTOR ROADS

The three regional distributor roads in the Shire are:

- Duncan Rd,
- Nicholson East Rd (becomes the Buntine Highway at the WA / NT border), and
- Tanami Rd.

2.2 LOCAL DISTRIBUTOR ROADS

The twelve local distributor roads in the Shire are:

- Balgo Mission Rd,
- Beckett Street,
- Bridge Street,
- Gordon Downs Rd,
- Lake Gregory Rd,
- Mardiwah Loop,
- McDonald St,
- Rhatigan St,
- Roberta Av,
- Springvale Lansdowne Rd,
- Thomas St, and
- Wellman Rd.

2.3 LOCAL ACCESS ROADS

The Shire has 62 local access roads. These roads are generally smaller town streets or access roads to pastoral properties.

2.4 ROADS 2040

Main Roads WA, in conjunction with WALGA and local governments, has developed a Roads 2040 list. This list of roads comprises a combination of roads from various hierarchy levels and is intended to identify the strategic roads within each region and assist local governments in prioritising the limited pool of funding from the Regional Road Group program. The Shire's roads on the Kimberley Region 2040 list are summarised in the table below.



Road Name	Target Road Type
Balgo Rd	Type 3
Billiluna Rd	Type 2
Bridge Street Route <ul style="list-style-type: none"> • Bridge Street • McDonald St 	Type 6
Carranya Rd	Type 3
Carranya Wolfe Creek Crater Rd	Type 3
Duncan Rd	Type 3
Gordon Downs Rd	Type 3
Lake Gregory Rd	Type 3
Spingvale Lansdowne Rd	Type 3
Tanami Rd	Type 3

Refer Section 4.1 for details on road types.

Please Note: These Minutes are yet to be confirmed.



3.0 ROAD USES AND DEMAND

3.1 MAJOR ROADS

Based on traffic volume, typical use and route, the Shire's major roads outside of the townsite limits are as follows:

- Balgo Rd,
- Carranya Rd,
- Carranya Wolfe Creek Crater Rd,
- Duncan Rd,
- Gordon Downs Rd,
- Lake Gregory Rd, and
- Tanami Rd.

These roads either provide connectivity to key locations outside the Shire boundaries or to key tourist attractions or commercial interests within the Shire. Most of the Shire's funding is focused on upgrading these major roads to a standard consistent with the current and future traffic volumes and uses.

3.1.1 Balgo Rd

Balgo Mission Rd is currently a Type 2/3 road that is approx. 36km in length. This is a critical link for the Balgo and Mullan communities as it is the only public access route to these locations. It is estimated that this road experiences approx. 10 – 30 vehicles per day but can be up to 50 vehicles per day depending on local community activities.

3.1.2 Carranya Rd

Carranya Rd is currently a Type 2/3 road that is approx. 15km in length. This is a popular tourist route as an access road into the Wolfe Creek Crater. During the dry season, this road is estimated to experience approx. 20 – 50 vehicles per day.

3.1.3 Carranya Wolfe Creek Crater Rd

Carranya Wolfe Creek Crater Rd commences at the intersection with the Tanami Rd and intersects with Carranya Rd at approx. Slk 19.7. The road then continues to the Wolfe Creek Crater and is a total of 28km in length. The segment between Slk 0 – 19.7 is largely a Type 1 road whilst the remainder of the road is a Type 2/3 road. During the dry season, this road is estimated to experience approx. 20 – 50 vehicles per day.

3.1.4 Duncan Rd

Duncan Rd is currently a Type 2/3 road. It comprises two discontinuous segments of approx. 269km and 29km with a gap where the road enters the Northern Territory. The first approx. 115km of this road is heavily trafficked by vehicles accessing tourist sites including Caroline Pool and Palm Springs. It is also well used by traffic to and from the Ringer Soak community and the Northern Minerals Browns Range mine. The section of road between Slk 115 to the Shire boundary is less trafficked but still forms an important transport link to the Buntine Hwy and into the Shire of Kununurra for tourist and pastoral vehicles.

3.1.5 Gordon Downs Rd

Gordon Downs Rd is currently a Type 3 road that is approx. 52km in length. It forms the only public access route to the Ringer Soak community and the Northern Minerals Brown Range mine. It is well used by the local community and mine traffic and is estimated to receive approx. 20 – 50 vehicles per day during the dry season.



3.1.6 Lake Gregory Rd

Lake Gregory Rd is currently a Type 2/3 road of approx. 42km in length that links Balgo to Mullan. It is the only public access road into the Mullan community and therefore is a vital link for the residents and businesses. It is estimated that this road experiences approx. 20 – 50 vehicles per day.

3.1.7 Tanami Rd

The Tanami Rd is currently a Type 2/3 road that is a major strategic link between WA and the NT. It also is a key tourist route and provides access to the Billiluna, Balgo and Lake Gregory communities as well as providing access for pastoral and resource vehicles. It typically carries 50 – 100 vehicles per day in the dry season reducing to 5 – 20 vehicles in the wet season.

3.2 TOWNSITE ROADS

The major townsite roads comprise:

- Bridge St,
- Flinders St,
- Neighbour St,
- Roberta Av,
- Thomas St, and
- Welman Rd.

The majority of the townsite roads have either been resealed or reconstructed in recent years. As such there is no clear warrant to upgrade any of the townsite roads in the short to medium term.

3.2.1 RAV Network Vehicle Access

The Shire is heavily reliant on road transportation for the supply of goods. As a result, RAV network vehicles are frequently travelling to and from the Shire. There are also multiple premises within the townsite that require RAV network vehicle access. Due to the staged development of the townsite over many years, various premises requiring RAV network vehicle access no longer have connectivity to approved RAV network routes.

The Shire has completed various preliminary assessments of key road train routes and access locations within the Halls Creek townsite for the purpose of assessing the extent of upgrades required to safely accommodate RAV vehicles. Due to funding constraints, nothing further was progressed on these preliminary assessments.

3.3 SECONDARY ROADS

The remainder of the Shire's Road network is comprised of secondary roads of varying standards. In general, they receive substantially less traffic than the major roads listed in Section 3.1. Apart from the Springvale Lansdowne Rd (refer to Section 9.0), there is no clear warrant at the present time to pursue upgrade works on any of the secondary roads.



4.0 ROAD STANDARD

4.1 GENERAL

As part of the Shire's commitment to maintain and progressively upgrade its road network, the Shire has adopted the MRWA service levels to describe the expectations for works on each of its roads. These are summarised below for reference.

Service Level	Brief Description	Details
Type 1 – Unformed Road	Cleared-flat bladed. Minimum construction. The formation consists of adjacent material.	This type is the first stage development of the road when the alignment is cleared of all vegetation with the running surface constructed from materials in-situ. This type of road allows for light traffic. With minimal drainage provision, the road is prone to closure during periods of heavy rainfall.
Type 2 – Formed Road	Formed (raised) and drained road without imported material or a constructed pavement	To avoid possible further relocation of the road and the resultant impact on the landscape environment, Type 2 earthworks are constructed using local road-making material and improved drainage control.
Type 3 – Gravel Road	Road construction from imported material of adequate thickness, shaped and drained	When maintenance costs increase to unacceptable levels or when economic or social benefits are evident, a Type 2 road can be improved by sheeting the surface with suitable gravel material to become a Type 3 road.
Type 4 – Sealed Road	6m seal width with no kerbing	Sealing is carried out to improve road-user comfort and safety when the road is experiencing higher traffic volumes or when significant numbers of heavy vehicles are required to use Type 3 road. A Type 3 road is upgraded to Type 4 by building up the residual gravel pavement to full thickness. This is then compacted and sealed.
Type 5 – Sealed Road	7m seal width with or without kerbing	This is further development of the Type 4 road with extra seal width being provided to cater for higher traffic volumes and a high proportion of heavy vehicles.



Type 6 – Sealed Road	8 - 9m seal width	This stage represents further development of a Type 4 or Type 5 road with additional seal width being provided as traffic volumes increase to improve safety; reduce maintenance costs; provide space for a stationary vehicle to stand clear of traffic lanes; and to assist cyclists.
Type 7 – Sealed Road with Overtaking Lane	8 - 9m seal width	An additional lane is provided on two-laned sealed roads when the traffic volume; proportion of heavy vehicles; and overtaking opportunities on adjoining sections of road cause traffic bunching to occur.
Type 8 – Dual Carriageway	8 - 9m seal width	An additional carriageway is provided to improve safety and increase the capacity on high-volume roads.

The Shire currently has roads that can be classified as Types 1 – 5. It is not expected that the Shire will have any Type 7 or 8 roads in the foreseeable future. For Types 1 – 3, the width of the unsealed formation will vary depending on various factors including the location, natural environment and priority of the road.

Please Note: These Minutes are yet to be confirmed.



4.2 TARGET STANDARD FOR PRIORITY UNSEALED ROADS

Based on the current and expected future uses of the Shire roads and road user demand, the preferred standard for the Shire's priority unsealed roads (i.e. the roads listed in the 2040 strategy) are described in further detail below. Please note, that these specifications are targets that the Shire will endeavor to meet in all future road construction works. However, there may be various factors that mean the Shire is unable to achieve these targets in specific locations. These will be dealt with on a case-by-case basis.

Target Service Level	Roads	Specific Details
Type 3	Balgo Mission Rd	<ul style="list-style-type: none"> ▪ 6 – 8m wide gravel sheeted carriageway ▪ 8m wide subgrade surface ▪ 10m wide formation backslope to backslope ▪ 14m wide formation backslope to backslope
	Billiluna Rd	
	Carranya Rd	
	Lake Gregory Rd	
Type 3 / 5	Duncan Rd	<p>Unsealed Segments</p> <ul style="list-style-type: none"> ▪ 8m wide gravel pavement ▪ 1m wide tapered shoulder on both sides ▪ 14m wide formation backslope to backslope <p>Sealed Segments</p> <ul style="list-style-type: none"> ▪ 7.2m wide bitumen seal ▪ 1m wide unsealed shoulder ▪ 14m wide formation backslope to backslope
	Gordon Downs Rd	
Type 3 / 6	Tanami Rd	<p>Unsealed Segments</p> <ul style="list-style-type: none"> ▪ 10m wide gravel pavement ▪ 1m wide tapered shoulder on both sides ▪ 16m wide formation backslope to backslope <p>Sealed Segments</p> <ul style="list-style-type: none"> ▪ 8m wide bitumen seal ▪ 1m wide unsealed shoulder ▪ 16m wide formation backslope to backslope



5.0 FUNDING SOURCES

The Shire manages an annual works program of maintenance and upgrade works to its road network. This program is funded from various sources which are summarised below. This summary is subject to change depending on the funding administration bodies. Depending on the source of the funding, there are various limitations and constraints on the way in which the funding is permitted to be used.

Funding Source	General Requirements
Blackspot Funding	<ul style="list-style-type: none"> ▪ Funding allocated to address specific road safety issues identified either through recent crash data or via Road Safety Inspections (RSIs).
One-Off Funding	<ul style="list-style-type: none"> ▪ Funding made available for one-off, specific projects (e.g. upgrade of Tanami Rd) ▪ Co-contribution may or may not be required depending on the nature of the funding. ▪ State or Federal Blackspot Program
Commodity Route Funding	<ul style="list-style-type: none"> ▪ Commodity Routes are defined as routes where there is a significant high-priority transport task associated with the transport of a commodity such as grain, timber, agricultural lime, iron ore, etc. ▪ The funding is intended for roads that require upgrading or maintenance to accommodate the commodity transport function. ▪ Only roads that are NOT eligible for RRG funding are eligible for this funding.
Federal Assistance Grants (FAGS)	<ul style="list-style-type: none"> ▪ Direct assistance funding that can be used for any road-related works ▪ No co-contribution required
Local Roads and Community Infrastructure Funding (LRCI)	<ul style="list-style-type: none"> ▪ Limited program that will expire in 2024/25. Was available to progress a wide range of road maintenance and upgrade projects.
Main Roads Direct Grant	<ul style="list-style-type: none"> ▪ Flexible funding that can be used for any road-related works. ▪ No co-contribution required ▪ Assumed to be constant at \$320,000 per annum. Actual figure used for 2024/25
Regional Road Group (RRG)	<ul style="list-style-type: none"> ▪ Roads nominated for funding must be on the Roads 2030 List ▪ Requires a Shire co-contribution of 1/3rd the cost of the works
Remote Aboriginal Access Roads (RAR)	<ul style="list-style-type: none"> ▪ Roads eligible for funding are defined by Main Roads WA depending on the location of Aboriginal communities ▪ The Shire has four (4) eligible roads <ul style="list-style-type: none"> ○ Balgo Rd ○ Gordon Downs Rd ○ Lake Gregory Rd ○ Tanami Rd ▪ No co-contribution required



Roads to Recovery (R2R)	<ul style="list-style-type: none"> ▪ Flexible funding that can be used to pursue most capital road works projects. ▪ Focus should be on improving the safety and standard of road assets. ▪ No co-contribution required
Shire Own Funds	<ul style="list-style-type: none"> ▪ Own-source funding direct from the Shire's budget
Disaster Relief Funding (DRFAWA)	<ul style="list-style-type: none"> ▪ Emergency funding is available to reinstate essential public assets that are damaged as a result of a declared natural disaster e.g. flooding.

It should be noted that the Shire typically employs the FAGS Grant and the Main Roads Direct Grant to act as the Shire's co-contribution towards RRG projects. As such, specific projects are not planned or scheduled for these two particular grants.

Please Note: These Minutes are yet to be confirmed.



6.0 ONGOING MAINTENANCE REQUIRED WORKS

To maintain the Shire's existing road network to a safe and appropriate standard for road users, various works need to be completed on an ongoing basis. These are summarised below.

Ongoing Required Works	General Requirements	Frequency
Maintenance Grading	<p>Full width of road formation maintenance grade to maintain the running surface of the road formation.</p> <p>There is a total of approx. 2,500 hours of maintenance grading are required per annum.</p>	<p>Major roads (Balgo Rd, Duncan Rd, Gordon Downs Rd, Lake Gregory Rd, Tanami Rd): 2 – 3 times per annum</p> <p>All other roads: 1 – 2 times per annum</p>
Drainage	<p>Inspection and cleaning of culverts.</p> <p>Clean out of roadside drainage.</p>	2 – 3 years or as required
Reforming / Resheeting	Reforming existing unsealed road formation, importing sheeting material, resheeting formation.	8 – 10 years depending on traffic volume, weather and material quality
Resealing	Resealing existing seal surfacing.	12 – 15 years depending on traffic volume and existing asset condition
Sealed Pavement Repairs / Reconstruction	Ad-hoc repairs to failures in sealed pavements	As required



7.0 KNOWN FUTURE UPGRADE PROJECTS

At the time of writing this report, the following upgrade projects have either been proposed, partially or fully funded or are underway.

Project	Scope
Fully Funded	
Duncan Gordon Downs Rd Upgrade Project (DGDRUP)	Upgrade of specific targeted sections of both roads to improve the safety and serviceability of the route from Halls Creek to the Ringer Soak Community and the adjacent Northern Minerals Browns Range mine.
Partially Funded	
Tanami Rd Upgrade	Upgrade of the full length of the Tanami Rd from its existing unsealed standard to a sealed standard
Proposed – Not Funded	
Balgo Mission Rd Upgrade	Upgrade the full length of the Balgo Mission Rd from its existing unsealed standard to a sealed standard.

7.1 DUNCAN RD & GORDON DOWNS RD UPGRADE

This project will improve the safety and serviceability of the Duncan Rd from the current end of the bitumen seal at the Halls Creek townsite limits (approx. Slk 6.4) to the intersection with the Gordon Downs Rd (approx. Slk 115) and the Gordon Downs Rd from the intersection with the Duncan Rd through to the end of the road at the Ringer Soak community.

The project commenced construction in 2019 via a partnership model between the Shire and Main Roads WA (MRWA). Due to various factors, the project is now generally being led and managed solely by MRWA. An engineering design for the full length of the work was completed.

As of the end of 2023, MRWA has completed work on the full length of the Gordon Downs Rd and progressed various other works between Palm Springs and the Gordon Downs Rd intersection on Duncan Rd. Due to the nature of the funding and the targeted approach to the upgrade work, the completed work has deviated in some areas from the original engineering design.

Based on the best available information at the time of preparing this report, it is understood that MRWA will complete the remaining work to complete specific upgrade works in targeted areas on the Duncan Rd between the Halls Creek townsite and Palm Springs during 2025.

During and following completion of the work, the road will remain a Shire-managed Road and therefore the Shire will need to continue to maintain this road via maintenance grading, resealing and other required activities. The Shire will also need to continue its routine capital upgrade work from Slk 116 onwards (intersection with Gordon Downs Rd) as the upgrade work does not extend beyond this intersection.

It should be noted that post the upgrade works, the Shire will need to begin to allocate capital funding to complete renewal works including reforming and resheeting. There will also need to be sufficient funding allocated to ensure drainage assets are appropriately and regularly maintained such that the road drainage continues to function as per design.



7.2 TANAMI RD UPGRADE

This project will upgrade the full length of the road (approx. 311km) to a sealed standard. Given that the full length of the road (with the exception of the Sturt Creek floodway) is currently unsealed, this is a very large project that will require numerous years to complete.

This project is being entirely managed and constructed by MRWA. There is little to no involvement from the Shire. It is understood that at the time of preparing this report, MRWA aims to have upgraded between Slk 0 – 38 (Great Northern Hwy to Ruby Plains homestead) to a sealed standard. As at the end of 2023, upgrading to seal between Slk 0 – 10 had been completed.

It is currently unclear as to whether this road will remain a Shire asset at the completion of the upgrade work. However, it is considered most likely that MRWA will take this road over at some point.

In the interim, whilst the upgrade work is continuing, the Shire will still need to allocate capital and maintenance funding to the Tanami Road to ensure the road is maintained to a safe and appropriate standard for the traffic demand. It is suggested that capital works continue to build on work completed in the previous five-year program comprising reforming and resheeting work from Slk 90 onwards.

7.3 BALGO RD

The Shire has completed a preliminary assessment of the work required to upgrade the Balgo Rd to a sealed standard. The rationale for this was that improved access along the Tanami Rd would result in increased traffic accessing the Balgo and Mullan communities and given the significant cost of maintaining Balgo Rd in its current unsealed standard, there would be advantages to upgrading this road to seal.

Given funding limitations, nothing further was progressed on this however it could be reactivated should funding become available.

Please Note: These Minutes are subject to a Public Information Request



8.0 PROPOSED STRATEGIC PLAN

Based on the information provided above, a 5-year strategic plan for the Shire's Road network has been developed (refer Appendix B). The sections that follow describe how the various funding sources are proposed to be used to achieve the strategic plan. Please note that the one-off upgrade projects described in Section 0 have not been included in this plan as they are ongoing and managed by other means.

The strategic plan is relatively consistent with how the Shire has been managing its road network and associated funding to date. The key differences are related to the impact of the one-off upgrade projects and are summarised in the points below for reference.

- Discontinue capital works on the Duncan Rd (between Slk 6 – 115) until the completion of the Duncan Rd upgrade works (estimated 2025/26).

The other key change introduced by this strategic plan is a targeted approach to ensure work areas across financial years are continuous which will lead to longer sections of road of a similar upgraded standard.

8.1.1 Regional Road Group (RRG)

The Shire typically receives a similar percentage allocation of the total RRG funding pool on a year-on-year basis. It is recommended that the Shire proceed to allocate funding as per the plan in Appendix B.

Once the Duncan Gordon Downs Rd upgrade project is complete (approx. 2024/25), the RRG program will need to be revised to include works on Duncan Rd (Slk 0 – 115).

8.1.2 Remote Aboriginal Access Roads (RAR)

The total funding for the RAR program is relatively small and fixed and therefore the Shire's allocation of the total funding pool is relatively constant. It is recommended that the Shire proceed to allocate funding on an alternating basis as per Appendix B.

It should be noted that the Tanami Rd typically receives RAR every year and hence an amount from the RAR pool has been included for this road every year.

8.1.3 Roads to Recovery (R2R)

Roads to Recovery funding is flexible funding and is predominately the only funding available to complete sealed road resealing and reconstruction projects on non-2040 list roads. In past years, the Shire has used a component of the R2R funding to reseal and reconstruct various sealed roads throughout the Halls Creek townsite.

The Shire's 2024/25 – 2028/29 R2R funding allocation is approx. \$4,408,717.

Given that the majority of the resealing and sealed road reconstruction works are now complete, it is recommended to consider allocating the R2R funding for the next five-year period as per Appendix B.

8.1.4 Own Source Funding

It is recommended that the Shire continues to use its own-source funding to fund the maintenance grading works. There is approx. 2,500hr of maintenance grading per annum that needs to be funded.

The Shire will also need to allocate an amount in the order of \$50,000 – 80,000 to cover any ad-hoc and/or emergency road repair works.



8.1 UNSEALED ROADS

8.1.1 Maintenance

The Shire has an existing maintenance grading program and as such, it is not part of this strategic road plan.

8.1.1.1 Resourcing

The Shire typically uses a contractor to complete the maintenance grading program.

8.1.1.2 Funding

Unsealed rural road maintenance grading needs to be funded from the Shire's own source funding as there are few, if any available grant funding opportunities.

8.1.2 Upgrades

8.1.2.1 Scope

The suggested upgrade works for the Shire's unsealed roads comprise reforming and resheeting specific segments that warrant improvements due to their current condition and traffic volumes. The program typically runs in a 2 yearly alternating cycle as follows:

- Year 1
 - Duncan Rd (RRG)
 - Springvale Lansdowne Rd (RRG)
 - Gordon Downs Rd (RAR)
 - Tanami Rd (RAR)
- Year 2
 - Balgo Rd (RRG)
 - Balgo Rd (RAR)
 - Carranya Rd (RRG)
 - Tanami Rd (RAR)
 - Lake Gregory Rd (RAR)

The specific details of the nominated work for each of the years in the program is provided in Section 9.0.

8.1.2.2 Resourcing

The Shire has traditionally contracted out this work to the Plant Hire Contractor engaged at the time.

8.1.2.3 Funding

The unsealed road upgrade work will be funded using RRG, RAR and R2R as well as portions of the Shire's direct road grant.

8.2 TOWN STREETS

8.2.1 Maintenance

8.2.1.1 Scope

The roads within the Halls Creek townsite predominately comprise bitumen spray-sealed roads and asphalt paved roads. Via LRCI funding and R2R funding, the Shire has reconstructed and/or resealed the majority of the town streets over the past five years. The exception to this is the three roads within the Mardiwa Loop area (Mardiwa Lp, Kirrirndi Cr, Piriyaaji Cl) which would warrant resealing in the next five years.



Roads requiring resealing in 0 – 3 years	
Road Name	Approx Length (km)
Mardiwa Lp	2.82
Jirrirndi Cr	0.82
Piriyaji Cl	0.27

Table 1: Summary of town street resealing work

8.2.1.2 Resourcing

Given the specialist nature of completing pavement repairs and resealing work, the Shire will need to contract out these works.

8.2.1.3 Funding

Town streets are often difficult to fund work as they are typically ineligible for traditional funding sources (e.g. RRG). It is proposed that the three roads above are resealed using R2R funds during the 2026/27 period.

The estimated total cost of these works is \$350,000 - \$400,000.

8.2.2 Upgrades

No upgrade work for any town streets has been identified.

8.3 SEALED RURAL ROADS

8.3.1 Maintenance

The Shire doesn't have any sealed rural roads outside of the Halls Creek townsite limits. However, there are numerous discontinuous segments of sealed pavement predominantly on Duncan Rd, Gordon Downs Rd, and Tanami Rd that are for floodway purposes.

Given the sealed segments on the Duncan Rd and Gordon Downs Rd have been constructed relatively recently as a result of the DGDRUP, no work is warranted on these segments over the next 5 years.

The two segments of sealed pavement on the Tanami Rd are at the Sturt Creek floodway (approx. Slk 159.15 – 161.28) and a smaller tributary of the Sturt Creek (approx. Slk 168.49 – 169.33).

A large portion of the sealed pavement across the main Sturt Creek channel was severely damaged during the AGRN1118 flooding event in January 2024. As a result, this will be reconstructed via the DRFAWA program. It is recommended that the undamaged portions are resealed during the reconstruction work.

The remaining segment of sealed pavement (Slk 168.49 – 169.33) remained undamaged following the AGRN1118 event. However given its age and condition, it would warrant resealing at the same time as the reconstruction work on the Sturt Creek floodway.

For the purpose of this plan, sealed rural road maintenance comprises resealing or pavement repairs to existing sealed pavement or reconstruction of an existing sealed carriageway to the same standard and configuration.

8.3.1.1 Resourcing

Given the specialist nature of completing pavement repairs and resealing work, the Shire will need to contract out these works.



8.3.1.2 Funding

It is recommended that the Shire seek funding for the reseal of the two sealed pavement segments on the Tanami Rd via the RRG program in the 2026/27 period. The estimated cost of this work is between \$300,000 - \$400,000.

8.3.2 Upgrades

For the purpose of this plan, sealed rural road upgrades comprise upgrading an existing unsealed road to a sealed standard or reconstructing and widening an existing sealed carriageway.

8.3.2.1 Scope

The main area of focus for potential sealed rural road upgrades involves extending the sealed pavement on Duncan Rd from the Halls Creek townsite to Old Halls Creek. Whilst various areas on the Tanami Rd would warrant upgrading to a sealed standard, given the existing MRWA project to upgrade the entire length of the road to a sealed standard, there does not appear to be a clear warrant for the Shire to invest their own road funding into sealed upgrades for this road.

Regarding the Duncan Rd upgrade to seal, similar to the comments above on the Tanami Rd upgrades, MRWA intends to continue various targeted upgrade work on this road during 2025. However, given the budget remaining for MRWA, there is the potential that the funding will not be sufficient to continue the upgrade to seal. Therefore, it is recommended that the Shire consider using RRG funds commencing 2025/26 to continue to progress the remaining 6 – 8km of sealed pavement upgrade work to extend the seal to Old Halls Creek.

No other roads have been identified as warranting an upgrade to a sealed standard from an unsealed standard or widening any roads.

8.3.2.2 Resourcing

Given the specialist nature of completing sealed pavement upgrade work, the Shire will need to contract out these works.



9.0 5-YEAR ROAD PROGRAM

A suggested 5-year road program is provided in the tables below, a summary is provided in Appendix A. The program may need to be adjusted as funding amounts and opportunities change with time.

9.1 2024/25

Please note, this year of the program includes various R2R funding allocation amounts as the Shire's co-contribution for carry-over RRG and RAR projects from 2023/24.

Road	Project Description	Total Cost	Funding Arrangements	
2023/24 Carry Over Projects				
Duncan Rd	Reform and resheet Slk 223 – 228 <i>(co-contribution towards carry over RRG 2023-24 project)</i>	\$47,273	R2R	\$47,273
Gordon Downs Rd	Reform and resheet Slk 47 - 50 <i>(co-contribution towards carry over RAR 2023-24 project)</i>	\$100,000	R2R	\$100,000
Springvale Lansdowne Rd	Reform and resheet Slk 6 – 12 <i>(co-contribution towards carry over RRG 2023-24 project)</i>	\$92,727	R2R	\$92,727
Tanami Rd	Reform and resheet Slk 93 – 95 <i>(co-contribution towards carry over RRG 2023-24 project)</i>	\$166,667	Own Source Funds	\$166,667



2024/25 Projects				
Balgo Rd	Reform and resheet Slk 20 – 25	\$500,000	RRG	\$333,333
			R2R	\$166,677
Balgo Rd	Reform and resheet Slk 25 - 28	\$150,000	RAR	\$50,000
			Direct Grant	\$17,073
			Own Source	\$82,927
Billiluna Rd	Reform and resheet Slk 0 – 1.35	\$150,000	RRG	\$100,000
			Direct Grant	\$50,000
Lake Gregory Rd	Reform and resheet Slk 2 – 4	\$120,000	RAR	\$40,000
			R2R	\$80,000
Springvale Lansdowne Rd	Reform and resheet Slk 12 - 17	\$750,000	RRG	\$500,000
			Direct Grant	\$250,000
Tanami Rd	Reform and resheet Slk 90 - 92	\$250,000	RAR	\$83,333
			R2R	\$164,621
			Direct Grant	\$2,046
Total				\$2,326,667

Total	RRG	R2R	RAR	Direct Grant	Own Source
\$2,326,667	\$933,333	\$651,288	\$173,333	\$319,119	\$249,594



9.2 2025/26

Road	Project Description	Total Cost	Funding Arrangements	
Gordon Downs Rd	Reform and resheet Slk 44 - 47	\$179,918	RAR	\$45,000
			R2R	\$64,918
			Direct Grant	\$70,000
Springvale Lansdowne Rd	Reform and resheet Slk 17 - 24	\$660,000	RRG	\$440,000
			R2R	\$220,000
Tanami Rd	Sturt Creek Sealed Pavement Reseals and reforming and resheeting	\$750,000	RRG	\$500,000
			Direct Grant	\$250,000
Tanami Rd	Reform and resheet Slk 92 - 94	\$250,000	RAR	\$83,333
			R2R	\$166,667
Town streets	Resealing Mardiwa Loop roads	\$350,000	R2R	\$350,000
Total				\$2,189,918

Total	RRG	R2R	RAR	Direct Grant	Own Source
\$2,189,918	\$940,000	\$801,585	\$128,333	\$320,000	-



9.3 2026/27

Road	Project Description	Total Cost	Funding Arrangements	
Balgo Rd	Reform and resheet Slk 0 - 8	\$750,000	RRG	\$500,000
			Direct Grant	\$250,000
Balgo Rd	Reform and resheet Slk 8 - 10	\$150,000	RAR	\$50,000
			R2R	\$100,000
Carranya Rd	Reform and resheet Slk 4 - 8	\$660,000	RRG	\$440,000
			R2R	\$150,000
			Direct Grant	\$70,000
Duncan Rd	Reform and resheet Slk 228 - 235	\$455,215	R2R	\$455,215
Lake Gregory Rd	Reform and resheet Slk 4 - 6	\$120,000	RAR	\$40,000
			R2R	\$120,000
Tanami Rd	Reform and resheet Slk 94 - 96	\$250,000	RAR	\$83,333
			R2R	\$166,667
Total				\$2,385,215

Total	RRG	R2R	RAR	Direct Grant	Own Source
\$2,385,215	\$940,000	\$951,882	\$173,333	\$320,000	-



9.4 2027/28

Road	Project Description	Total Cost	Funding Arrangements	
Carranya Rd	Reform and resheet Slk 8 - 12	\$565,314	R2R	\$565,314
Duncan Rd	Seal extension Halls Creek townsite to Old Town	\$750,000	RRG	\$500,000
			Direct Grant	\$250,000
Gordon Downs Rd	Reform and resheet Slk 40 - 44	\$180,000	RAR	\$60,000
			R2R	\$50,000
			Direct Grant	\$70,000
Springvale Lansdowne Rd	Reform and resheet Slk 24 - 29	\$660,000	RRG	\$400,000
			R2R	\$220,000
Tanami Rd	Reform and resheet Slk 96 - 98	\$250,000	RAR	\$83,333
			R2R	\$166,667
Total				\$2,405,314

Total	RRG	R2R	RAR	Direct Grant	Own Source
\$2,405,314	\$940,000	\$1,001,981	\$143,333	\$320,000	-



9.5 2028/29

Road	Project Description	Total Cost	Funding Arrangements	
Balgo Rd	Reform and resheet Slk 10 – 15	\$750,000	RRG	\$500,000
			Direct Grant	\$250,000
Balgo Rd	Reform and resheet Slk 15 - 17	\$150,000	RAR	\$50,000
			R2R	\$100,000
Carranya Wolfe Creek Crater Rd	Reform and resheet Slk 19 - 23	\$660,000	RRG	\$440,000
			R2R	\$150,000
			Direct Grant	\$70,000
Duncan Rd	Seal extension Halls Creek townsite to Old Town	\$465,314	R2R	\$465,314
Lake Gregory Rd	Reform and resheet Slk 6 - 8	\$120,000	RAR	\$60,000
			R2R	\$120,000
Tanami Rd	Reform and resheet Slk 98 - 100	\$250,000	RAR	\$83,333
			R2R	\$166,667
Total				\$2,455,314

Total	RRG	R2R	RAR	Direct Grant	Own Source
\$2,455,314	\$940,000	\$1,001,981	\$193,333	\$320,000	-



10.0 SUMMARY

Utilising the Shire's limited funding sources to maintain its large and varied road network is a complex and important function. The strategic plan proposed within this document is intended to provide high-level guidance and direction to the Shire, its officers and contractors to ensure a consistent approach is adopted in pursuing and then employing capital grant funding. It is recommended that this plan be re-validated on a 12 monthly basis to ensure it continues to meet the needs of the Shire and its stakeholders.

Please Note: These Minutes are yet to be confirmed.



APPENDIX A – SUMMARY OF 5 YEAR PROGRAM

Please Note: These Minutes are yet to be confirmed.

Road	Project Description	2024/25					
		\$2,326,667					
		Total Project Value	RRG	R2R	RAR	Direct Grant	Own Source
Total			\$ 933,333	\$ 651,288	\$ 173,333	\$ 319,119	\$ 249,594
Balgo Rd	Reform and resheet Slk 20 - 25	\$ 500,000	\$ 333,333	\$ 166,667			
Balgo Rd	Reform and resheet Slk 25 - 28	\$ 150,000			\$ 50,000	\$ 17,073	\$ 82,927
Billiluna Rd	Reform and resheet Slk 0 – 1.35	\$ 150,000	\$ 100,000			\$ 50,000	
Carranya Rd							
Carranya Wolfe Creek Crater Rd							
Duncan Rd	Reform and resheet Slk 223 – 228 (co-contribution towards carry over RRG 2023-24 project)	\$ 47,273		\$ 47,273			
Gordon Downs Rd	Reform and resheet Slk 47 - 50 (co-contribution towards carry over RAR 2023-24 project)	\$ 100,000		\$ 100,000			
Lake Gregory Rd		\$ 120,000		\$ 80,000	\$ 40,000		
Springvale Lansdowne Rd	Reform and resheet Slk 6 – 12 (co-contribution towards carry over RRG 2023-24 project)	\$ 92,727		\$ 92,727			
Springvale Lansdowne Rd	Reform and resheet Slk 12 - 17	\$ 750,000	\$ 500,000			\$ 250,000	
Tanami Rd	Reform and resheet Slk 93 – 95 (co-contribution towards carry over RRG 2023-24 project)	\$ 166,667					\$ 166,667
Tanami Rd	Reform and resheet Slk 90 - 92	\$ 250,000		\$ 164,621	\$ 83,333	\$ 2,046	
Town Streets - Resealing							

Road	Project Description	2025/26					
		\$2,189,918					
		Total Project Value	RRG	R2R	RAR	Direct Grant	Own Source
Total			\$ 940,000	\$ 801,585	\$ 128,333	\$ 320,000	\$ -
Balgo Rd							
Billiluna Rd							
Carranya Rd							
Carranya Wolfe Creek Crater Rd							
Duncan Rd							
Gordon Downs Rd	Reform and resheet Slk 44 - 47	\$ 179,918		\$ 64,918	\$ 45,000	\$ 70,000	
Lake Gregory Rd							
Springvale Lansdowne Rd	Reform and resheet Slk 17 - 24	\$ 660,000	\$ 440,000	\$ 220,000			
Tanami Rd	Reform and resheet Slk 95 - 97	\$ 250,000		\$ 166,667	\$ 83,333		
Tanami Rd	Sturt Creek Sealed Pavement Reseals and reforming and resheeting	\$ 750,000	\$ 500,000			\$ 250,000	
Town Streets - Resealing	Resealing Mardiwa Loop roads	\$ 350,000		\$ 350,000			

Road	Project Description	2026/27					
		\$2,385,215					
		Total Project Value	RRG	R2R	RAR	Direct Grant	Own Source
Total			\$ 940,000	\$ 951,882	\$ 173,333	\$ 320,000	\$ -
Balgo Rd	Reform and resheet Slk 0 - 8	\$ 750,000	\$ 500,000			\$ 250,000	
Balgo Rd	Reform and resheet Slk 8 - 10	\$ 150,000		\$ 100,000	\$ 50,000		
Billiluna Rd							
Carranya Rd	Reform and resheet Slk 4 - 8	\$ 660,000	\$ 440,000	\$ 150,000		\$ 70,000	
Carranya Wolfe Creek Crater Rd							
Duncan Rd	Reform and resheet Slk 228 - 235	\$ 455,215		\$ 455,215			
Gordon Downs Rd							
Lake Gregory Rd	Reform and resheet Slk 4 - 6	\$ 120,000		\$ 80,000	\$ 40,000		
Springvale Lansdowne Rd							
Tanami Rd	Reform and resheet Slk 94 - 96	\$ 250,000		\$ 166,667	\$ 83,333		
Town Streets - Resealing							

Road	Project Description	2027/28					
		\$2,405,314					
		Total Project Value	RRG	R2R	RAR	Direct Grant	Own Source
Total			\$ 940,000	\$ 1,001,981	\$ 143,333	\$ 320,000	\$ -
Balgo Rd							
Billiluna Rd							
Carranya Rd	Reform and resheet Slk 8 - 12	\$ 565,314		\$ 565,314			
Carranya Wolfe Creek Crater Rd							
Duncan Rd	Seal extension Halls Creek townsite to Old Town	\$ 750,000	\$ 500,000			\$ 250,000	
Gordon Downs Rd	Reform and resheet Slk 40 - 44	\$ 180,000		\$ 50,000	\$ 60,000	\$ 70,000	
Lake Gregory Rd							
Springvale Lansdowne Rd	Reform and resheet Slk 24 - 29	\$ 660,000	\$ 440,000	\$ 220,000			
Tanami Rd	Reform and resheet Slk 96 - 98	\$ 250,000		\$ 166,667	\$ 83,333		
Town Streets - Resealing							

Road	Project Description	2028/29					
		\$2,455,314					
		Total Project Value	RRG	R2R	RAR	Direct Grant	Own Source
Total			\$ 940,000	\$ 1,001,981	\$ 193,333	\$ 320,000	\$ -
Balgo Rd	Reform and resheet Slk 10 – 15	\$ 150,000		\$ 100,000	\$ 50,000		
Balgo Rd	Reform and resheet Slk 15 - 17	\$ 750,000	\$ 500,000			\$ 250,000	
Billiluna Rd							
Carranya Rd							
Carranya Wolfe Creek Crater Rd	Reform and resheet Slk 19 - 23	\$ 660,000	\$ 440,000	\$ 150,000		\$ 70,000	
Duncan Rd	Seal extension Halls Creek townsite to Old Town	\$ 465,314		\$ 465,314			
Gordon Downs Rd							
Lake Gregory Rd	Reform and resheet Slk 6 - 8	\$ 180,000		\$ 120,000	\$ 60,000		
Springvale Lansdowne Rd							
Tanami Rd	Reform and resheet Slk 98 - 100	\$ 250,000		\$ 166,667	\$ 83,333		
Town Streets - Resealing							

Please Note: These Minutes are yet to be confirmed.

9.3.2 Draft 10-year Plant Replacement Program

ITEM NUMBER:	9.3.2
REPORTING OFFICER:	Les Vidovich – Executive Manager Infrastructure
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	22 August 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 The purpose of this report is for Council to endorse the proposed Plant Replacement Program as presented and to consider their inclusions as part of its annual budget deliberations.

2.0 Background

- 2.1 Staff have created a ten-year Plant Replacement Program to assist Council in providing a structured changeover and acquisition plan for all its machinery and vehicles.
- 2.2 The program has utilised the Institute of Public Works Engineers Australia (IPWEA) Plant and Vehicle Management Manual optimum replacement timings as the basis of the plan. This document is recognised as best practice for local governments in Australia and ensures that the fleet is managed efficiently and is updated to meet Council's current and future plant requirements.
- 2.3 Consultation in respect to the Plant Replacement Program has occurred between the Shire of Halls Creek Chief Executive Officer, Management Team, Works Coordinator and Operators.

3.0 Comments

- 3.1 The proposed 10-year Plant Replacement Program is reviewed annually and can be modified, and further years added to suit Council requirements.
- 3.2 The plan is useful as a preliminary program to give an indication of the vehicles that are expected to be changed over within the next ten years and the budget allocation required.
- 3.3 5) A copy of the draft plant replacement program is attached and includes Part 2 of the Plant and Heavy Vehicle management document. It is proposed that Council changeover its existing Plant as shown in the program due to age and condition.

4.0 Statutory Environment

Section 3.57 (Tenders for providing goods and services) and section 3.58 (Disposing of Property) of the Local Government Act 1995 are applicable to this item.

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Civic - 4.10 Improved business planning and performance

5.3 Strategy:

Civic - 4.1.3 Council decisions are consistent, reliable and transparent

6.0 Policy Implications

6.1 Council Policies on Light Vehicles and Procurement are relevant and are used by staff where required.

7.0 Financial Implications

7.1 The estimated purchase cost for the draft 2024/25 replacement program is \$700,000, with the total disposal value based on current market trends calculated at \$369,200. The total investment in 2024/25 will be \$330,800

A long-term annual changeover cost of plant and equipment is \$500,000 per annum.

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)	The risk theme profile identified as part of this report is providing inaccurate advice and information. The consequence could be financial or compliance if correct procedures are not followed. The process will be undertaken by experienced staff resulting in a Low risk being present.		
	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 Council Resolution

COUNCIL RESOLUTION: 2024/197

Mover: Cr Raymond Simpson

Seconder: Cr Chris Loessl

That Council:

ENDORSE the proposed Plant Replacement Program as presented and consider their possible inclusions as part of its annual deliberations.

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

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Part 2 - Plant / Heavy Vehicle Replacement & Management

2.2.1 Utilisation

Plant and Heavy Vehicle Utilisation be reviewed at least bi-annually to ensure machinery is meeting budget utilisation forecasts

2.2.2 Optimum Replacement Timing

The optimum replacement timing for a vehicle or an item of plant is calculated to best estimate the optimum time, in either kilometres or engine hours, and time, to achieve the lowest average annual cost during the life of the machine.

The optimum replacement point in the life of the plant item is near when the decreasing line of depreciation intersects with the increasing cost of repairs and maintenance costs. Actual depreciation figures will show two distinct steep drops in resale value. The first significant drop is immediately post purchase. The second drop is prior to a major component overhaul, which is when second hand buyers are aware of a large impending repair and maintenance bill.

Utilisation is as critical in optimum replacement as time, understanding the importance of replacing plant before resale values fall dramatically and repairs & maintenance costs increase. Adopting optimum replacement reduces annual plant replacement costs in the long term, reduce maintenance costs and most importantly reduce downtime in the outside operations.

Group / Type	Engine Hrs / Kms Travelled	Optimum Replacement Timing	
		Years	Kms / Hrs
Grader	1,000 hrs	10	8,000 hrs
Loader	800 hrs	8	8,000 hrs
Backhoe Loader	800 hrs	7	5,000 hrs
Skid Steer	700 hrs	5	5,000 hrs
Excavator (15 Tonne)	1,000 hrs	10	8,000 hrs
Excavator (8 Tonne)	800 hrs	10	8,000 hrs
Excavator (3.5 Tonne)	700 hrs	8	5,000 hrs
Heavy duty Truck (HR & HC)	35,000 kms	8	500,000 kms
Medium duty Truck (MR)	20,000 kms	8	200,000 kms
Light duty Truck (LR)	10,000 kms	6	150,000 kms
Rubber Tyred Roller	500 hrs	10	5,000 hrs
Vibrating Drum Roller	500 hrs	8	5,000 hrs
Mower Front Deck	500 hrs	5	2,000 hrs
Slasher Mower	500 hrs	7	5,000 hrs
Tractor (PTO hours)	800 hrs	7	5,000 hrs
Rear Lift Compactor	1,000 hrs	10	8,000 hrs
Side Lift Compactor	25,000 kms / 1,700 hrs	8	8,000 hrs
Landfill Compactor	1,000 hrs	10	8,000 hrs
Landfill Wheel Loader	1,000 hrs	10	8,000 hrs
Road Sweeper (Large)	1,700 hrs	8	8,000 hrs
Road/Footpath Sweeper (Small)	500 hrs	5	2,000 hrs

Wood Chipper	800 hrs	8	5,000 hrs
Bus Mini	20,000 kms	8	150,000 kms
Cars & Utilities	20,000 kms	5	120,000 kms
Trailer Heavy	N/A	15	N/A
Trailer Light	N/A	10	N/A

Please Note: These Minutes are yet to be confirmed.

Asset No. Reg No.	Plant Description	Use	Year of Manufacture	Current Hour / km	Replacement Due	Budget for 2024/25	Budget for 2025/26	Budget for 2026/27	Budget for 2027/28	Budget for 2028/29	Budget for 2029/30	Budget for 2030/31	Budget for 2031/32	Budget for 2032/33	Budget for 2033/34
Graders															
HC10053 P1063	CAT 140M MotorGrader	Infrastructure	2013	7,171hrs	8000 Hrs 10 Years					400,000 (250,000)					
Heavy Trucks															
HC2590 P1592	500S 1728 Long Auto/D Steer Garbage Truck	Infrastructure	2012	50,656km	500,000km 10 years									252,900 (70,000)	
HC10078 P1071	HINO 700S FS2845 Air	Infrastructure	2009	356,168km	500,000km 10 years						250,000 (120,000)				
HC10076 BO 637	HINO 2 - Axle Service Truck	Infrastructure	2008	321,548km	500,000km 10 years				250,000 (120,000)						
HC2233 P1095	ISUZU Hiab Flatbed 4x4 800 Series	Infrastructure	2010	33,406km	500,000km 10 years							190,000 (120,000)			
HC10060 P1072	KENWORTH T608 Prime mover	Infrastructure	2008	111,158km	500,000km 10 years					250,000 (110,000)					
HC1280 P1126	HAULMER 3 Axle Side Tipper	Infrastructure	2020	N/A	500,000km 10 years										150,000 (120,000)
HC10189 P1232	MACK Prime Mover	Infrastructure	2007	806,999km	500,000km 10 years		315,000 (75,000)								
HC10115 P1128	HINO Rubbish truck D/Steer	Infrastructure	2020	49,800km	500,000km 10 years								252,900 (70,000)		
Light Trucks															
HC10114 P1022	ISUZU NPR200 Tipper	Infrastructure	2002	130,387km	200,000km 8 years									80,000 (30,000)	
HC10077 P1082	HINO 300S 816 Crew DBL Cab	Maintenance	2020	66,789km	200,000km 8 years										150,000 (75,000)
Loaders															
Unlicensed P7610	Skid Steer John Deere 320E	Infrastructure	2019	2,310hrs	5000hrs 5 years					79,200 (66,000)					
HC10054 P1064	CAT 950H Wheel Loader	Infrastructure	2015	8,183hrs	8,000hrs 8 years				327,900 (220,000)						
Unlicensed P1057	972H Loader CAT	Infrastructure	2012	2,996hrs	8,000hrs 8 years				377,300 (320,000)						
HC2523 P1031	Mini Loader DINGO	Infrastructure	2009	1,004hrs	5000hrs 5 years		30,000 (17,000)								
P1560	KOMATSU PC200 Excavator	Environment	2010	3,219hr	2000hrs 10 years							200,000 130,000			
Rollers															
HC10059 P1061	CAT CS76 Smooth Drum Roller	Infrastructure	2012	4,267hrs	5,000hrs 8 years				137,500 (70,000)						
HC10058 P1060	CAT CS76 Smooth Drum Roller	Infrastructure	2012	3,969hrs	5,000hrs 8 years										
HC10056 P1065	CAT CW34 Roller	Infrastructure	2015	3,126hrs	5000hrs 10 years				137,500 (72,000)						
	CAT ROLLER COMPACT PADFOOT	Infrastructure	1992	22,906km	5000hrs 10 years							120,000 (80,000)			
1GKA587 P1052	AMMANN AP240 MultiTyre Road Roller	Infrastructure	2006	Unable to obtain	5000hrs 10 years	Dispose (70,000)									

Asset No. Reg No.	Plant Description	Use	Year of Manufacture	Current Hour / km	Replacement Due	Budget for 2024/25	Budget for 2025/26	Budget for 2026/27	Budget for 2027/28	Budget for 2028/29	Budget for 2029/30	Budget for 2030/31	Budget for 2031/32	Budget for 2032/33	Budget for 2033/34
Street Sweeper															
HC14 P1046	TENNANT ATLV 4300 All Terrain Litter Vacuum	Infrastructure	2012	4,150hrs	5000hrs 8 years								65,693 (11,000)		
Unlicensed P404	TENNANT Sentinel Road Sweeper	Infrastructure	2005	12,195hrs	8000hrs 8 years	90,000 (10,000)				90,000 (65,000)					
1HCI697 P1095	HINO rosmech Scarab Mistral Street Sweeper	Infrastructure	2020	43,549km	8000hrs 8 years							431,303 (380,000)			
Mowers															
1BEF927 P703	KUBOTA Outfront Mower B1750E	Town Crew	2002	3,067hrs	2,000hrs 5 years	35,000 (2,000)									
HC2728 P627	HUSTLER Zero turn Mower	Town Crew	2014	1,152hrs	2,000hrs 5 years								60,000 (5,000)		
HC2386 P1014	Kubota Outfront Mower F3680	Town Crew	2008	738hrs	2,000hrs 5 years				30,000 (12,000)						
HC2976 P1054	KUBOTA Outfront Mower F3690	Town Crew	2019	501hrs	2,000hrs 5 years					36,400 (26,000)					
1BRF356 P701	KUBOTA Outfront Mower	Town Crew	2002	1,659hrs	2,000hrs 5 years		35,000 (2,000)								
Tractors															
1BEF927 P701	KUBOTA Tractor M4900	Town Crew	2002	2,019hrs	5000hrs 7 years			60,000 (20,000)							
HC2385 P1013	KUBOTA Tractor M7040	Town Crew	2008	2,009hrs	5000hrs 7 years				40,000 (22,000)						
HC2975 P1053	KUBOTA Tractor M100GX 100HP cab	Town Crew	2019	2,730hrs	5000hrs 7 years					90,000 (68,000)					
P704	HAUS Stealth 2 wing slasher	Town Crew	2005	2,510hrs	5000hrs 7 years	6,000 (1,000)									
P1016	HOWARD RDH 210 Slasher	Town Crew	N/A	2,730hrs	5000hrs 7 years			20,000 (14,000)							
Light Fleet Vehicles															
WY12943 P1024	TOYOTA Landcruiser V8 Wagon	Youth and Communities	2008	Unable to obtain	120,000KM 5 years	Dispose (15,000)									
HC2423 P1030	TOYOTA Hilux 4x4 C/Cab	Waste Management	2008	189,361km	120,000KM 5 years	80,000 (15,000)				80,000 (15,000)					
HC2656 P1049	HOLDEN Colarado 7 LTZ 4x4 Wagon	Corporate Services	2013	111,666km	120,000KM 5 years	75,000 (23,000)				75,000 (19,000)					
HC2754 P1102	TOYOTA HILUX UTE	Youth and Communities	2015	72,418km	120,000KM 5 years			80,000 (28,000)					80,000 (28,000)		
HC2755 P1103	TOYOTA HILUX UTE	Enviroment	2015	139,169km	120,000KM 5 years		80,000 (28,000)					80,000 (28,000)			
HC10158 P1051	TOYOTA HILUX DUAL CAB UTILITY	Youth and Communities	2014	142,847km	120,000KM 5 years		80,000 (20,000)					80,000 (20,000)			
HC2750 P628	2015 TOYOTA HILUX 4X2	Town Crew	2015	202,100km	120,000KM 5 years		75,000 (18,000)					75,000 (18,000)			
HC2918 P1050	2014 TOYOTA LANDCRUISER Dual	Infrastructure	2014	168,370km	120,000KM 5 years				100,000 (48,000)					100,000 (48,000)	

Asset No. Reg No.	Plant Description	Use	Year of Manufacture	Current Hour / km	Replacement Due	Budget for 2024/25	Budget for 2025/26	Budget for 2026/27	Budget for 2027/28	Budget for 2028/29	Budget for 2029/30	Budget for 2030/31	Budget for 2031/32	Budget for 2032/33	Budget for 2033/34
HC44 P1114	TOYOTA HILUX 4X4 2.8 L D/CAB	Youth and Communities	2019	104,663km	120,000KM 5 years			80,000 (50,000)					80,000 (50,000)		
HC10047 P1118	TOYOTA LC70 GXL S/CAB 7X71510	Ranger	2019	77,053km	120,000KM 5 years	100,000 (82,000)							100,000 (82,000)		
HC10153 P1119	TOYOTA LC70 GXL S/CAB 7C71510	Ranger	2019	45,571km	120,000KM 5 years				100,000 (82,000)					100,000 (82,000)	
HC2475 P705	2010 TOYOTA HILUX UTE	Town Crew	2010	202,400km	120,000KM 5 years	80,000 (15,000)					80,000 (15,000)				
HC2338 P1008	TOYOTA HILUX 4X4	Town Crew	2007	205,374km	120,000KM 5 years	80,000 (10,000)									
HC10046 P1117	TOYOTA LC79 DUALCAB WORKMATE	Infrastructure	2019	79,290km	120,000KM 5 years			100,000 (69,000)					100,000 (69,000)		
HC2824 P1105	TOYOTA Prado Wagon	Finance	2016	162,779km	120,000KM 5 years		90,000 (40,000)				90,000 (40,000)				
HC2823 P1104	TOYOTA Hilux D/Cab 4x4	Infrastructure	2016	113,376km	120,000KM 5 years		80,000 (37,200)					80,000 (37,200)			
HC2853 P1108	TOYOTA Praod 150 Series	Enviroment	2017	124,154km	120,000KM 5 years			90,000 (41,000)						90,000 (41,000)	
HC2850 P1109	TOYOTA Landcruiser 76 GXL TD Wagon	Infrastructure	2017	145,153km	120,000KM 5 years							100,000 (70,000)			
HC2855 P1110	TOYOTA Prado 150 Series	Human Resources	2017	130,208km	120,000KM 5 years			90,000 (41,000)					90,000 (41,000)		
1GKI098 P1113	TOYOTA Hilux	Youth and Communities	2015	70,888km	120,000KM 5 years				80,000 (37,200)					80,000 (37,200)	
HC2497 P1039	TOYOTA LC76 Troop Carrier	Youth and Communities	2010	162,987km	120,000KM 5 years	Dispose (15,000)									
HC2722 P1040	TOYOTA LC76 Troop Carrier	Youth and Communities	2010	Unabale to obtain	120,000KM 5 years	Dispose (15,000)									
HC10205 P7104	TOYOTA Hilux Workmate S/Cab Ute	Infrastructure	2016	130,467km	120,000KM 5 years		80,000 (34,000)					80,000 (34,000)			
HC2700 P1034	TOYOTA 79 Landcruiser Utility W/Cage	Infrastructure	2010	236,397km	120,000KM 5 years		100,000 (35,000)						100,000 (35,000)		
1HOT868 P7602	TOYOTA Hilux 4X4 Single Cab	Enviroment	2022	1,9091km	120,000KM 5 years					80,000 (51,000)					80,000 (51,000)
1HMJ718 P7603	TOYOTA HILUX 4X4 Dual Cab	Enviroment	2022	47,370km	120,000KM 5 years					80,000 (60,800)					80,000 (60,800)
1HMJ719 P7604	TOYOTA HILUX 4X4 Dual Cab	Youth and Communities	2022	24,656km	120,000KM 5 years					80,000 (60,800)					80,000 (60,800)
1HPG439 P7605	TOYOTA HILUX 4X4 Dual Cab	Youth and Communities	2022	53,242km	120,000KM 5 years					80,000 (60,800)					80,000 (60,800)
1IOI610 P7611	TOYOTA Prado 150 Series	CEO	2023	150km	120,000KM 5 years						90,000 (79,000)				
HC10178 P1115	TOYOTA Hilux	Youth and Communities	2019	118,213km	120,000KM 5 years			80,000 (37,200)					80,000 (37,200)		
HC2851 P1106	TOYOTA 79 Landcruiser D/Cab	Infrastructure	2017	334,043km	120,000KM 5 years	80,000 (60,000)					80,000 (60,000)				

Asset No. Reg No.	Plant Description	Use	Year of Manufacture	Current Hour / km	Replacement Due	Budget for 2024/25	Budget for 2025/26	Budget for 2026/27	Budget for 2027/28	Budget for 2028/29	Budget for 2029/30	Budget for 2030/31	Budget for 2031/32	Budget for 2032/33	Budget for 2033/34
1IAP168	TOYOTA	Youth and Communities	2015	239,892km	120,000KM	80,000					80,000				
P1112	Hilux D/Cab 4x4				5 years	(37,200)					(37,200)				
Miscellaneous															
	33,000L Fuel POD # 2	Infrastructure	N/A	N/A	20 years										68,500
P1076															(25,000)
	33,000L Fuel POD # 2	Infrastructure	N/A	N/A	20 years										68,500
P1075															(25,000)
HC2402	TOYOTA	Infrastructure	2008	1,278hrs	2000hrs						54,371				
P1017	Forklift Diesel 2T				10 years						(37,200)				
HC2627	HONDA	Infrastructure	2012	1,051hrs	2000hrs									10,200	
P1044	Quad Bike 500cc				10 years									(4,000)	
	ARCTIC CAT	Enviroment	2007	7,265hrs	2000hrs				12,000						
P1092	ATV Quad bike 700cc				10 years				(5,500)						
	KUBOTA	Infrastructure	2015	6,064hrs	2000hrs										
P1706	Diesel Generator				10 years										
					Purchase Cost	700,000	971,000	1,124,800	1,167,400	1,085,600	1,179,371	1,416,303	908,593	713,100	757,000
					Trade In Value	(369,200)	(307,200)	(731,200)	(659,700)	(435,400)	(635,400)	(612,200)	(393,200)	(312,200)	(478,400)
					Total Purchase Cost	330,800	663,800	393,600	507,700	650,200	543,971	804,103	515,393	400,900	278,600
					Plant & Vehicle Reserve Opening Balance	\$366,681	\$668,881	\$505,081	\$611,481	\$603,781	\$453,581	\$409,610	\$105,507	\$90,114	\$189,214
					Transfer From Plant Reserve	\$330,800	\$663,800	\$393,600	\$507,700	\$650,200	\$543,971	\$804,103	\$515,393	\$400,900	\$278,600
					Required Transfer to Plant Reserve	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
					Plant & Vehicle Reserve Closing Balance	\$535,881	\$505,081	\$611,481	\$603,781	\$453,581	\$409,610	\$105,507	\$90,114	\$189,214	\$410,614

Please Note: These Minutes are yet to be confirmed.

9.4 CORPORATE SERVICES

9.4.1 Accounts Paid by Authority (Summary) – July 2024

ITEM NUMBER:	9.4.1
REPORTING OFFICER	Tracey Stibbard, Senior Finance Officer
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	22 August 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 Accounts paid by authority for July 2024 to be received by Council.

2.0 Background

2.1 Nil

3.0 Comments

3.1 Creditor payments for the month of July 2024 as follows:

<u>Bank Account</u>	<u>Type</u>	<u>Total</u>
Municipal	EFT31278 - EFT31386	1,897,467.89
Payroll	Journal	258,596.05
Department of Transport	Direct Debit	46218.25
Superannuation	Direct Debit	41,210.53
Telstra	Direct Debit	21,686.66
Aus Post	Direct Debit	29,530.22
WA Country Health	Direct Debit	762.00
Bank Fees	Direct Debit	1,792.39
TOTAL		\$2,297,263.99

3.2 The attached schedule provides information for all payments made during the month under delegated authority. A detailed copy of the payments will be kept in the Finance Office.

3.3 The list of payments made by authority for 1 July 2024 to 31 July 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 \$2,297,263.99. All payments made have been within the provisions of the 2024-2025 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 Council Resolution

COUNCIL RESOLUTION: 2024/198

Mover: Cr Virginia O'Neil

Seconder: Cr Rosemary Stretch

That Council:

RECEIVES the total accounts paid by authority totalling \$2,297,263.99 summarised on the Schedule of Payments – July 2024 as appended 9.4.1A.

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

Please Note: These Minutes are yet to be confirmed.

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SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JULY 2024

Chq/EFT	Date	Name	Amount
EFT31278	5/07/2024	NORTH REGIONAL TAFE	- 521.75
EFT31279	5/07/2024	EAST KIMBERLEY PLUMBING (SANWELL PTY LTD)	- 5,445.00
EFT31280	5/07/2024	OFFICE NATIONAL (KUNUNURRA) (COOLGEM HOLDINGS PTY LTD)	- 492.50
EFT31281	5/07/2024	KRSP PTY LTD	- 245.18
EFT31282	5/07/2024	LANDGATE	- 88.00
EFT31283	5/07/2024	SPINIFEX CONTRACTING	- 1,671.20
EFT31284	5/07/2024	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	- 658.22
EFT31285	5/07/2024	MUSA MONO	- 3,418.26
EFT31286	5/07/2024	HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION	- 630.00
EFT31287	5/07/2024	EMMA BLYTH ART	- 2,505.00
EFT31288	5/07/2024	FOURIER TECHNOLOGIES PTY LTD	- 15,488.77
EFT31289	5/07/2024	BUSHCAMP SURPLUS STORES (BUSHCAMP ENTERPRISES PTY LTD)	- 1,801.53
EFT31290	5/07/2024	VISION POWER PTY LTD	- 1,690.59
EFT31291	5/07/2024	MARGARET GLASS	- 511.59
EFT31292	5/07/2024	MRB PLUMBING LTD	- 15,871.90
EFT31293	5/07/2024	MOORE AUST. (WA) PTY LTD	- 13,035.00
EFT31294	5/07/2024	EASYWEB DIGITAL PTY LTD	- 451.66
EFT31295	5/07/2024	ORD AGRICULTURAL EQUIPMENT	- 5,546.90
EFT31296	5/07/2024	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	- 91,232.03
EFT31297	5/07/2024	CASTLEDINE GREGORY	- 9,752.60
EFT31298	5/07/2024	PANETTA MCGRATH LAWYERS PTY LTD	- 1,188.00
EFT31299	5/07/2024	NEIL MANSELL TRANSPORT PTY LTD	- 322.22
EFT31300	5/07/2024	ALLGEAR MOTORCYCLES & SMALL ENGINES	- 1,299.00
EFT31301	5/07/2024	ROSMECH SALES & SERVICE PTY LTD	- 4,218.70
EFT31302	5/07/2024	THEM EARTHMOVING PTY LTD	- 72,816.21
EFT31303	5/07/2024	ASM ECLIPSE PTY LTD (BULURRU)	- 268.13
EFT31304	5/07/2024	CJS AIROLDI	- 18,721.75
EFT31305	5/07/2024	FOURIER INFOSEC PTY LTD	- 3,932.50
EFT31306	5/07/2024	RSM AUSTRALIA PTY LTD	- 3,300.00
EFT31307	5/07/2024	BIDFOOD	- 1,602.69
EFT31308	5/07/2024	TJALLARA CONSULTING PTY LTD	- 25,000.00
EFT31309	5/07/2024	HALLS CREEK SUPERMARKET PTY LTD T/A IGA HALLS CREEK	- 3,521.93
EFT31310	5/07/2024	NAJA BUSINESS CONSULTING SERVICES	- 9,944.00
EFT31311	5/07/2024	THE MCMULLIN FAMILY TRUST T/A DRIFTWOOD TREE SERVICES	- 7,106.00
EFT31312	5/07/2024	NAVMAN WIRELESS AUSTRALIA T/A TELETRAC NAVMAN	- 5,015.01
EFT31313	5/07/2024	De Jongs	- 1,980.00
EFT31314	5/07/2024	TREVMAC ENTERPRISES	- 250.00
EFT31315	5/07/2024	HALLS CREEK 4WD	- 13,663.99
EFT31316	5/07/2024	NGARNDU NGURRA FACILITIES MANAGEMENT	- 1,025.20
EFT31317	5/07/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	- 696.60
EFT31318	5/07/2024	TRIMLEC ELECTRICAL PTY LTD	- 1,477.34
EFT31319	5/07/2024	SUSAN LEONARD	- 1,309.14
EFT31320	5/07/2024	KIMBERLEY SURVEYING PTY LTD	- 11,528.00
EFT31321	5/07/2024	TUCKERBOX STORES	- 2,199.00
EFT31322	5/07/2024	MUHAMMAD SIDDIQUE	- 659.00
EFT31323	5/07/2024	WESTRAC PTY LTD	- 32.59
EFT31324	5/07/2024	KUNUNURRA PEST MANAGEMENT	- 220.00
EFT31325	5/07/2024	WA LOCAL GOVERNMENT ASSOCIATION (WALGA SUBSCRIPTIONS & COURSES ONLY)	- 2,838.00
EFT31326	5/07/2024	AUSTRALIAN TAXATION OFFICE (ATO) BAS PAYMENTS ONLY	- 554,131.59
EFT31327	5/07/2024	YURA YUNGI MEDICAL SERVICE ABORIGINAL CORPORATION	- 230.00
EFT31328	5/07/2024	IT VISION	- 2,618.00
EFT31329	5/07/2024	ORD MACHINING (THE TRUSTEE FOR PT & AJ MCLEAN FAMILY TRUST)	- 165.44
EFT31330	5/07/2024	AERODROME MANAGEMENT SERVICES PTY LTD (AMS)	- 55,862.90
EFT31331	5/07/2024	THINKWATER KUNUNURRA (KIMBERLEY PUMPING SERVICE PTY LTD)	- 86.50
EFT31332	5/07/2024	REGIONAL POWER CORPORATION (HORIZON POWER)	- 6,459.99
EFT31333	5/07/2024	IXOM OPERATIONS PTY LTD	- 209.55
EFT31334	5/07/2024	ORDCO (ORD RIVER DISTRICT CO-OPERATIVE LTD)	- 970.20
EFT31335	10/07/2024	MALCOLM HACK EDWARDS	- 969.97
EFT31336	10/07/2024	BONNIE ROSITA EDWARDS	- 553.06
EFT31337	10/07/2024	ROSEMARY STRETCH	- 553.06
EFT31338	10/07/2024	VIRGINIA O'NEIL	- 553.06
EFT31339	10/07/2024	CHRISTOPHER LOESSL	- 553.06
EFT31340	10/07/2024	RAYMOND JOHN SIMPSON	- 553.06
EFT31341	10/07/2024	PATRICIA ANNE MCKAY	- 657.29
EFT31342	22/07/2024	NORTH REGIONAL TAFE	- 52.21
EFT31343	22/07/2024	MALCOLM HACK EDWARDS	- 87.43

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JULY 2024

Chq/EFT	Date	Name	Amount
EFT31344	22/07/2024	ARGYLE ENGINEERING	- 932.24
EFT31345	22/07/2024	KRSP PTY LTD	- 62.74
EFT31346	22/07/2024	SPINIFEX CONTRACTING	- 2,967.14
EFT31347	22/07/2024	BALGO - KUTJUNGKA CATHOLIC PARISH	- 300.00
EFT31348	22/07/2024	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	- 6,880.79
EFT31349	22/07/2024	HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION	- 2,836.95
EFT31350	22/07/2024	VISION POWER PTY LTD	- 148.50
EFT31351	22/07/2024	MRB PLUMBING LTD	- 390.50
EFT31352	22/07/2024	MOORE AUST. (WA) PTY LTD	- 47,311.00
EFT31353	22/07/2024	GARY ANNETT PHOTOGRAPHY	- 170.00
EFT31354	22/07/2024	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	- 122,728.31
EFT31355	22/07/2024	AVANTGARDE TECHNOLOGIES PTY LTD	- 4,815.80
EFT31356	22/07/2024	BINARRI-BINYJA YARRWO ABORIGINAL CORPORATION	- 400.00
EFT31357	22/07/2024	DATACOM SOLUTIONS (AU) PTY LTD	- 1,605.04
EFT31358	22/07/2024	INLOGIK PTY LTD	- 90.04
EFT31359	22/07/2024	NEIL MANSELL TRANSPORT PTY LTD	- 175.93
EFT31360	22/07/2024	CHEFMASTER AUST. (GLOBAL BAG COMPANY PTY LTD)	- 780.00
EFT31361	22/07/2024	CGL FUEL PTY LTD (CAMBRIDGE GULF)	- 39,530.60
EFT31362	22/07/2024	KIMBERLEY LIQUID WASTE PTY LTD	- 869.00
EFT31363	22/07/2024	TRANCOLINO MADDEN CONTRACTING PTY LTD (RJ MADDEN EARTHWORKS)	- 1,587.15
EFT31364	22/07/2024	ALLGEAR MOTORCYCLES & SMALL ENGINES	- 7,775.30
EFT31365	22/07/2024	THEM EARTHMOVING PTY LTD	- 404,757.29
EFT31366	22/07/2024	CJS AIROLDI	- 500.00
EFT31367	22/07/2024	BIDFOOD	- 5,843.37
EFT31368	22/07/2024	HALLS CREEK SUPERMARKET PTY LTD T/A IGA HALLS CREEK	- 2,706.05
EFT31369	22/07/2024	NAVMAN WIRELESS AUSTRALIA T/A TELETRAC NAVMAN	- 5,015.01
EFT31370	22/07/2024	HALLS CREEK 4WD	- 2,068.22
EFT31371	22/07/2024	NGARNDU NGURRA FACILITIES MANAGEMENT	- 924.00
EFT31372	22/07/2024	BITUTEK PTY LTD	- 192,869.75
EFT31373	22/07/2024	WRS T/A MASTEC AUSTRALIA PTY LTD	- 9,583.97
EFT31374	22/07/2024	PAUL ROBINS	- 452.03
EFT31375	22/07/2024	WESTRAC PTY LTD	- 3,396.69
EFT31376	22/07/2024	ONEMUSIC AUST. (AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD)	- 293.66
EFT31377	22/07/2024	YURA YUNGI MEDICAL SERVICE ABORIGINAL CORPORATION	- 460.00
EFT31378	22/07/2024	AERODROME MANAGEMENT SERVICES PTY LTD (AMS)	- 26,955.50
EFT31379	22/07/2024	REGIONAL POWER CORPORATION (HORIZON POWER)	- 2,433.71
EFT31380	24/07/2024	MALCOLM HACK EDWARDS	- 969.97
EFT31381	24/07/2024	BONNIE ROSITA EDWARDS	- 553.06
EFT31382	24/07/2024	ROSEMARY STRETCH	- 553.06
EFT31383	24/07/2024	VIRGINIA O'NEIL	- 553.06
EFT31384	24/07/2024	CHRISTOPHER LOESSL	- 553.06
EFT31385	24/07/2024	RAYMOND JOHN SIMPSON	- 553.06
EFT31386	24/07/2024	PATRICIA ANNE MCKAY	- 657.29
			EFT - 1,897,467.89
DD20819.1	8/07/2024	BEAM SUPERANNUATION CLEARING HOUSE (PRECISION ADMINISTRATION SERVICES PTY LTD)	- 20,008.84
DD20821.1	24/07/2024	BEAM SUPERANNUATION CLEARING HOUSE (PRECISION ADMINISTRATION SERVICES PTY LTD)	- 21,094.45
DD20829.1	1/07/2024	BEAM SUPERANNUATION CLEARING HOUSE (PRECISION ADMINISTRATION SERVICES PTY LTD)	- 107.24
			Superannuation - 41,210.53
DD20825.1	17/07/2024	TELSTRA	- 7,945.09
DD20835.1	31/07/2024	TELSTRA	- 13,741.57
			Telstra - 21,686.66
DD20827.1	1/07/2024	CBA - OTHER DIRECT DEBITS ONLY	- 910.74
DD20827.2	2/07/2024	CBA - OTHER DIRECT DEBITS ONLY	- 770.60
DD20829.2	15/07/2024	CBA - OTHER DIRECT DEBITS ONLY	- 111.05
			Bank fees - 1,792.39
Journal	10/07/2024	Payroll	- 127,364.30
Journal	17/07/2024	Payroll	- 9,388.18
Journal	24/07/2024	Payroll	- 121,843.57
			Payroll - 258,596.05
DD20844.1	24/07/2024	AUSTRALIA POST (MELBOURNE)	- 29,530.22

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JULY 2024

Chq/EFT	Date	Name	Amount
			Australia Post - 29,530.22
DD20835.2	31/07/2024	WA COUNTRY HEALTH SERVICE (BUNBURY)	- 762.00
		Workers compensation	- 762.00
DD20837.1	31/07/2024	DEPT. OF TRANSPORT (DOT) - LICENSING AGENT	- 24,875.10
DD20839.1	11/07/2024	DEPT. OF TRANSPORT (DOT) - LICENSING AGENT	- 21,343.15
		Department of Transport	- 46,218.25
		TOTAL	- 2,297,263.99

Please Note: These Minutes are yet to be confirmed.

9.4.2 Payments by Employees via Purchasing Cards – 27 June 2024 to 26 July 2024

ITEM NUMBER:	9.4.2
REPORTING OFFICER	Sue Leonard, Chief Executive Officer
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	22 August 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 27 June 2024 to 26 July 2024.

2.0 Background

2.1 Regulation 13A of *(Financial Management) Regulations 1996* requires 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 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 27 June 2024 to 26 July 2024 is via Credit card payments totalling \$14,327.12.

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 27 June 2024 to 26 July 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 Strategy 4.1.1:

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 \$14,327.12. All payments made have been within the provisions of the 2024-25 Draft 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 Council Resolution

COUNCIL RESOLUTION: 2024/199

Mover: Cr Virginia O'Neil

Seconder: Cr Rosemary Stretch

That Council:

RECEIVE the listing of payments made by authorised employees using transaction cards for the period 27 June 2024 to 26 July 2024 summarised on the attached schedule (as appended 9.4.2A) for Credit card payments totalling \$14,327.12.

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

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Shire of Halls Creek
Payments by Employees via Purchasing Cards
27 June 2024 to 26 July 2024
Credit Cards

Date	Description	Value	Card Id
2-Jul-24	Wirrimanu Store	\$16.00	1086
8-Jul-24	Coles Express	\$14.00	1086
27-Jun-24	Jetabroad Pty Ltd	\$1,046.89	4030
28-Jun-24	Seek AU	\$346.50	4030
15-Jul-24	Crowne Plaza Hotel	\$548.22	4030
16-Jul-24	Crowne Plaza Hotel	\$274.11	4030
18-Jun-24	IGA Local Grocer	\$22.71	8657
2-Jul-24	Post Halls Creek LPO	\$55.95	8657
2-Jul-24	Post Halls Creek LPO	\$55.95	8657
2-Jul-24	Post Halls Creek LPO	\$55.95	8657
2-Jul-24	Post Halls Creek LPO	\$55.95	8657
2-Jul-24	Post Halls Creek LPO	\$305.95	8657
2-Jul-24	Post Halls Creek LPO	\$305.95	8657
3-Jul-24	Halls Creek Home	\$83.38	8657
3-Jul-24	Halls Creek Home	\$99.54	8657
3-Jul-24	IGA Local Grocer	\$42.45	8657
5-Jul-24	Post Halls Creek LPO	\$87.00	8657
10-Jul-24	CGL Fuel Bandicoot Dri	\$210.02	8657
12-Jul-24	Shire of Halls Creek	\$305.95	8657
14-Jul-24	Coles Express	\$200.00	8657
16-Jul-24	Shire of Halls Creek	\$48.00	8657
23-Jul-24	Coles Express	\$30.00	8657
28-Jun-24	Kimberley Coffee	\$1,290.00	3350
29-Jun-24	EB *LG Innovate-Artifi	\$1,160.16	3350
3-Jul-24	OpenAI *ChatGPT	\$33.17	3350
3-Jul-24	Intnl transaction fee	\$0.83	3350
16-Jul-24	Halls Creek Home	\$40.18	3350
17-Jul-24	CPA Australia	\$595.15	3350
28-Jun-24	Microsoft	\$171.60	2666
28-Jun-24	Wholesale Apparel	\$134.97	2666
28-Jun-24	Wholesale Apparel	\$20.14	2666
28-Jun-24	Broome Time Resort	\$756.74	2666
2-Jul-24	Local Government Mana Mt Hawthorn	\$560.00	2666
2-Jul-24	Sec*eha	\$425.00	2666
5-Jul-24	Kmart	\$280.00	2666
18-Jul-24	Kururungku Store	\$170.00	2666
18-Jul-24	Outback Stores	\$184.00	2666
18-Jul-24	Wirrimanu Store	-\$184.00	2666
22-Jul-24	Zoom	\$223.90	2666
24-Jul-24	Post Halls Creek LPO	\$19.99	2666
27-Jun-24	IGA Local Grocer	\$79.38	3763
28-Jun-24	H Jorritsma and Co	\$329.00	3763
28-Jun-24	Allgear Motocycles	\$808.30	3763

Date	Description	Value	Card Id
28-Jun-24	Allgear Motocycles	\$137.70	3763
2-Jul-24	Kununurra Home and G	\$169.05	3763
3-Jul-24	Toplocknt	\$113.30	3763
4-Jul-24	Coles Express	\$3.50	3763
5-Jul-24	IGA Local Grocer	\$18.45	3763
9-Jul-24	Coles Express	\$140.56	3763
10-Jul-24	Reados Auto Care Pty Ltd	\$190.00	3763
10-Jul-24	Halls Creek 4WD	\$95.00	3763
15-Jul-24	Reados Auto Care Pty Ltd	\$30.00	3763
17-Jul-24	Allgear Motocycles	\$165.10	3763
17-Jul-24	Allgear Motocycles	\$61.40	3763
22-Jul-24	IGA Local Grocer	\$32.90	3763
24-Jul-24	Fiona Stanley Hospital	\$3.00	3763
28-Jun-24	Advwin	\$304.80	8424
1-Jul-24	Annual fee	\$16.67	8424
16-Jul-24	Shire of Halls Creek	\$20.00	8424
12-Jul-24	Hotel Kununurra	\$242.31	3343
24-Jul-24	Virgin	\$61.00	3343
27-Jun-24	Amazon Au	-\$35.97	3368
27-Jun-24	Coles Express	\$221.03	3368
30-Jun-24	Broome International	\$60.00	3368
5-Jul-24	Kickys Take Away	\$23.00	3368
5-Jul-24	Hotel Kununurra	\$217.09	3368
5-Jul-24	S24 ORD River	\$112.16	3368
24-Jul-24	Post Halls Creek LPO	\$399.00	3368
25-Jul-24	Hotel Kununurra	\$217.09	3368
	Total	\$14,327.12	

Please Note: These Minutes are yet to be confirmed

9.4.3 Approval of Write Off – Visitor Information Centre Float

ITEM NUMBER:	9.4.3
REPORTING OFFICER	Sue Leonard, Chief Executive Officer
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	22 August 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 To consider and approve to write off \$400.00 funds kept as the float for the Visitor Information Centre.

2.0 Background

- 2.1 In April 2021, the Visitor Information Centre was closed, the cash on hand was counted and balanced, and final receipts were reconciled and banked.
- 2.2 A \$400.00 float was kept as cash on hand at the Visitor Information Centre, and this was kept in the shire safe following the closure of the Visitor Information Centre.
- 2.3 The former CEO verified the cash on hand for all cash floats and signed an Excel file as evidence of the funds to support the 2022/23 financial audit.
- 2.4 In preparation for the 2023/24 financial audit, management requested evidence of the \$400.00 cash held. At this time staff were unable to locate the funds.
- 2.5 The \$400.00 is included as cash on hand in the Shire's financial records and the missing funds now being unable to be evidenced, causes a discrepancy in the Statement of Financial Position.
- 2.6 Every effort has been made by current Shire of Halls Creek officers to find the funds.

3.0 Comments

- 3.1 Council has adopted Delegation 2.14, Waive or Grant Concessions on Money Owed to the Shire which provides authority to the CEO, in accordance with s.6.12 of the *Local Government Act 1995*, the power to waive or grant concessions in relation to any amount of money, or write off any amount of money which is owed to the Shire, to a maximum amount of \$1,000.
- 3.2 Council Policy F5: Write Offs – Rates and Sundry Debtors provides for Council to write off any monies owing to it where it can be determined the monies are or are unlikely to be uncollectable.
- 3.3 It is considered the funds are missing on the basis it is money owed to the Shire by whoever was looking after the float at the time, and to correct the financial balance, should be written off.

4.0 Statutory Environment:

- 4.1 Subsections 6.12(1)(b) and (c) of the *Local Government Act 1995* provide for a local government to waive or grant a concession or write off any amount

of money which is owed to the local government, with the exception of a waiver of concession for rates or service charges.

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 Council Policy F5: Write Offs – Rates and Sundry Debtors was considered for this matter.

7.0 Financial Implications

- 7.1 This will reduce the cash on hand balance held by the shire by \$400.00.

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 Council Resolution

COUNCIL RESOLUTION: 2024/200

Mover: Cr Chris Loessl

Seconder: Cr Rosemary Stretch

That Council, in accordance with Section 6.12 of the *Local Government Act 1995*, approve to write off the \$400.00 cash on hand, being the Visitor Information Centre float.

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

Please Note: These Minutes are yet to be confirmed.

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9.5.1 Minutes – Cemetery Advisory Committee – 3 July 2024

ITEM NUMBER:	9.5.1
REPORTING OFFICER:	Dianne Hayes, Executive Assistant
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	22 August 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 A Cemetery Advisory Committee meeting was held on 3 July 2024. Council is required to receive and note the Minutes of this Committee meeting including the Committee's recommendations.

2.0 Background

Nil.

3.0 Comments

3.2 The Minutes of the Cemetery Advisory Committee meeting are now presented (Appendix 9.5.1A) to Council for information and to receive and note.

4.0 Statutory Environment

2.1 *Local Government Act 1995*

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

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

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

6.0 Policy Implications

6.1 Nil.

7.0 Financial Implications

7.1 There are no financial implication in respect to this report.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact - In receipt of the Minutes - low risk		
	Minor	Medium	High
Low (unlikely)	(1)	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	In receipt of the Minutes - low risk
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	Minutes are presented to Council on regular basis.

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9.0 Council Resolution

COUNCIL RESOLUTION: 2024/201

Mover: Cr Virginia O'Neil

Seconder: Cr Chris Loessl

That Council:

RECEIVE and NOTE the Minutes of the meeting of the Cemetery Advisory Committee Meeting held on 3 July 2024 (Appendix 9.5.1A).

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

This section left blank intentionally

Please Note: These Minutes are yet to be confirmed.



MINUTES

CEMETERY ADVISORY MEETING

A Cemetery Advisory Committee Meeting of the Shire of Halls Creek was held at **3.30pm on Wednesday 3rd July 2024** in the Council Chambers, 7 Thomas Street, Halls Creek.

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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Please Note: These Minutes are yet to be confirmed.

CEMETERY COMMITTEE MEETING

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The meeting was opened at 3.34pm by Lyn Craig.

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

2.1 Attendance

Committee Members

DHRS

Musa Mono
Jeannette Swan
Lyn (Jim) Craig

In attendance:

Dianne Hayes (*Minutes*)

2.2 Leave of Absence (previously approved)

Nil.

2.3 Apologies

Eloise Fawcett

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the Committee confirms the minutes of the Cemetery Advisory Committee Meeting held 10 April 2024 as a true and accurate record.

Moved: Jeanette Swan

Seconded: Musa Mono

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

5. NEW BUSINESS

5.1 Cemetery Maintenance Budget

- Discussion on whether to continue with town crew or seek quotations for cemetery maintenance. The current budget is returning to the standard of \$25,000 for the year.

Action: Decide on maintenance approach and possibly advertise for maintenance quotations if not continuing with town crew.

5.2 Software for the Shire

It was noted that the public launch of new software was postponed to give time for new graves to be marked and included in the cemetery map. These updates are expected to be completed and the software launched publicly by the end of the week.

Action: Ensure the software update is completed and ready for public launch by the end of the week.

5.3 Capital Works and Cemetery Maintenance

Discussion on capital works focused on the topping up of graves and the addition of soil. The need for new grave markers was acknowledged, with a plan to order and install them as part of ongoing capital works.

Action: Order grave markers and research previous suppliers for competitive quotes. Musa will coordinate and seek three quotes.

5.4 Fees and Charges

The Committee recommended that the current fees and charges for the coming financial be maintained the same as the previous year, as the Shire already has the highest fees in the Kimberley Zone. The Committee acknowledged the need to avoid financial strain on community members.

Action: Formalise the decision to maintain current fees and charges in the council budget.

5.5 Committee Concerns regarding absent Committee members

Concerns were raised regarding the lack of attendance of Committee meetings by some Committee and Council members. There is continued absence without apologies. It was suggested that these concerns be raised formally at the next Ordinary Council Meeting to ensure better participation and accountability.

Action: Include the discussion of Committee member attendance and responsibility at the next Council meeting.

6. GENERAL BUSINESS

Nil.

7. CLOSURE OF MEETING

There being no further business, the meeting closed at 4.15pm.

Please Note: These Minutes are yet to be confirmed.

9.5.2 Minutes – Local Emergency Management Committee – 2 July 2024

ITEM NUMBER:	9.5.2
REPORTING OFFICER:	Dianne Hayes, Executive Assistant
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	22 August 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 A Local Emergency Management Committee meeting was held on 2 July 2024. Council is required to receive and note the Minutes of this Committee meeting including the Committee's recommendations.

2.0 Background

Nil.

3.0 Comments

3.2 The Minutes of the Local Emergency Management Committee meeting are now presented (Appendix 9.5.2A) to Council for information and to receive and note.

4.0 Statutory Environment

2.1 *Local Government Act 1995*

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

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

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

6.0 Policy Implications

6.1 Nil.

7.0 Financial Implications

7.1 There are no financial implication in respect to this report.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact - In receipt of the Minutes - low risk		
	Minor	Medium	High
Low (unlikely)	(1)	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	In receipt of the Minutes - low risk
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	Minutes are presented to Council on regular basis.

9.0 Council Resolution

COUNCIL RESOLUTION: 2024/202

Mover: Cr Chris Loessl

Seconder: Cr Rosemary Stretch

That Council:

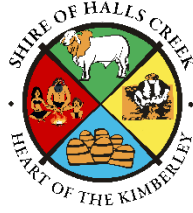
**RECEIVE and NOTE the Minutes of the meeting of the Local
Emergency Management Committee held on 2 July 2024
(Appendix 9.5.2A).**

CARRIED: 7/0

***For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr
Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr
Rosemary Stretch.***

Against: Nil

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MINUTES OF THE MEETING OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE OF THE SHIRE OF HALLS CREEK (SOHC) HELD IN THE COUNCIL CHAMBERS, 7 THOMAS ST HALLS CREEK ON THE 2 JULY 2024 AT 3.00PM

The meeting was opened at 3.15pm Susan Leonard.

1. RECORD OF ATTENDANCE/ APOLOGIES

1.1 Attendees:

Musa Mono (SoHC Director Health & Regulatory Services), Susan Leonard (SoHC CEO), Les Vidovich (SoHC Executive Manager Infrastructure Services), Dianne Hayes (SoHC EA CEO), Grant Pilgrim (Dpt. Of Comm), Shane Klunder (DFES), Noel Wilson (DPRIS), Norbert Yip (Northern Minerals) proxy for Nick Hosking, Tony DeGuipess (HC Police) proxy for Simon Womersley and Jan (HC Airport).

Apologies – Matt Reimer and Simon Womersley

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Confirmation of the Minutes of the LEMC meeting held 9 April 2024.

Moved: Musa Mono

Seconded: Les Vidovich

That the Minutes of the Local Emergency Management Committee meeting held on the 9 April 2024 be confirmed as a true and correct record of the meeting.

3. CONTACT DETAILS UPDATE

- 3.1 Any amendments for the contact lists please make changes to the register of attendance and/or email to: ceoea@hcshire.wa.gov.au
- 3.2 Sue Leonard opened the meeting by welcoming attendees and introducing herself as the new CEO of the Shire of Halls Creek.

4. ACTIONS FROM PREVIOUS MINUTES

No actions were carried forward from the previous minutes.

5. CORRESPONDENCE

5.1 Incoming - Correspondence included documents related to the Rangelands Plan Project from Matt Reimer. Members noted the need for a more detailed explanation of these documents in future meetings.

5.2 Outgoing - Nil

6. AGENCY UPDATES

6.1 Shane (DFES)

- Discussed recent activities and presence in the area, including burning operations.
- Noted a few new staff needing airport inductions.
- Mentioned the lack of notification or certification for airport induction courses.
- Discussed upcoming changes and training related to the national warning system.
- Agreed to provide an overview and share documentation at the next meeting.

6.2 Grant (DoC)

- Reviewed evacuation center policies and upcoming training in September.
- Emphasised the importance of attending future meetings in person when feasible.

6.3 Noel Wilson (DPIRD)

- Suggested including a biosecurity outbreak discussion in the next meeting's agenda.

6.4 Jan (HC Airport)

- Highlighted the issue of grader use creating windrows that block emergency exit gates.
- Agreed to coordinate with machinery operators to resolve the issue.

6.5 Les Vidovich (SoHC)

- Provided updates on airport inductions and disaster recovery funding arrangement claims:
- AGRN 951: Extension requested for ongoing road repairs.

- AGRN 10/44: Awaiting approval for costings submitted in January 2023.
- AGRN 11/18: Still under contractor assessment.

6.6 Tony DiGiuseppe (HC Police)

- Noted the completion of most airport inductions for staff.
- Discussed ongoing mediation with community elders to address recent issues.

6.7 Musa Mono (SoHC)

- Mentioned delays in fire break inspections and restricted burning notices due to staffing issues.
- Updated on the engagement of a new experienced ranger and ongoing efforts to catch up on overdue tasks.

Action Items:

Agenda Inclusion for Next Meeting:

- Discussion/details regarding Rangelands Plan Project (Matt Reimer).
- Biosecurity outbreak implications presentation (Noel Wilson).
- Overview of the Australian Warning System changes (Shane Klunder).

7. NEXT MEETING

8th October 2024

8. CLOSURE OF MEETING

The meeting was closed at 4.00pm.

9.5.3 Minutes – Work Health and Safety Committee – 12 June 2024

ITEM NUMBER:	9.5.3
REPORTING OFFICER:	Dianne Hayes, Executive Assistant
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	22 August 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 A Work Health and Safety Committee meeting was held on 12 June 2024. Council is required to receive and note the Minutes of this Committee meeting including the Committee's recommendations.

2.0 Background

Nil.

3.0 Comments

3.2 The Minutes of the Work Health and Safety Committee meeting are now presented (Appendix 9.5.3A) to Council for information and to receive and note.

4.0 Statutory Environment

2.1 *Local Government Act 1995*

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

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

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

6.0 Policy Implications

6.1 Nil.

7.0 Financial Implications

7.1 There are no financial implication in respect to this report.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact - In receipt of the Minutes - low risk		
	Minor	Medium	High
Low (unlikely)	(1)	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	In receipt of the Minutes - low risk
Low Risk	
a risk / activity with a score of 2 or less	manage by routine procedures
Moderate Risk	
a risk / activity with a score between 3 or 4 more is moderate risk	N/A
High Risk	
a risk activity with a score of 6 or more is a high risk	N/A
Risk Control Measure	Minutes are presented to Council on regular basis.

9.0 Council Resolution

COUNCIL RESOLUTION: 2024/203

Mover: Cr Chris Loessl

Seconder: Cr Rosemary Stretch

That Council:

RECEIVE and NOTE the Minutes of the meeting of the Work Health and Safety Committee held on 12 June 2024 (Appendix 9.5.3A).

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

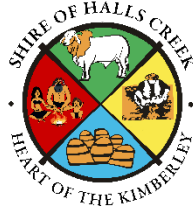
Against: Nil

NOTE: Russell Barnes left the meeting at 5.59pm.

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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MINUTES OF THE MEETING OF SAFETY FOCUS GROUP OF THE SHIRE OF HALLS CREEK (SOHC) HELD IN THE COUNCIL CHAMBERS, 7 THOMAS ST HALLS CREEK ON THE 12 JUNE 2024 AT 10.00AM

The meeting was opened at 10.04am by Rowena Campbell.

Acknowledgement to country.

1. RECORD OF ATTENDANCE/ APOLOGIES

1.1 Attendees:

Rowena Campbell, Susan Leonard, Musa Mono, Rosmaria Eastman, Muhammad Siddique, Margie Glass, Les Vidovich, Tracey Stibbard, Joanita Nassali, Leon, Larry Reed, Clinton Cox, Elosie Fawcett, , Kaleb Lawson, Tanay Carrol and Dianne Hayes.

1.2 Apologies:

Nil.

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

The minutes of the previous committee meeting were discussed. Kaleb Lawson confirmed the minutes.

3. CONTACT DETAILS UPDATE

- 3.1 Any amendments for the contact lists please make changes to the register of attendance and/or email to: ceoea@hcshire.wa.gov.au
- 3.2 There was a discussion about updating the mailing list as some members did not receive the agenda. Attendees were asked to confirm their contact details for inclusion.

Action: Update mailing list to ensure all Committee members received correspondence, minutes etc.

4. ACTIONS FROM PREVIOUS MINUTES

- 4.1 Terence Lockyer and Larry Reid were nominated as safety reps from the previous meeting.

Fire wardens were also nominated: Alex Barry and Leon Rivers.

Action: Fire warden training and safety representation training to be scheduled for nominated individuals.

5. CORRESPONDENCE

5.1 Incoming - Nil

5.2 Outgoing – Nil

6. GENERAL ITEMS

6.1 Work Health and Safety Incidents

Work health and safety incidents were reviewed in detail. The Committee agreed an incident reporting strategy needs to be developed to effectively track and resolved all incidents including near-misses. Communication process is required to ensure all managers are aware of incidents as they occur.

Please note: Action items relating to specific incidents are recorded and tracked in the WHS Actions and Incident Register.

Action: Improve the incident reporting process and ensure proper follow-up. Investigate online incident reporting systems such as Riskware for better tracking and management.

6.2 Minutes from Depot Toolbox Meeting

- Discussion regarding frequent damage to depot gate and improper vehicle maintenance reporting.
- Need for induction training for staff visiting the depot.
- Emphasis on pre-start forms, take-five booklets, and incident/near-miss forms.
- Frequent damage to depot gate and improper vehicle maintenance reporting.
- Maintenance schedule for vehicles and plant items to be established.
- Incident of unsafe operation (e.g., using a 12,000 PSI washer without proper safety gear).
- Reluctance from staff to complete incident report forms.
- Need for clear communication and training on the importance of reporting all incidents including near misses.

Action: Develop a maintenance schedule and improve safety procedures for the depot.

Action: Enhance staff onboarding and incident reporting training. Potentially use online systems for incident reporting and training.

Action: Implement a sign-in/out process for staff and visitors at the depot.

Action: Ensure all staff wear appropriate safety gear (e.g., covered leather shoes, high-vis vests).

Action: Create specific forms for reporting property damage and vehicle issues.

Action: Investigate repair or replace the depot gate with a more reliable system.

6.3 List of Nominated WHS Reps for Departments

- Committee members have been elected for each department.
- Four-day training for representatives; only Rosmarie needs a one-day refresher.
- Rowena to arrange quotes for training.

Action: Rowena to arrange quotes for all WHS related training for safety representatives.

6.4 Other Business

- Rowena completed testing for Drug and Alcohol testing. Procedure to be developed for testing if staff are suspected of being under the influence. Committee members discussed the importance of the appropriate approach and communication in regard to testing.
- Need for more staff to have chainsaw tickets as there are concerns about untrained staff using dangerous equipment. Proposal to let professional arborists handle dangerous tasks until proper training is provided.
- Need for more staff trained to work in confined spaces. Importance of training for safety in high-risk tasks like working in pits and pools.
- Committee members emphasised the importance of remote and defensive driving training for staff. Proposal to review and standardise forms and checklists across departments.

- Review of the current satellite phone and in-reach device policies. Ensuring necessary staff have access to these devices. Proposal for a complete review of mobile phone and satellite phone allocations.

Action: Finalise the Drug and Alcohol testing process and communicate policy to all staff.

Action: Identify staff the require additional training (chainsaw/confined spaces etc) and arrange quotes for training.

Action: Review and standardise pre-start checklists; ensure all necessary staff receive defensive driving training.

Action: Conduct a complete review of satellite phone and mobile phone allocations.

7. NEXT MEETING

Wednesday 25th July at 10.30am

8. CLOSURE OF MEETING

The meeting was closed at 10.51am.

Please Note: These Minutes are yet to be confirmed

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

NOTE: Item 11.1 was addressed as the final matter during the closed session.

COUNCIL RESOLUTION: 2024/204

In accordance with Clause 3.11 of the *Shire of Halls Creek Standing Orders Local Law 2015* the Presiding Member introduced this report item as a late item as information was presented after the preparation of the agenda.

PROCEDURAL MOTION

Mover: Cr Chris Loessl

Seconder: Cr Rosemary Stretch

That the following item, namely:

11.1 Application – Waiver of Burial Fees for the Late Shire Employee, Jonathan Johnson

Is accepted as late into this agenda as a Confidential Agenda and the meeting goes behind closed doors.

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O’Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

COUNCIL RESOLUTION: 2024/209

Mover: Cr Patricia McKay

Seconder: Cr Rosemary Stretch

That Council resolves to:

- 1. WAIVE 100% of burial fees at the Halls Creek Cemetery for the Late Jonathan Johnson.**
- 2. WAIVE venue higher fees should the family request a Shire facility for the funeral services.**

CARRIED: 5/1

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Raymond Simpson and Cr Rosemary Stretch.

Against: Cr Virginia O’Neil

Cr Bonnie Edwards left the meeting at 6.28pm and therefore did not vote either for or against and did not return to the meeting as the meeting concluded at 6.29pm.

12. MATTERS BEHIND CLOSED DOORS

COUNCIL RESOLUTION: 2024/205

PROCEDURAL MOTION

Mover: Cr Chris Loessl

Secunder: Cr Rosemary Stretch

That this meeting be closed to the members of the general public at 5.45pm and that Council move behind closed doors to consider:

12.1.1 CEO Authorisation and Reporting to Council – July 2024

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

- 1.1 *The meeting will be closed to the public in accordance with section 5.23 (2) (a) of the Local Government Act 1995 being it deals with a matter affecting employees of the Shire.*

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

COUNCIL RESOLUTION: 2024/206

Mover: Cr Rosemary Stretch Secunder: Cr Raymond Simpson

That Council:

- 1. RECEIVES and approves the information presented to this meeting of the time worked by the CEO for the reporting of 1-30 June 2024 and 1-31 July 2024 period.**
- 2. RECEIVES and approves the information presented to this meeting of leave taken by the CEO during 1-30 June 2024 and 1-31 July 2024 referred to in this report.**
- 3. RECEIVES and approves the information presented to this meeting relating to credit card transactions for the CEO during 1-30 June 2024 and 1-31 July 2024.**
- 4. RECEIVES and approves the information presented to this meeting of reimbursement claims made by the CEO during 1-30 June 2024 and 1-31 July 2024.**

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

12.1.2 Alternative Site for Proposed Halls Creek Renal Dialysis Centre

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

1.1 The meeting will be closed to the public in accordance with section 5.23 (2) (c) of the Local Government Act 1995 being:

2 (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

COUNCIL RESOLUTION: 2024/207

Mover: Cr Rosemary Stretch Seconder: Cr Raymond Simpson

That:

- 1. Council supports in principle the development of a renal dialysis facility on Lot 441 DP191132 Reserve 42718.**
- 2. Council does not support any development that has the potential to impact the operation of the airport.**

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

This section left blank intentionally

12.1.3 Proposed Development of a Community Store on a Portion of Reserve 37006, 173 Great Northern Highway, Halls Creek

(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;

COUNCIL RESOLUTION: 2024/208

Mover: Cr Bonnie Edwards Second: Cr Raymond Simpson

That:

- 1. Council directs the CEO to terminate the lease with Mai Wiru Stores Council Aboriginal Corporation, the reason being that they have breached clause 14 of the lease.**
- 2. Council directs the CEO to present to Council for approval within 3 months, an expression of interest to develop a community retail centre on the portion of Lot 417 reserved for commercial use.**

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

COUNCIL RESOLUTION: 2024/210

PROCEDURAL MOTION

Mover: Cr Chris Loessl

Second: Cr Virginia O'Neil

That Council come out from behind closed doors and that this meeting reopen to members of the general public at 6.29pm.

CARRIED: 7/0

For: Cr Malcolm Edwards, Cr Patricia McKay, Cr Chris Loessl, Cr Virginia O'Neil, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Rosemary Stretch.

Against: Nil

13. CLOSURE OF MEETING

There being no further business, the Shire President declared the meeting closed at 6.29pm.

14. CERTIFICATION

I, Malcolm Edwards, hereby certify that the Minutes of the Ordinary Meeting of Council held on ___/___/___ are confirmed as a true and accurate record, as per the Council resolution of the Ordinary Meeting of Council held on ___/___/___.

SIGNED: _____ **DATED:** ___/___/___

Please Note: These Minutes are yet to be confirmed.