



SHIRE OF HALLS CREEK
MINUTES
OF THE ORDINARY MEETING OF COUNCIL
27 February 2025

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Please note that 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.

2025 COUNCIL MEETING DATES

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

27 March 2025	Council Chamber, Halls Creek	4.30pm
24 April 2025	Council Chamber, Halls Creek	4.30pm
29 May 2025	Balgo*	11.00am
26 June 2025	Council Chamber, Halls Creek	4.30pm
31 July 2025	Council Chamber, Halls Creek	4.30pm
28 August 2025	Council Chamber, Halls Creek	4.30pm
25 September 2025	Warmun*	11.00am
30 October 2025	Council Chamber, Halls Creek	4.30pm
27 November 2025	Council Chamber, Halls Creek	4.30pm
18 December 2025	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.

RECORDING OF COUNCIL MINUTES

The Local Government Regulations Amendment Regulations (No. 3) was published on 18 October 2023. Section 58 of the Amendment Act was commenced on 19 October 2023, as part of the *Local Government Amendment Act 2023 Commencement Proclamation (No. 3) 2023*.

Effective as of February 27th, the Shire of Halls Creek council meetings will be video and audio recorded. As noted in Section 58 of the Local Government Amendment Act 2023 (the Amendment Act) inserts a new section 5.23A into the Local Government Act 1995 (the Act) covering electronic broadcasting (livestreaming) and video and audio recording of council meetings. Halls Creek is a band 3 local government and must make and retain audio recordings of council meetings, at a minimum.

This practice is being implemented to align with the Western Australian (WA) local government requirements for good governance, ensuring transparency and accountability in all council proceedings. The video and audio recordings will serve as an official record of discussions, decisions, and actions undertaken during these meetings, accessible as mandated by relevant legislation and council policy. This initiative underscores the council's commitment to open government and responsible stewardship of public resources.

TRANSITION TO PAPERLESS COUNCIL

Effective 1 June 2025, the Council will transition entirely to electronic report distribution for all Council meetings. This decision comes after careful consideration of the significant cost savings and reduced staff time associated with eliminating paper-based reports and hand delivery. As Council members are already provided with an allowance to acquire technology necessary for fulfilling their roles, each Councillor will be responsible for ensuring they possess a suitable device to access and review these electronic documents. This move supports responsible resource management while leveraging technology to enhance efficiency and accessibility.

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.

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Please note that these Minutes are yet to be confirmed

ORDINARY MEETING OF COUNCIL

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The meeting was opened at 4.35pm 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
Councillor

Cr Malcolm Edwards
Cr Bonnie Edwards
Cr Raymond Simpson
Cr Virginia O'Neil (online)

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

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

2.2 Leave of Absence (previously approved)

Nil.

2.3 Apologies

Cr Patricia McKay, Cr Rosemary Stretch and Cr Chris Loessl.

2.4 Late Arrivals

Nil.

2.5 Approval to Attend Council Meeting Online

President Malcolm Edwards approved participation of Cr Virginia O'Neil in the Ordinary Council Meeting held on 27 February 2025 electronically via Microsoft Teams.

2.6 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 12 December 2024

COUNCIL RESOLUTION: 2025/001

Moved: Cr Raymond Simpson Seconded: Cr Virginia O'Neil

That Council confirms the minutes of the Ordinary Council Meeting held 12 December 2024 as a true and accurate record.

CARRIED: 4/0

For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Virginia O'Neil

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

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

9 OFFICERS REPORTS

9.1 OFFICE OF THE CHIEF EXECUTIVE OFFICER

9.1.1 National Principles of Child Safe Organisations Policy

ITEM NUMBER:	9.1.1
REPORTING OFFICER:	Sue Leonard, Chief Executive Officer
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 For Council to consider and approve the National Principles of Child Safe Organisations Policy (Policy), as seen in 9.1.1A.

2.0 Background

- 2.1 The safety and wellbeing of children and young people are paramount in our community, particularly in the Shire of Halls Creek, where diverse cultural backgrounds and socio-economic factors can impact child safety. In response to these concerns, the Shire recognises its responsibility to ensure the implementation of robust child safety practices within the ways that we engage with children and young people.
- 2.2 In 2018, the Australian Human Rights Commission, in collaboration with key stakeholders, developed the National Principles for Child Safe Organisations. These principles serve as a framework to guide organisations in creating and maintaining safe environments for children. The principles are based on findings from the Royal Commission into Institutional Responses to Child Sexual Abuse, which highlighted the urgent need for organizations to prioritize child safety and implement effective measures to prevent abuse and neglect.

The National Principles (refer Appendix 2) include commitments to:

1. **Child Participation:** Empowering children to express their views and listen to their voices.
2. **Cultural Safety:** Ensuring that organisations are culturally safe and responsive to the needs of Aboriginal children.
3. **Leadership and Governance:** Establishing clear leadership and governance structures that uphold child safety.
4. **Recruitment and Screening:** Implementing rigorous recruitment and screening processes for individuals working with children.
5. **Child Protection Policies:** Developing comprehensive child protection policies and procedures.
6. **Risk Management:** Identifying and mitigating risks to children's safety in an organisational context.
7. **Support for Staff and Volunteers:** Providing training and support for staff and volunteers to care for children safely.

8. Reporting and Response Protocols: Creating clear protocols for reporting and responding to concerns about child safety.

- 2.3 The Shire of Halls Creek is committed to contributing to a community where all children feel safe and supported. The Shire is seeking to construct a framework to enhance the protection and articulation of roles and responsibilities for those working with children through a suite of policies, procedures and sharing of resources.
- 2.4 In contribution to the above, a Child Safe Policy has been created and tailored to the specific needs of our community, which is a contribution to the framework.
- 2.5 To foster community involvement and receive feedback on the policy, approval is being sought to release the document for public consultation. This process will engage various stakeholders, including parents, community leaders, local organisations, and service providers, to ensure that diverse perspectives and insights are captured. The input gathered during this consultation will be invaluable in refining the policy and enhancing its effectiveness in our unique context prior to formal adoption.
- 2.6 The Policy represents a significant step forward in safeguarding the welfare of children in the Shire of Halls Creek. By prioritising community consultation, the Shire aims to create a collaborative approach to child safety, ensuring that our Policy is responsive, inclusive, and effective in promoting the safety and wellbeing of all children in our community.

3.0 Comments

- 3.1 A need has been identified for the requirement of a Child Safe Policy to guide Shire staff in the approach to working with children, and to remain as advocates for them.
- 3.2 The policy was sent out for public consultation from 26 November 2024 to 2 February 2025 across numerous online pages and platforms. No formal responses were received.

4.0 Statutory Environment

4.1 Local Government Act 1995

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

Civic - 4.1.3 Council decisions are consistent, reliable and transparent

6.0 Policy Implications

- 6.1 If adopted, the National Principles of Child Safety Policy will be incorporated into the Shire of Halls Creek Policy Manual.

7.0 Financial Implications

- 7.1 Nil.

8.0 Sustainability Implications

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

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact (Minor) There is a risk of becoming non-compliant with State and Federal legislation if the revised National Principles of Child Safe Organisations Policy is not adopted.		
	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	Accept the Officer's Recommendation

9.0 Council Resolution

COUNCIL RESOLUTION: 2025/002

Mover: Cr Raymond Simpson

Seconded: Cr Virginia O'Neil

That Council

ADOPTS the National Principles of Child Safe Organisations Policy for incorporation into the Shire of Halls Creek Policy Manual.

CARRIED: 4/0

For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Virginia O'Neil

Against: Nil

This section left blank intentionally

Child Safe Policy

Policy Number	
Responsible Department	Youth and Community Development
Adoption Resolution Number	TBC
Adoption Date	TBC
Review Date & Resolution	TBC

Preamble

The Shire of Halls Creek is committed to ensuring a safe and supportive environment for children and young people. Adopting the National Principles for Child Safe Organisations is integral to promoting their wellbeing and preventing harm. This Policy outlines the Council's commitment to implementing these principles within our services and community initiatives.

Objectives

The objectives of this policy are to:

1. promote the national principles of child safety within the Shire of Halls Creek.
2. establish a framework that facilitates the ongoing development and maintenance of a child-safe culture across all Council services and activities.
3. ensure compliance with relevant legislative and regulatory requirements pertaining to child safety.

Definitions

Child: Any individual under the age of 18 years.

Child Safe Organisation: An organisation that demonstrates commitment to creating and maintaining a safe environment for children.

National Principles for Child Safe Organisations: A set of principles designed to guide organisations in creating a safe and supportive environment for children and young people.

Policy

The Shire of Halls Creek adopts the following National Principles for Child Safe Organisations:

1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture. The Council will ensure that child safety and wellbeing is fundamental to its operations and policies.
2. Children and young people are aware of their rights, are empowered to participate in decisions affecting them, and have a say in matters that affect them.
3. The Council will provide children with accessible information regarding their rights and opportunities for participation.
4. Children and young people are safe and feel safe in their interactions with organisations.
5. The Council will establish a safe environment where children feel secure and supported.

6. The views of children and young people are taken seriously and their voices are heard in matters that affect them.
7. The Council will facilitate mechanisms for children and young people to express their opinions.
8. Families and communities are informed and involved in promoting child safety and wellbeing.
9. The Council will work collaboratively with families and the community to promote awareness and education regarding child safety.
10. Equity is upheld and diverse backgrounds are respected, including culture, identity, and ability.
11. The Council will ensure that its services and policies are inclusive and responsive to the needs of all children.
12. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in their practice.
13. The Council will implement rigorous recruitment and training processes to ensure the suitability of staff and volunteers.
14. Child safety and wellbeing practices are continually reviewed and improved. The Council will regularly assess its policies and practices to ensure ongoing improvement in child safety.
15. Policies and procedures document how the organisation is child safe.
16. The Council will develop and maintain clear policies and procedures that outline child safety practices.
17. Concerns for children's safety and wellbeing are identified, responded to, and reported.
18. The Council will implement procedures for reporting and addressing concerns regarding child safety.

Process

1. Assessment
 - Conduct an initial review of current practices and policies against the National Principles.
2. Planning
 - Develop an action plan to address gaps in child safety practices.
3. Training
 - Implement training programs for staff and volunteers on child safety principles, rights of children, and reporting procedures.
4. Engagement
 - Involve children, families, and the community in discussions around child safety.
5. Monitoring and Review
 - Establish mechanisms for ongoing monitoring and review of child safety practices.

Implementation

The Shire of Halls Creek will implement this policy through:

1. staff training programs;
2. community engagement initiatives;
3. regular audits of child safety practices; and
4. development of accompanying child safety-specific policies and procedures.

Statutory Environment

This policy adheres to the relevant Western Australian legislation, including:

- *Children and Community Services Act 2004* (WA)
- *Working with Children (Criminal Record Checking) Act 2004* (WA)
- The National Framework for Protecting Australia's Children 2009-2020

Roles and Responsibilities

Council Members: Uphold and promote child safety principles in decision-making.

Chief Executive Officer: Ensure implementation and compliance with this policy across all departments.

All Staff: Adhere to the codes of conduct and participate in training to foster a child-safe culture.

Community Stakeholders: Engage with the Shire to enhance community knowledge and actions surrounding child safety.

Please note that these Minutes are yet to be confirmed

9.1.2 Adoption - Public Interest Disclosure Policy

ITEM NUMBER:	9.1.2
REPORTING OFFICER:	Sue Leonard, Chief Executive Officer
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 For Council to consider and approve the Public Interest Disclosure Policy (Policy), as seen in 9.1.2A.

2.0 Background

- 2.1 As part of the commitment to improve governance, transparency and accountability, the Shire has developed a Public Interest Disclosure Policy aimed at encouraging the reporting of information that is in the public interest, such as substantial risks to public health, safety, or the environment.
- 2.2 The Public Interest Disclosure Policy outlines the procedures for making and handling disclosures, ensuring that all reports are thoroughly investigated and that individuals making disclosures are protected from retaliation. This policy not only aligns with best practice but also complies with relevant state and federal legislation, including the *Public Interest Disclosure Act 2003* (WA).
- 2.3 While the Public Interest Disclosure Policy and the Whistleblower Policy share similarities in promoting transparency and accountability, there are key differences between the two.

The Public Interest Disclosure Policy specifically focuses on disclosures that are in the public interest, such as risks to public health, safety, or the environment, and often has a statutory basis.

The Whistleblower Policy is typically broader in nature and can apply to a wide range of misconduct, including fraud, corruption, and other unethical behaviours within the organisation.

- 2.4 The public consultation process was a key component of the policy development cycle. It provided an opportunity for community members, employees, and other stakeholders to contribute their insights and perspectives, ensuring that the final policy is robust, comprehensive, and is reflective of the community's values. The Shire is committed to a transparent and inclusive consultation process.
- 2.5 This new Policy forms part of the Shire Policy Improvement Plan, which will see the creation of several new policies over the next two years.

3.0 Comments

- 3.1 A need has been identified for the requirement of a Public Interest Disclosure Policy to guide Shire staff in the instances where disclosures in the public interest are required to be made.
- 3.2 The policy was sent out for public consultation from 26 November 2024 to 2 February 2025 across numerous online pages and platforms. No formal responses were received.

4.0 Statutory Environment

4.1 *Local Government Act 1995*

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

5.0 Strategic Implications

- 5.1 Objective:
4. Civic: Working together to strengthen leadership and effective governance.
- 5.2 Outcome:
Civic - 4.1 A local government that is respected and accountable
- 5.3 Strategy:
Civic - 4.1.3 Council decisions are consistent, reliable and transparent

6.0 Policy Implications

- 6.1 If adopted, the Public Interest Disclosure Policy will be incorporated into the Shire of Halls Creek Policy Manual.

7.0 Financial Implications

- 7.1 Nil.

8.0 Sustainability Implications

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

8.4 Risk

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

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

9.0 Council Resolution

COUNCIL RESOLUTION: 2025/003

Mover: Cr Raymond Simpson

Seconder: Cr Virginia O'Neil

That Council

ADOPTS the Public Interest Disclosure Policy for incorporation into the Shire of Halls Creek Policy Manual.

CARRIED: 4/0

For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Virginia O'Neil

Against: Nil

Public Interest Disclosure

Policy Number	
Responsible Department	Office of the CEO
Adoption Resolution Number	TBC
Adoption Date	TBC
Review Date & Resolution	TBC

Preamble

The Shire of Halls Creek is dedicated to fostering an environment of integrity, accountability, and transparency. This Policy outlines the procedures for making and handling Public Interest Disclosures, ensuring that individuals who report such information are protected from retaliation and that their disclosures are properly investigated and addressed. Disclosures encompass anything that is in the public interest, such as misconduct, public health concerns, risks to public safety, risks to the environment, or those of a statutory basis.

Objectives

1. *Encourage Disclosure*: To create a supportive environment that encourages the reporting of public interest information.
2. *Protection*: To provide robust protection for individuals who make disclosures from any form of retaliation.
3. *Thorough Investigation*: To ensure that all disclosures are thoroughly and impartially investigated.
4. *Accountability*: To promote a culture of openness and accountability within the Shire.
5. *Compliance*: To ensure compliance with relevant state and federal legislation.

Definitions

Public Interest Disclosure: Information that shows or tends to show misconduct, improper conduct, or a substantial risk to public health, safety, or the environment.

Discloser: An individual who makes a public interest disclosure.

Misconduct: Any illegal, unethical, or improper behaviour, including fraud, corruption, and abuse of power.

Retaliation: Any adverse action taken against a discloser as a result of their disclosure, including dismissal, demotion, harassment, or discrimination.

Policy Process

1. Making a Disclosure
 - Disclosers can report public interest information through designated channels, including in writing, via email, or in-person to a designated officer which may either be the Shire President in the case the report is against the CEO, the CEO or the department Director/Executive Manager. This disclosure is to be treated as confidential.
2. Assessment
 - Upon receipt, disclosures will be assessed to determine if they fall under the scope of Public Interest Disclosures as defined by the *Public Interest Disclosure Act 2003 (WA)*.

- If the disclosure does not meet the criteria, the discloser will be informed, and alternative actions may be suggested.
3. Investigation
 - Valid disclosures will be promptly and thoroughly investigated by an independent person or representative.
 - The investigation will be conducted impartially, ensuring that all relevant evidence is considered.
 - The investigation process will be transparent, and the discloser will be kept informed of the progress, where appropriate.
 4. Protection
 - Disclosers will be protected from retaliation. Any act of retaliation will be subject to disciplinary action.
 - Measures will be taken to ensure the safety and well-being of the discloser throughout the investigation process.
 5. Confidentiality
 - The identity of the discloser and the details of the disclosure will be kept confidential to the extent possible, consistent with the need to conduct a thorough investigation.
 - Information will only be disclosed to those who need to know in order to investigate and address the disclosure.
 6. Outcome
 - The findings of the investigation will be communicated to the discloser, subject to legal and confidentiality considerations.
 - Appropriate actions will be taken based on the findings, which may include disciplinary action, policy changes, or other referral to relevant government departments.
 7. Implementation
 - *Communication*: The policy will be communicated to all employees and stakeholders through internal communications, and the Shire's website.
 - *Training*: Information sessions will be conducted to ensure that all employees understand the policy and their responsibilities under it.
 - *Review*: The policy will be reviewed regularly to ensure its effectiveness and compliance with any changes in legislation.

Statutory Environment

State Legislation

Public Interest Disclosure Act 2003 (WA)

This Act encourages the disclosure of public interest information and provides protection for those who make such disclosures. Key aspects include:

1. **Protection from Reprisal**: Disclosers are protected from any detrimental action taken against them as a result of their disclosure.
2. **Confidentiality**: The identity of the discloser and the details of the disclosure are kept confidential.
3. **Obligations of Public Authorities**: Public authorities are required to establish procedures for handling disclosures and protecting whistleblowers.

Federal Legislation

Corporations Act 2001

The *Corporations Act 2001* provides protections for those who make the disclosure. Key provisions include:

1. Eligibility: Protections apply to current and former employees, officers, contractors, and their relatives.
2. Protection from Legal Action: Those who make the disclosure are protected from civil, criminal, and administrative liability for making a disclosure.
3. Confidentiality: The identity of the discloser must be kept confidential, with some exceptions.

Fair Work Act 2009

This Act includes provisions to protect employees from adverse actions taken against them for exercising their workplace rights, which can include making a disclosure.

Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019

This amendment strengthened protections for disclosers.

Roles and Responsibilities

Council: Ensure the policy is implemented and adhered to. Provide oversight and support for the policy's implementation and ongoing effectiveness.

Designated Officer: Receive and manage public interest disclosures. Ensure disclosures are assessed and investigated in accordance with the policy. Provide support and protection to disclosers.

Investigating individual/s: Conduct thorough and impartial investigations. Maintain confidentiality and protect the identity of the discloser. Report findings and recommend actions based on the investigation.

Employees: Report any public interest information and cooperate with investigations. Understand and comply with the policy and related procedures.

9.1.3 Adoption - Reportable Conduct Scheme Policy

ITEM NUMBER:	9.1.3
REPORTING OFFICER:	Sue Leonard, Chief Executive Officer
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 For Council to consider and approve the Reportable Conduct Scheme Policy (Policy), as seen in 9.1.3A.

2.0 Background

- 2.1 The Shire of Halls Creek is committed to the safety and well-being of children in our community, particularly those who come into contact with services provided by the Shire of Halls Creek. In recognition of the vital need to protect children from potential harm, the proposed Reportable Conduct Scheme Policy has been developed. This initiative aligns with broader State and Federal legislative and regulatory frameworks aimed at safeguarding children and ensuring that all necessary measures are in place to prevent abuse and neglect.
- 2.2 The Policy serves as a framework for the Shire of Halls Creek to respond to allegations and incidents of misconduct of individuals against children. It draws upon established guidelines from the Department of Communities and other relevant organisations including State and Federal funding entities that emphasise transparency, accountability, and a proactive approach to child protection.
- 2.3 The need for a comprehensive Reportable Conduct Scheme Policy arises from an increasing awareness of the vulnerabilities faced by children in various contexts and the responsibilities of organisations in protecting them. Developing this Policy is a reflection of best practice.
- 2.4 It was critical to engage the wider community, including families, service providers, and stakeholders, in a consultation process. This has ensured that the Policy is responsive to the needs and concerns of those it aims to protect and engage.
- 2.5 By fostering an open and collaborative approach, the Shire of Halls Creek aims to enhance the efficacy of its child protection efforts, reaffirming its commitment to contributing to a community that is safe for children.

3.0 Comments

- 3.1 A need has been identified for the requirement of a Reportable Conduct Scheme Policy to guide Shire of Halls Creek staff in the instances of conduct that requires reporting.

- 3.2 The policy was sent out for public consultation from 26 November 2024 to 2 February 2025 across numerous online pages and platforms and no formal responses were received.

4.0 Statutory Environment

4.1 Local Government Act 1995

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

Civic - 4.1.3 Council decisions are consistent, reliable and transparent

6.0 Policy Implications

6.1 If adopted, the Reportable Conduct Scheme Policy will be incorporated into the Shire of Halls Creek Policy Manual.

7.0 Financial Implications

7.1 Nil.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

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

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

9.0 Council Resolution

COUNCIL RESOLUTION: 2025/004

Mover: Cr Raymond Simpson

Seconder: Cr Virginia O'Neil

That Council:

ADOPTS the Reportable Conduct Scheme Policy for incorporation into the Shire of Halls Creek Policy Manual.

CARRIED: 4/0

For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Virginia O'Neil

Against: Nil

This section left blank intentionally

Reportable Conduct Scheme

Policy Number	
Responsible Department	Youth and Community Development
Adoption Resolution Number	TBC
Adoption Date	TBC
Review Date & Resolution	TBC

Preamble

The Shire of Halls Creek is committed to ensuring the safety and well-being of children engaging with its services. Our community holds a collective responsibility to safeguard children from harm and foster an environment where they can thrive.

In alignment with the Reportable Conduct Scheme established by the Office of the Ombudsman Western Australia, this policy aims to provide a framework for responding to allegations of reportable conduct involving children under the care and engagement of the Shire of Halls Creek.

Objectives

The objective of this policy is to establish clear guidelines and processes for identifying, reporting, and responding to conduct that may be considered reportable under the Reportable Conduct Scheme. The Shire of Halls Creek aims to create a safe environment for children, ensuring that all concerns are addressed promptly and thoroughly, while also providing support to those involved in such matters.

Definitions

Reportable Conduct: Any conduct of a person that, in the course of their work, home or activity involving children, is alleged to be abusive or detrimental to a child's safety or well-being. This includes, but is not limited to, physical abuse, sexual abuse, neglect, and psychological harm.

Child: Any person under the age of 18 years who is receiving a service from the Shire of Halls Creek.

Employee: An individual employed by the Shire of Halls Creek, including full-time, part-time, casual staff, volunteers, and contractors.

Concern: Any suspicion or allegation related to the conduct of an individual towards a child that could fall under the category of reportable conduct.

Policy

The Shire of Halls Creek endorses the principles of the Reportable Conduct Scheme below.

1. **Protection of Children:** The welfare and safety of children is paramount in all activities and operations conducted by the Shire of Halls Creek.
2. **Mandatory Reporting:** Employees are required to report any concerns regarding potential reportable conduct to designated authorities promptly.
3. **Investigation Obligations:** The Shire of Halls Creek will undertake the necessary due diligence around reportable conduct, ensuring that such investigations are conducted fairly and sensitively.

4. *Confidentiality*: All reports and investigations will be handled confidentially to protect the privacy of all parties involved, in compliance with relevant legislation.
5. *Training and Awareness*: The Shire will provide appropriate training and mentoring to employees regarding their responsibilities under the Reportable Conduct Scheme and ensure ongoing awareness of child safety matters.

Process

1. Reporting Concerns

Employees who become aware of any concerns regarding reportable conduct must report the matter to their immediate supervisor or the designated officer within 24 hours. Reports can also be made anonymously if the employee feels it necessary.

2. Investigation

Upon receiving a report, the designated officer will assess the information and determine if further investigation is warranted. If an investigation is to be conducted, it will follow procedural fairness, ensuring all parties are heard and treated with respect. Investigations will be conducted within a timely manner, with a focus on minimising distress to the child involved.

3. Reporting to Ombudsman

The Shire of Halls Creek is obligated to report specific incidents to the Ombudsman, and this will be conducted in accordance with the guidelines set out by the Reportable Conduct Scheme.

4. Support Services

Options for support services will be made available for children and families affected by allegations or investigations of reportable conduct.

Implementation

This policy applies to all employees and representatives of the Shire of Halls Creek.

Training Programs

Relevant training will be developed and implemented for all staff to ensure understanding of the policy and their obligations under the Reportable Conduct Scheme.

Review and Evaluation

The policy will be reviewed biannually to ensure it remains effective and compliant with current legislation and best practices.

Communication

The policy will be communicated to all employees and made available to the community to raise awareness regarding the importance of child safety and reporting mechanisms.

Statutory Environment

This policy is governed by the *Children and Community Services Act 2004* (WA) and the associated Reportable Conduct Scheme established by the Office of the Ombudsman, which mandates compliance for organisations engaging with children.

Roles and Responsibilities

Council Members

Ensure the availability and adherence to this policy across all levels of the Shire.

CEO/Management

Responsible for overseeing the implementation of this policy and ensuring that all employees understand their roles in reporting conduct.

Employees

Required to report any instances of reportable conduct and participate in training sessions regarding this policy.

Designated Officers

Appointed individual within the Shire will provide support and guidance on matters of child safety and reportable conduct.

Please note that these Minutes are yet to be confirmed

9.1.4 Adoption - Whistleblower Policy

ITEM NUMBER:	9.1.4
REPORTING OFFICER:	Sue Leonard, Chief Executive Officer
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 For Council to consider and approve the Whistleblower Policy (Policy), as seen in 9.1.4A.

2.0 Background

- 2.1 The Shire of Halls Creek is committed to fostering a culture of integrity, transparency, and accountability. As part of this commitment, the Shire has developed a Whistleblower Policy aimed at encouraging the reporting of misconduct, unethical behaviour, and other issues of public concern. This policy is essential in ensuring that individuals feel safe and supported when coming forward with information that is in the interest of the Shire and more broadly in the interest of the public.
- 2.2 The introduction of the Whistleblower Policy represents a step in the Shire's ongoing efforts to enhance its governance framework. By providing clear guidelines and protections for whistleblowers, the Policy aims to promote a more transparent and accountable organisational culture. This is particularly important for the Shire of Halls Creek, where enhancing public trust and confidence is required.
- 2.3 The Whistleblower Policy outlines the procedures for making and handling disclosures, ensuring that all reports are thoroughly investigated and that whistleblowers are protected from retaliation. This Policy aligns with best practice and complies with relevant State and Federal legislation.
- 2.4 As part of the Shire's commitment to continuous improvement, via the Policy Improvement Plan previously presented to Council, this Policy is one of several new policies to be brought to Council over the next two years.
- 2.5 The public consultation process was a key component of the policy development cycle. It provided an opportunity for community members, employees, and other stakeholders to make comment and share their perspectives.
- 2.7 The adoption of this policy will mark the next step in the journey towards greater transparency and accountability. We believe that by encouraging and protecting whistleblowers, we can better serve the public interest and uphold the values of the Shire of Halls Creek. The implementation of this policy will enhance our governance practices and reinforce our commitment to ethical conduct and public accountability.

3.0 Comments

- 3.1 A need has been identified for the requirement of a Whistleblower Policy to guide Shire staff in the instances where the need to report misconduct is identified.
- 3.2 The policy was sent out for public consultation from 26 November 2024 to 2 February 2025 across numerous online pages and platforms. No formal responses were received.

4.0 Statutory Environment

4.1 *Local Government Act 1995*

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

5.0 Strategic Implications

- 5.1 Objective:
4. Civic: Working together to strengthen leadership and effective governance.
- 5.2 Outcome:
Civic - 4.1 A local government that is respected and accountable
- 5.3 Strategy:
Civic - 4.1.3 Council decisions are consistent, reliable and transparent

6.0 Policy Implications

- 6.1 If adopted, the Whistleblower Policy will be incorporated into the Shire of Halls Creek Policy Manual.

7.0 Financial Implications

- 7.1 Nil.

8.0 Sustainability Implications

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

8.4 Risk

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

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

9.0 Officer Recommendation

<p>That Council:</p> <p>ADOPTS the Whistleblower Policy for incorporation into the Shire of Halls Creek Policy Manual.</p>

This item lapsed during the Council meeting due to a dispute over the document, resulting in a lack of quorum.

Cr Virginia O'Neil and Cr Bonnie Edwards expressed concerns about confidentiality and which parties would have access to the final report. The CEO provided a detailed explanation of the report's purpose; however, the Council did not reach an agreement, causing the item to lapse. The officer will review and present the item to the Council at a later date.

NOTE: Cr Bonnie Edwards left the meeting room at 5.15pm returning at 5.17pm.

Whistleblower Policy

Policy Number	
Responsible Department	Office of the CEO
Adoption Resolution Number	TBC
Adoption Date	TBC
Review Date & Resolution	TBC

Preamble

The Shire of Halls Creek is committed to maintaining the highest standards of integrity and accountability. This policy aims to encourage and protect individuals who report misconduct, ensuring that they can do so without fear of reprisal. Examples of misconduct include any illegal, unethical, or improper behaviour, including fraud, corruption, and abuse of power.

Objectives

- To provide a clear framework for reporting and addressing misconduct.
- To protect whistleblowers from retaliation.
- To ensure that all reports of misconduct are thoroughly investigated.
- To promote a culture of transparency and accountability within the Shire.

Definitions

Whistleblower: An individual who reports misconduct within the Shire.

Misconduct: Any illegal, unethical, or improper behaviour, including fraud, corruption, and abuse of power.

Retaliation: Any adverse action taken against a whistleblower as a result of their report.

Policy Process

1. Reporting Misconduct

- Whistleblowers can report misconduct through designated channels, including in writing, via email, or in-person to a designated officer which may either be the Shire President in the case the report is against the CEO, the CEO or the department Director/Executive Manager.
- This report is to be treated as confidential.

2. Investigation

- All reports will be promptly and thoroughly investigated by an independent person or representative.

3. Protection

- Whistleblowers will be protected from retaliation. Any act of retaliation will be subject to disciplinary action.

4. Confidentiality

- The identity of the whistleblower and the details of the report will be kept confidential to the extent possible.

5. Outcome

- The findings of the investigation will be communicated to the whistleblower, and appropriate actions will be taken based on the findings.

Implementation

- The policy will be communicated to all employees and stakeholders.
- Training sessions will be conducted to ensure understanding and compliance.
- Regular reviews of the policy will be conducted to ensure its effectiveness.

Statutory Environment

State Legislation

Public Interest Disclosure Act 2003 (WA)

This Act provides the framework for the protection of whistleblowers in Western Australia. It encourages the disclosure of public interest information and provides protection for those who make such disclosures. Key aspects include:

1. Protection from Reprisal: Whistleblowers are protected from any detrimental action taken against them as a result of their disclosure.
2. Confidentiality: The identity of the whistleblower and the details of the disclosure are kept confidential.
3. Obligations of Public Authorities: Public authorities are required to establish procedures for handling disclosures and protecting whistleblowers.

Federal Legislation

Corporations Act 2001

The *Corporations Act 2001* provides protections for whistleblowers in the corporate sector. Key provisions include:

1. Eligibility: Protections apply to current and former employees, officers, contractors, and their relatives.
2. Protection from Legal Action: Whistleblowers are protected from civil, criminal, and administrative liability for making a disclosure.
3. Confidentiality: The identity of the whistleblower must be kept confidential, with some exceptions.

Fair Work Act 2009

This Act includes provisions to protect employees from adverse actions taken against them for exercising their workplace rights, which can include making a whistleblower disclosure.

Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019

This amendment strengthened protections for whistleblowers in the corporate and financial sectors.

Roles and Responsibilities

Council: Ensure the policy is implemented and adhered to.

Designated Officer: Receive and manage reports of misconduct.

Investigation Team: Conduct thorough and impartial investigations.

Employees: Report any misconduct and cooperate with investigations.

9.1.5 Cheeky Dog Café

ITEM NUMBER:	9.1.5
REPORTING OFFICER:	Susan Leonard, Chief Executive Officer
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Council to consider and approve the recommendation to seek a local business provider for the management and operation of the Cheeky Dog Café under a 3-year peppercorn lease arrangement.

2.0 Background

- 2.1 In August 2023, the Shire of Halls Creek assumed management of the Cheeky Dog Café located at Lot 71 Great Northern Highway Halls Creek. Prior to the Shire assuming management, the Café was closed for some time because of challenges in attracting and retaining suitably qualified food and beverage service providers.
- 2.2 It has been identified in its current form that the Cheeky Dog Café does not represent a viable enterprise for the Shire of Halls Creek and would be better leased to suitably qualified and experienced hospitality service providers.
- 2.4 In December 2024 Council approved the release of an Expression of Interest (EOI) via Vendor Panel to canvas public interest from commercial entities. No submissions were received.

3.0 Comments

- 3.1 The need for a café in Halls Creek has remained a focus for community members for a number of years.
- 3.2 The objectives of the proposal to lease the Cheeky Dog Café are to:
- provide for suitably qualified and experienced food and beverage service providers to establish a commercially viable business within Halls Creek;
 - enhance the status of Halls Creek Town as the district centre;
 - assist in meeting the community need for food and beverage options;
 - increase meal options available for tourists and visitors;
 - provide opportunities for local residents to participate in economic activities.
- 3.3 The Shire's recent EOI for sourcing someone to operate the local cafe has unfortunately yielded no responses. This presents a significant challenge, as a vibrant cafe is often seen as an important community hub and potential revenue stream. The Shire now needs to re-evaluate its approach to attract potential local management.
- 3.4 Shire officers are now seeking approval from Council to directly engage with local community members (open to all public members), offering a possible

3-year peppercorn lease. This initial lease arrangement would provide a low-cost entry point for aspiring local business owners, with the ultimate goal of transitioning the operation to a sole business model, fostering local entrepreneurship and providing a valuable service within the Shire.

- 3.5 A 3-year peppercorn lease (with annual review) can be an attractive proposition for a new or existing local business looking to transition to a café, as it typically involves a nominal rent payment and can provide stability and flexibility for the incoming tenant. For the Shire, such an arrangement can also present an opportunity to develop a sound partnership with a reputable business or local Aboriginal entrepreneurs, while ensuring that the property in question is being put to good use for the benefit of the local community.
- 3.6 To negotiate the terms of a peppercorn lease, Shire officers must approach the process with care, respect, and truth, ensuring that all parties involved are fully informed and that the final agreement is both fair and mutually beneficial.
- 3.7 For a local business owner, whether new or established in Halls Creek, a 3-year peppercorn lease on the Cheeky Dog Cafe presents a remarkable opportunity. This can highlight the potential for a thriving business that caters to both locals and tourists in a prime location. The significantly reduced lease cost allows for greater investment to a business owner in staff training, sourcing local Aboriginal produce, and marketing the cafe as a unique cultural experience.
- 3.8 Ensuring a fair and transparent selection process for Aboriginal people or local businesses seeking the 3-year peppercorn lease requires a multifaceted approach. The Shire must begin by engaging directly with local interested parties to co-design the application and selection criteria.
- 3.9 This consultation will prioritise culturally appropriate communication methods and address potential barriers to participation. The criteria themselves will be clear, objective, and directly relevant to the lease's purpose, avoiding unintended bias.
- 3.10 Once the officers have concluded this process the co-designed selection criteria will be sent to Council for endorsement to progress to the next stages.
- 3.11 Once the possible terms of the lease and local partnerships have been agreed upon, the Shire officers will report back to the Council with their proposals for final endorsement. This report will outline the key details of the selection criteria to be advertised, any agreement structures, including the length of the lease, partnership terms. the rent amount, utilities, equipment and any other relevant terms and conditions.
- 3.12 Once endorsed by Council in April those local businesses interested can submit a proposal based on the agreed selection criteria, that will outline the commitment from Council in the partnership to be endorsed before advertising.

4.0 Statutory Environment

4.1 Local Government Act 1995

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

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Economic - 2.2 Raise the recognition of Halls Creek as a significant tourism centre and increase the number of tourism businesses and range of tourist products and facilities in the Shire

5.3 Strategy:

Economic - 2.9.6 Encourage existing and new local Aboriginal tourist ventures

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 (Minor)		
	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	Choose an item.
Risk Control Measure	Council accepts officers' recommendation

9.0 Council Resolution

COUNCIL RESOLUTION: 2025/005

Mover: Cr Raymond Simpson

Seconder: Cr Virginia O'Neil

That:

- 1. NOTES that Shire's recent EOI for outsourcing the operations of the Cheeky Dog Cafe has yielded no responses.**
- 2. APPROVES a 3-year peppercorn lease on the café to a local business.**
- 3. APPROVES officers to begin community collaboration to develop the selection criteria to be endorsed by Council in April.**

CARRIED: 4/0

For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Virginia O'Neil

Against: Nil

This section left blank intentionally

9.1.6 Halls Creek Community Store - Update

ITEM NUMBER:	9.1.6
REPORTING OFFICER:	Sue Leonard, Chief Executive Officer
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	27 February 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Council to consider and approve appendix 9.1.6A.

2.0 Background

- 2.1 In 2022, the Shire of Halls Creek leased the subject site to an Aboriginal Corporation to develop a community store and distribution centre, with the condition that there must be significant progress in construction within 2 years of the lease commencement. The Shire terminated the lease after 2 years when there was no progress on the site.
- 2.2 In December 2024 Council approved the release of an Expression of Interest via Vendor Panel to canvas public interest from commercial entities. No submissions were received.

3.0 Comments

- 3.1 The need for a second supermarket and other commercial services has increased since the project was initiated in 2020.
- 3.2 In the Ordinary Council Meeting held on 22 August 2024, Council unanimously carried resolution 2024/208, terminating the lease with the Aboriginal Corporation and in paragraph 2, directed the CEO to present a draft EOI for Council approval for the development of a retail centre on Lot 417.
- 3.3 The EOI was presented in December 2024. Council unanimously carried resolution 2024/284 to release the EOI to develop a retail centre on Lot 417.
- 3.4 No responses to the EOI were received.
- 3.5 The lack of response to the Shire of Halls Creek's EOI for a Community Store partner leaves a significant gap in addressing the persistent issue of food security within the Shire.
- 3.6 This silence from the business sector underscores the urgency and criticality of finding a viable solution, as access to affordable and nutritious food remains a fundamental need for the community. The Shire now faces the challenge of re-evaluating its strategy and exploring alternative avenues to ensure the long-term food security of its residents, as the initial pathway has seemingly stalled.
- 3.7 The lack of commercial interest underscores the economic challenges of establishing such a vital resource in the Shire. With no external party stepping forward, the Shire must now take proactive leadership. The only

viable alternative is to actively seek a strategic partner and collaboratively advocate for the necessary funding for the Shire to build the essential infrastructure.

- 3.8 This collaborative approach recognises that achieving economic viability for a commercially driven entity is currently unrealistic, necessitating a combined effort to secure the future of a community store in Halls Creek.
- 3.9 The Federal government holds significant accountability for food security in remote communities, stemming from its constitutional responsibilities for Indigenous affairs, remote area health, and national food policy.
- 3.10 This accountability manifests in several ways, including funding programs aimed at improving food access and affordability, setting national standards and regulations for food safety and nutrition, and coordinating efforts across different government departments and agencies.
- 3.11 The Federal government is responsible for addressing the underlying systemic issues that contribute to food insecurity, such as unemployment, poverty, and inadequate infrastructure in remote areas. While state and governments also play a crucial role, the Federal government's broader mandate and access to resources position it as a key driver in addressing the complex challenge of food insecurity in these vulnerable communities.

4.0 Statutory Environment

4.1 Local Government Act 1995

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

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Economic - 2.11 To develop, retain, expand and diversify local enterprise throughout the Shire

5.3 Strategy:

Economic - 2.1.1 Lobby state and federal government for political support and funding

6.0 Policy Implications - Nil

7.0 Financial Implications

7.1 There are no financial implications.

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 (HIGH) If the Shire does not take the leadership in development of suitable infrastructure to address food security our residents will remain in poverty		
	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	senior management team attention is required and specific and immediate control measure(s) assigned to manage risk within risk criteria
Risk Control Measure	CEO to urgently address this matter with Government.

9.0 Council Resolution

COUNCIL RESOLUTION: 2025/006

Mover: Cr Virginia O'Neil

Seconded: Cr Raymond Simpson

That Council:

- 1. NOTES that a commercial partner to invest in the infrastructure for a community store in Halls Creek has not been forthcoming via the EOI.**
- 2. APPROVES recommendation to advocate for infrastructure funding with State and Federal partners as a priority.**
- 3. APPROVES the letter to the Prime Minister.**

CARRIED: 4/0

For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Virginia O'Neil

Against: Nil

Please note that these Minutes are yet to be confirmed



27 February 2025

The Hon Anthony Albanese MP
Prime Minister
Parliament House
CANBERRA ACT 2600

Subject: Food insecurity in Halls Creek.

The Shire of Halls Creek (Shire) is writing to you today with grave concern about the escalating food insecurity crisis facing our community and the urgent need for infrastructure funding to build a community-owned store.

As you are aware, Halls Creek and its surrounding remote communities face significant challenges in accessing affordable and nutritious food due to geographic isolation, high transportation costs, and limited local infrastructure. This situation has been exacerbated by recent economic pressures and environmental events, leaving many vulnerable families struggling to feed themselves and their children. We believe this requires immediate and coordinated action from all levels of government.

To address this critical issue, the Shire formally requests an urgent meeting with relevant Federal government ministers, including those responsible for Indigenous Affairs, Regional Development, and Social Services.

We believe a face-to-face discussion is essential to articulate the specific needs of our community, explore potential solutions, and develop a collaborative strategy to combat food insecurity. A key component of this strategy must be securing infrastructure funding for construction of a Community Store.

However, the commercial funding model is precarious and insufficient to stack up a case to invest in Halls Creek. The lack of response to the Shire EOI for a Community Store partner leaves a significant gap in addressing the persistent issue of food security within the Shire.

This silence from the business sector underscores the urgency and criticality of finding a viable solution. With only 21 residential rates payers in the Shire this funding must be provided by Government. The Shire now faces the challenge of re-evaluating its strategy and exploring alternative avenues to ensure the long-term food security of its residents with government, as the initial commercial partnership pathway has seemingly failed over the last 4 years.

The Shire has worked with commercial enterprises to try and address the food insecurity issues faced in Halls Creek since 2020. With no commercial entities being

able to establish a financial model to invest in capital infrastructure it is now the role of this Shire to urgently source this funding.

We are confident that with your support and collaborative effort, we can ensure that all residents of Halls Creek and its surrounding communities have access to affordable and nutritious food, fostering healthier and more resilient communities.

While this occurs, we will work with our ACCO partners to be present at this critical and urgent meeting. Please feel free to have your office speak with Susan Leonard, Chief Executive Officer if you require any further information.

Susan Leonard

Chief Executive Officer

Shire of Halls Creek

Email: ceo@hcshire.wa.gov.au

Mobile: 0438 994 932

Yours sincerely,

Malcom Edwards
Shire President

CC:

1. Ian Trust, Wunan Foundation, Executive Chair
2. Prue Jenkins, Wunan Foundation, Chief Executive Officer
3. Sally Martin, Binarri-binyja Yarrawoo, Chairperson
4. Peter Webster, Binarri-binyja Yarrawoo, Chief Executive Officer

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9.2 DIRECTOR HEALTH AND REGULATORY SERVICES

9.2.1 Application for planning approval – Proposed workforce accommodation at 260 Duncan Road, Lot 25 on DP181052.

ITEM NUMBER:	9.2.1
REPORTING OFFICER:	Musa Mono, Director Health & Regulatory Services
SENIOR OFFICER	Musa Mono, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Council to consider an application for planning approval for the development of workforce accommodation at 260 Duncan Road, McBeath, Halls Creek.

2.0 Background

- 2.1 The subject site is located at McBeath, commonly known as Beckett St, Halls Creek.

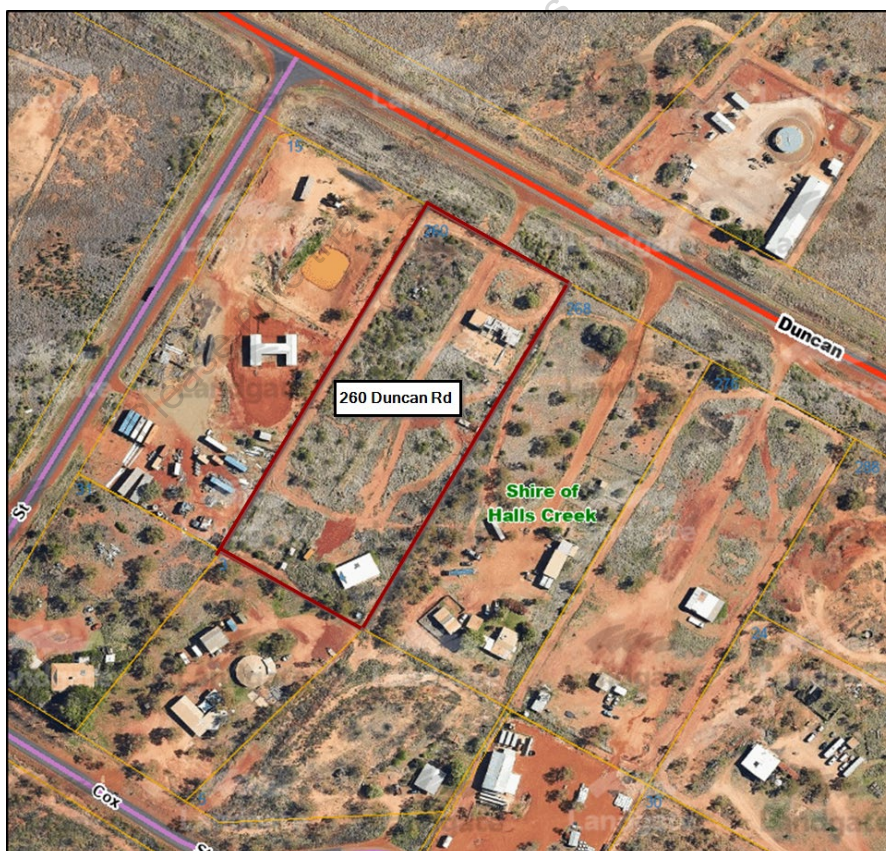


Figure 1 260 Duncan Road, McBeath

- 2.2 The registered proprietor of the Lot is Wirrimanu Aboriginal Corporation and there is currently one single dwelling on the lot.

- 2.3 The development application and accompanying documents received on 11 December 2024 have been assessed as part of this report and forms the basis of the officer recommendation. Preliminary consultation on the development commenced in October 2024.

3.0 Comments

Description of proposal

- 3.1 It is proposed to construct transportable workforce accommodation comprising of:
- Two transportable buildings with 4 self-contained bedrooms each, totalling 8 self-contained bedrooms, with 2.2m wide veranda.
 - A separate transportable building providing common laundry, kitchen, dining and lounge facilities with a 3.6m wide verandah,
 - An on-site sewage treatment apparatus consisting of 2 septic tanks and leach drains to service the accommodation (Appendix 1 – Floor Plan)
 - A 10-car parking bay hardstand
 - Existing shed at the front of the property to be demolished.
- 3.2 The purpose of the development is to provide short term accommodation for employees of the Department of Biodiversity, Conservation and Attractions (DBCA), which includes Rangers, Joint Management partners, and DBCA fire crews, rostered to work or visiting the area. None of the DBCA staff will use these as primary accommodation.

Subject site, zoning and permissibility

- 3.3 The subject site, 260 Duncan Road, is located at McBeath, Lot 25 on DP181052. The Lot area is 1,6238 hectares and is owned by the Wirrimanu Aboriginal Corporation.



Figure 2 Aerial image of 260 Duncan Road

- 3.4 The subject Lot is zoned "Rural Enterprise" under the Shire of Halls Creek Local Planning Scheme No. 2 (LPS2). The objectives of the Rural Enterprise zone are;
- To provide for light industrial and ancillary residential development on one lot.
 - To provide for lot sizes in the range of 1 ha to 4 ha.

- To carefully design rural enterprise estates to provide a reasonable standard of amenity without limiting light industrial land uses.
- To notify prospective purchasers of potential amenity impacts from light industrial land uses.



Figure 3 Excerpt from LPS2 mapping showing McBeath zoning

- 3.5 The permissibility of work force accommodation according to Table 3-Zoning Table of LPS2 is 'A', meaning that the development is "not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions.

Planning Framework/Assessment

- 3.6 The Lot is in Special Control Area 2 – Environment-Wellhead Protection zone (SCA2). The objectives of this zone include to:
- provide a basis for the protection of public drinking water resources through the control of land use or development which has the potential to prejudice the quality of water supplies for public use;
 - ensure that any land use does not detrimentally impact on a public drinking water resource;
 - implement Scheme controls that are designed to mitigate any adverse effects on a public drinking water resource.
- 3.7 The Scheme, (LPS2) allows the development of a single residential accommodation and incidental residence in the Rural Enterprise zone. The applicants submit that it is not anticipated that all 8 accommodation rooms will be in use at any one time. The proposed development is temporary residence for less than 8 workers at a time and as such is assessed not to pose a risk to the public drinking water resource.
- 3.8 Development in the zone is to comply with clause 9 of Schedule 2 of LPS2.
- There is an existing primary residence on the Lot owned by the Wirrimanu Aboriginal Corporation.

- The minimum setbacks comply with Table 6 of LPS2, the front set back being more than 50m and the rear and side setbacks 10m (Appendix 1).
- The proposed development has no impact on the Halls Creek airport operations.
- Whilst from the Officer's perspective, the development seems compatible with development and activities in surrounding Lots, public consultation was carried out in accordance with Clause 64, Schedule 2-Deemed provisions for local planning schemes, of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

3.9 A portion of the subject site is in the Bushfire prone area according to the WA Bushfire prone areas map. A BAL Assessment conducted on the site rated the site BAL-29, APZ. Construction should comply with requirements specified in AS3959:2018 for BAL-29. A Bushfire Management Plan was also provided with the application.

Consultation

3.9 The application was advertised for a period exceeding 14 days, from 11 December 2024 to 13 January 2025, in accordance with clause 64 of the Deemed provisions for local planning schemes Schedule 2, *Planning and Development (Local Planning Schemes) Regulations 2015*. The public notice was also delivered to all neighbouring lots.

3.10 There were no submissions received from the public or the neighbouring lots.

4.0 Statutory Environment

4.1 ***Planning and Development Act 2005*** and regulations.

4.2 ***Shire of Halls Creek Local Planning Scheme No. 2***

4.3 ***Local Government Act 1995***

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

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Economic - 2.9 To increase the number of tourism businesses and range of tourist products and facilities, and raise the recognition of Halls Creek as a significant tourism centre, including the potential of the Duncan Road and recreational fishing

5.3 Strategy:

Economic - 2.9.5 Promote and advocate for regional tourism projects that are identified in the Halls Creek Tourism Plan

6.0 Policy Implications - Nil

7.0 Financial Implications - 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 (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	Choose an item.
Risk Control Measure	

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9.0 Council Resolution

COUNCIL RESOLUTION: 2025/007

Mover: Cr Virginia O'Neil

Seconders: Cr Raymond Simpson

That:

Council approves the application for the development of transportable workforce accommodation at 260 Duncan Road (Lot 25 on DP181052 in accordance with the submitted development plans, dated 05/10/2024, No.s PW-HC-02 to 11 and subject to the following conditions and advice notes:

Conditions:

- 1. The development must be carried out in accordance with the plans and documentation listed and endorsed with the Council's stamp, except where amended by other conditions of this approval.**
- 2. The development shall be connected to a suitably designed sewerage disposal system prior to the commencement of any use. A permit must be obtained before the construction of an onsite sewage treatment apparatus.**
- 3. Prior to the occupation of the development, vehicle crossover(s) shall be constructed to the specification and satisfaction of the Shire of Halls Creek.**
- 4. Recommendations on the Bushfire Management Plan must be implemented before occupation.**

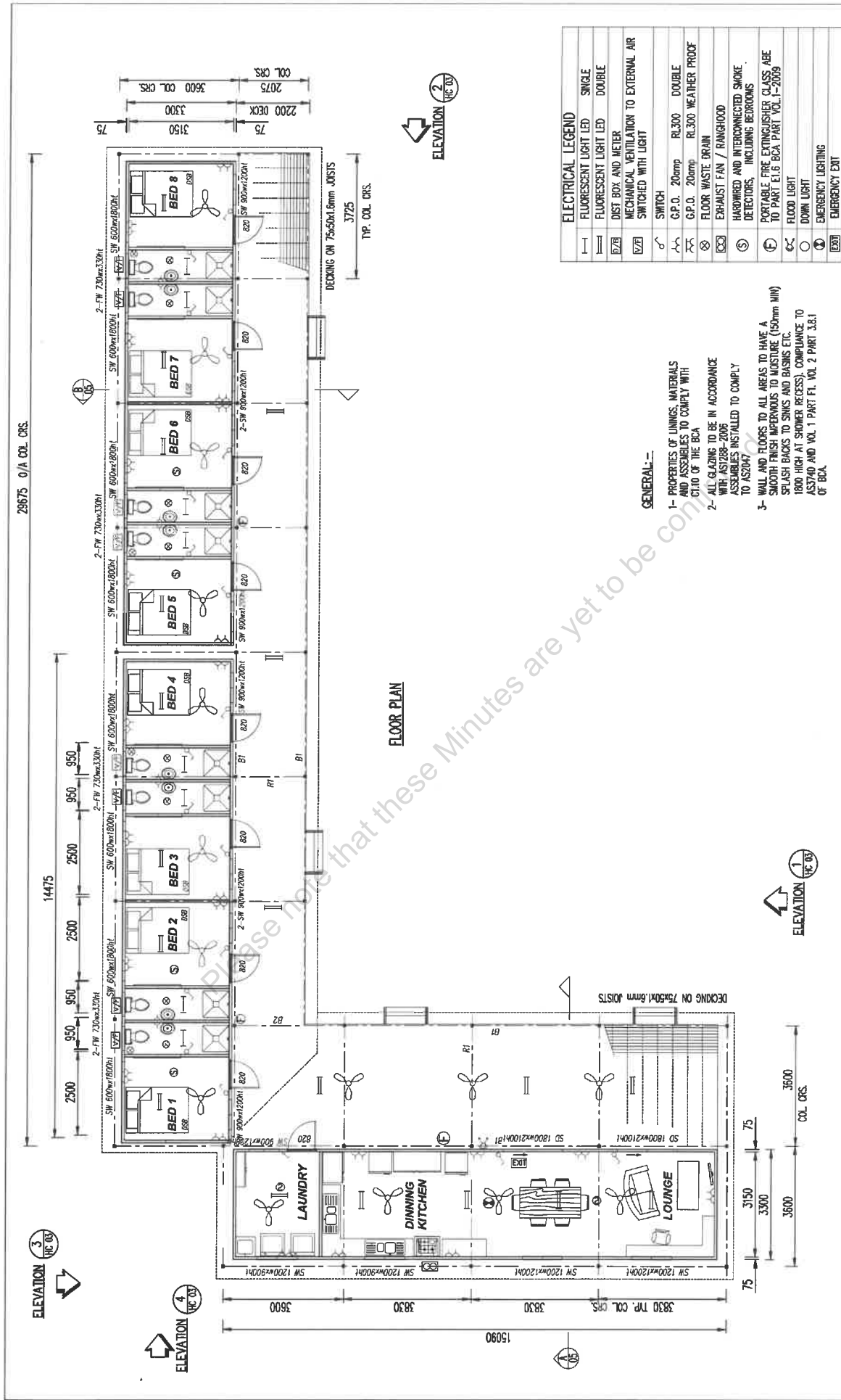
Advice Notes:

- 1. All development must comply with the provisions of the Health Regulations, National Construction Code and all other relevant Acts, Regulations and Local Laws. This includes the provision of access and facilities for people with disabilities in accordance with the Building Codes of Australia.**
- 2. The applicant is reminded of its obligation under the *Building Act 2011*.**
- 3. Noisy construction work outside the period 7.00 am to 7.00 pm Monday to Saturday, and at any time on Sundays and Public Holidays, is not permitted unless the written approval of the Shire of Halls Creek has been sought and obtained.**

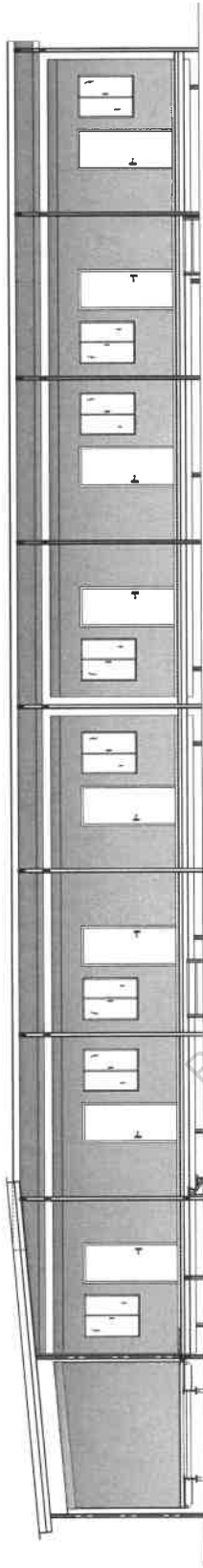
CARRIED: 3/1

For: Cr Malcolm Edwards, Cr Raymond Simpson and Cr Virginia O'Neil

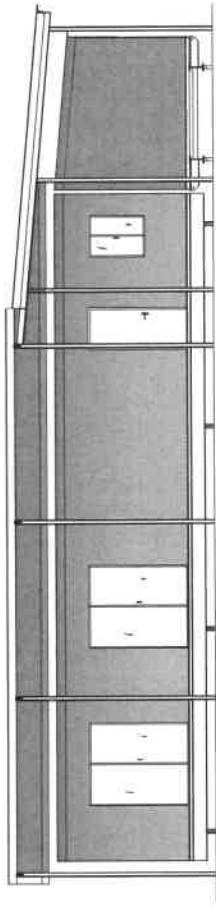
Against: Cr Bonnie Edwards



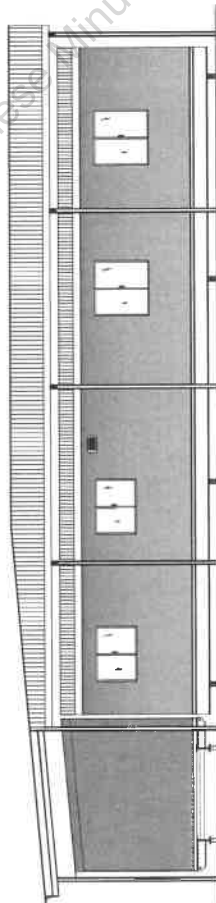
D.R. READ TECHNICAL 1000 WEST 10TH AVENUE SUITE 100 DENVER, COLORADO 80202 PHONE 303-733-1000 FAX 303-733-1001 MOBILE 303-733-1002 E-MAIL DREAD@DREAD.COM										SCALE 1:100		DATE 05-10-24		DATE 05-10-24		CONTRACT NO.		TITLE PROPOSED ACCOMMODATION UNITS AND ROOF FOR D.B.C.A. DEPOT AT HALLS CREEK FLOOR PLAN		PROJECT SECTION DRG. NO. SHT 1 OFF 2		REV. A PW-HC-02	
ISSUED FOR APPROVAL										REVISIONS		DATE		REV. NO.		REV. A							
A										05-10-24		05-10-24		05-10-24		05-10-24							



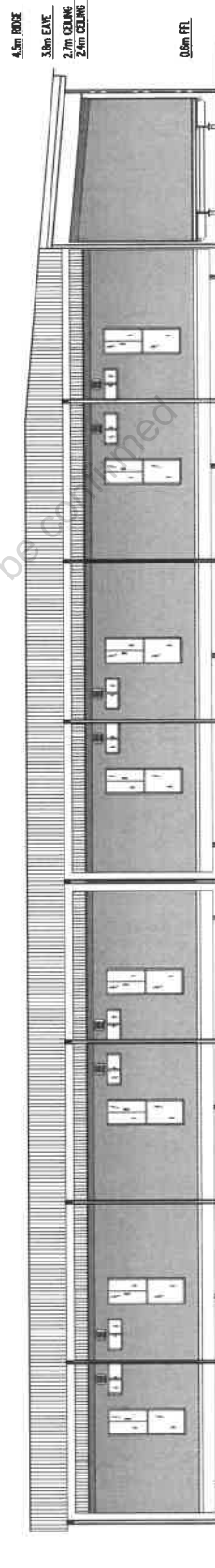
ELEVATION 1
FRONT BEDS 1 TO 8



ELEVATION 2
FRONT OF KITCHEN

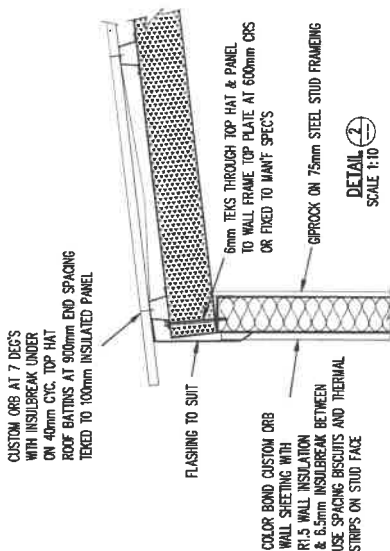
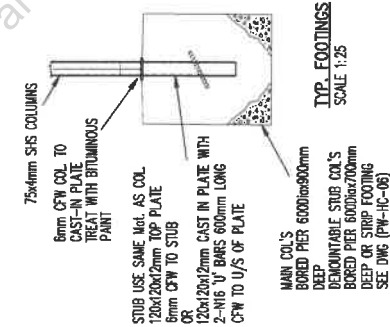
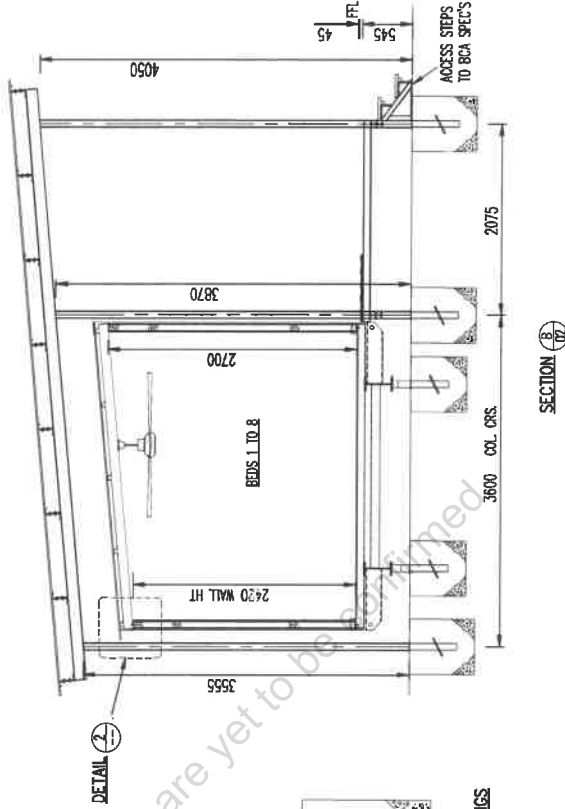
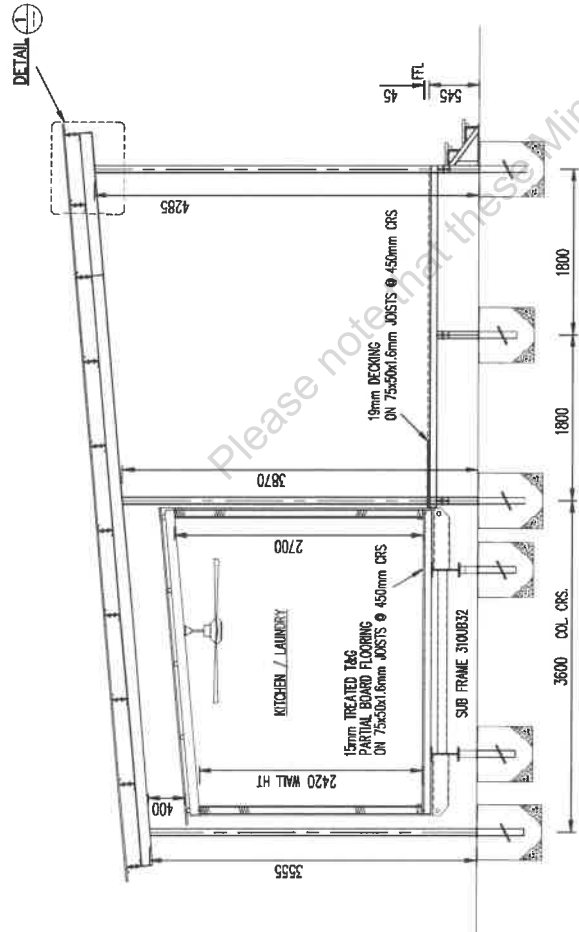
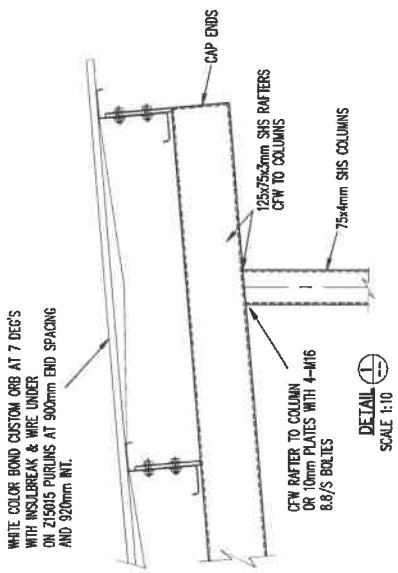


ELEVATION 4
REAR OF KITCHEN

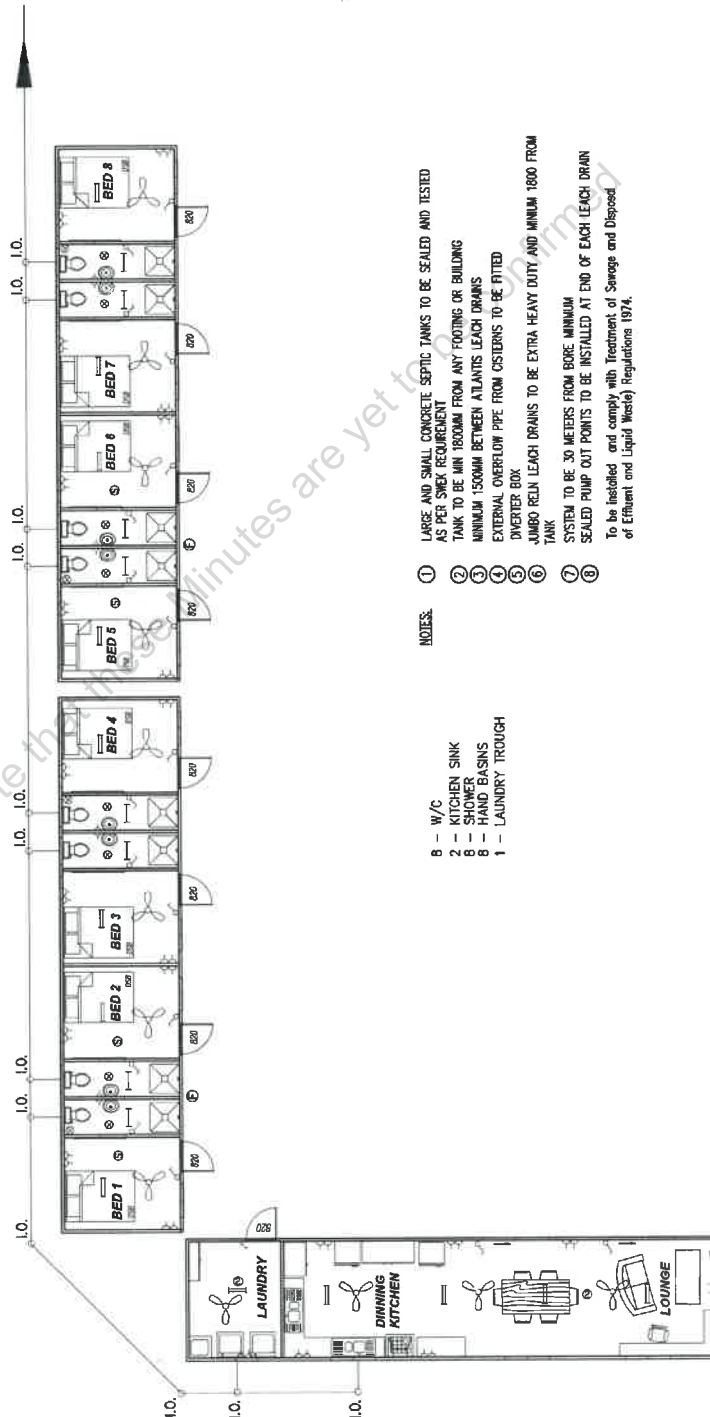
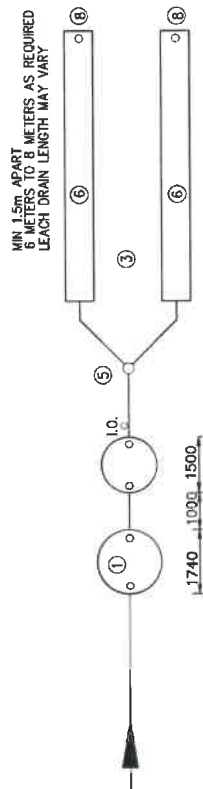


ELEVATION 3
REAR BEDS 1 TO 8

NORTHERN DESIGN CONSULTANTS									
D.R. READ ARCHITECTS 2000 10th Ave Vancouver, BC V6J 1A1 TEL: 604-681-1100 FAX: 604-681-1101 EMAIL: d.read@nrc.ca		SCALE 1:100	DATE 05-10-24	PROJECT NO. 05-10-24	PROJECT PROPOSED ACCOMMODATION UNITS AND ROOF FOR D.B.C.A. DEPOT AT HALLS CREEK	SECTION ELEVATIONS	DRG. NO. PW-HC-03	REV. A	SHEET 1 OF 2
REFERENCE DRAWING TITLE									
ISSUED FOR APPROVAL									
REVISIONS									
A	05-10-24	REV	DATE	DRG. NO.	PROJECT	SECTION	DRG. NO.	REV.	SHEET



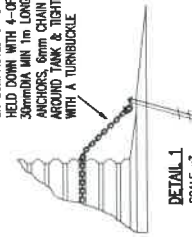
NORTHERN DESIGN CONSULTANTS									
PROJECT		SECTION		Dwg. No.		SHT. 1 OFF 1		REV.	
TITLE		PROPOSED ACCOMMODATION UNITS AND ROOF		FOR DECCA DEPOT AT HALLS CREEK		SECTION VIEWS		PW-HC-04	
DATE		05-10-24		05-10-24					
DR		DR		DR					
SCALE		1:50							
D. R. READ		D. R. READ		D. R. READ		D. R. READ		D. R. READ	
SCALE		1:50							
ISSUED FOR APPROVAL		ISSUED FOR APPROVAL		ISSUED FOR APPROVAL		ISSUED FOR APPROVAL		ISSUED FOR APPROVAL	
DATE		05-10-24		05-10-24		05-10-24		05-10-24	
REV		REV		REV		REV		REV	
Dwg. No.		Dwg. No.		Dwg. No.		Dwg. No.		Dwg. No.	
A		A		A		A		A	



DETAIL 1



15,000 LITRE TANK
ON COMPACTED SAND PAD.
HELD DOWN WITH 4-OFF
30mm DIA MIN 1m LONG SCREW
ANCHORS, 6mm CHAIN
AROUND TANK & TIGHTENED
WITH A TURNBUCKLE



DETAIL 1
SCALE A3

WATER TANK HOLD DOWN DETAILS

- NOTES:**
- 1 - LARGE AND SMALL CONCRETE SEPTIC TANKS TO BE SEALED AND TESTED AS PER SPEC REQUIREMENT
 - 2 - TANK TO BE MIN 1800MM FROM ANY FOOTING OR BUILDING
 - 3 - MINIMUM 1500MM BETWEEN ATLANTIS LEACH DRAINS
 - 4 - EXTERNAL OVERFLOW PIPE FROM CISTERNS TO BE FITTED
 - 5 - DIVERTER BOX
 - 6 - JUMBO REIN LEACH DRAINS TO BE EXTRA HEAVY DUTY AND MINIMUM 1800 FROM TANK
 - 7 - SYSTEM TO BE 30 METERS FROM BORE MINIMUM
 - 8 - SEALED PUMP OUT POINTS TO BE INSTALLED AT END OF EACH LEACH DRAIN
- To be installed and comply with Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulations 1974.

- 8 - W/C
2 - KITCHEN SINK
8 - SHOWER
8 - HAND BASINS
1 - LAUNDRY TROUGH

XXX		REFERENCE DRAWING TITLE	XXX-X-XXX	REV	DATE	REVISIONS	MADE	CHKD	APP	A3	D.R. READ THREAT		SCALE 1:125	DATE 05-10-24	CONTRACT NO. 05-10-24	EQUIPMENT NO. 05-10-24	PROJECT X	SECTION X	DRG. NO.	REV.	PW-HC-09	A
											NORTHERN DESIGN CONSULTANTS											
											PROPOSED ACCOMMODATION UNIT AND ROOF FOR D.B.C.A. DEPOT AT HALLS CREEK											
											SEPTIC LAYOUT											

1. - THESE DRAWINGS CONTAIN INFORMATION REQUIRED FOR OBTAINING A BUILDING PERMIT ONLY. THEY ARE NOT DETAILED SUFFICIENTLY FOR A SPECIFICATION FOR A BIDDING CONTRACT WITH A BUILDER. AN ADDITIONAL SPECIFICATION SHOULD BE WRITTEN TO INCLUDE PAINTING (INCLUDING OUTSIDE CORROSION PROTECTION), ELECTRICAL AND PLUMBING FITTINGS, AND SECOND FIXINGS (KITCHEN, ROBES, CUPBOARDS, ETC.)

1. - THESE DRAWINGS CONTAIN INFORMATION REQUIRED FOR OBTAINING A BUILDING PERMIT ONLY. THEY ARE NOT A DESIGN OR A SUFFICIENTLY DETAILED SPECIFICATION FOR A BUILDING CONTRACT. ANY ADDITIONAL SPECIFICATION SHOULD BE WRITTEN TO INCLUDE PAINTING (INCLUDING OUTSIDE CORROSION PROTECTION), ELECTRICAL AND PLUMBING FITTINGS, AND SECOND FININGS (KITCHEN, ROBES, CUPBOARDS, ETC.)
2. - BUILDER AND TRADES ARE TO CONFIRM ALL MEASUREMENTS, DETAILS AND SPECIFICATIONS PRIOR TO SET OUT AND ORDERING MATERIALS. ANY ERRORS ARE TO BE REFERRED TO DESIGNER AS NO RESPONSIBILITY WILL BE TAKEN FOR ANY CONSTRUCTION COMMENCES. ON ADDITIONS TO EXISTING BUILDINGS, IT IS ASSUMED THAT THE OWNER HAS NECESSARY APPROVALS AND CERTIFICATES OF OCCUPANCY.

GENERAL

61. Read drawings in conjunction with all Architectural and other consultants' drawings and specifications and with such other written instructions as may be issued during the course of the Contract. Refer all discrepancies to the Superintendent for decision before proceeding with the work.

01. Road drawings in conjunction with all Architecture and other consultants' drawings and specifications and with such other written instructions as may be issued during the course of the Contract. Refer all discrepancies to the Superintendent for decision before proceeding with the work.
02. Verify all dimensions relevant to setting out and off-site work before construction and fabrication is commenced. Do not build the drawings unless noted otherwise.
03. During construction maintain the structure in a stable condition and ensure no part is overstressed under construction activities.
04. Comply with the relevant current S.A.A. codes including all amendments, and the local Statutory Authorities' regulations, except where varied by the Contract Documents.
05. Seek approval for all substitutions from the Superintendent. Note any extra involved up with the Superintendent before the work commences.
06. All dimensions are in millimetres unless stated otherwise. All loads are expressed in tonnes.
07. The structural work shown on these drawings has been designed for the following loads and

AREA	LIVE LOAD (kPa)
FLOOR LOADING:—	
INTERNAL	1.5
BALCONY	2.0
ROOF	0.25

Existing services are plotted from the best information available. No responsibility is taken for the accuracy and completeness of the information shown. Establish, on site, the exact position of all underground services indicated on the Drawing(s) in the areas of proposed works, and advise the Superintendent in the event of any discrepancies which affect the proposed works.

- G10.** The Design Wind Criteria is as follows –
DESIGN CRITERIA IN ACCORDANCE WITH AS1170.2, 2021
- | | |
|------------------------|-----|
| IMPORTANCE | 2 |
| REGION B2 CAT | 2.0 |
| V ULTIMATE, V100=45m/s | |
| V SERVICEABILITY=37m/s | |
| Wd=1.0 | |
| W=1.0 | |
| Wt=1.05 | |
| Accatol | D5 |

T1. All timber and timberwork to comply with ASI720

- | | |
|-----|------------------------------------------------------------------------------------------------------|
| 71. | All timber and timberwork to comply with AS1720 |
| 72. | |
| 73. | |
| 74. | |
| 75. | |
| 76. | |
| 77. | |
| 78. | |
| 79. | |
| 80. | |
| 81. | Glazed windows and doors including frames, glazing to comply with AS 1288 |
| 82. | Windows and doors to be manufactured by cyclonic resistant manufacturers for cyclonic regions |
| 83. | Sliding glass doors to have safety railings |
| 84. | Windows less than 500mm from the floor have 500mm from an opening require safety glass with AS 1288. |
| 85. | Wind pressures to comply with DTC M4/12/1-2 |

WATERPROOFING WFT AREAS: -

- Wet area waterproofing to be installed to AS3740 and to manufacturers specifications.
- Wall and floors to wet areas to have a smooth finish impervious to moisture (150mm splash backs to sinks and basins etc.
- 1800 high at shower recess). compliance to AS3740 and vol 1 part 11. vol 2 part 3.8.1 of BCA.

THESE NOTES ARE TO BE USED
IF APPLICABLE

Termit Management System to be installed and certified by an approved applicator in accordance with AS 3660-2000 Part 1. A durable certificate is to be placed in the meter box on completion.

- C1. Comply with AS 3600.
- C2. Do not make any holes, chases or embedment of pipes other than those shown on the structural drawings in concrete members without prior approval of the Engineer.
- C3. Properly form construction joints and use them only where shown or specifically approved by the Engineer.

- | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C1. | Comply with AS 3600. |
| C2. | Do not make any holes, classes or embedment of pipes other than those shown on the structural drawings in concrete members without prior approval of the Engineer. |
| C3. | Properly form construction joints and use them only where shown or specifically approved by the Engineer. |
| C4. | Reinforcement is represented diagrammatically and not necessarily shown in true projection. |
| C5. | Make splices in reinforcement only in the positions shown or as otherwise approved by the Engineer. |
| C6. | Splice fabric one point plus 25 mm unless otherwise noted. |
| C7. | Do not weld reinforcement without the approval of the Engineer. |
| C8. | Securely support all reinforcement in its correct position during concreting by approved bar chairs, spacers or support bars. |
| C9. | Conbar – unless noted otherwise on drawings, give slides and beams sufficient upward camber to design for settlement and deflection of formwork. Agree the method of cambering with the Engineer. Design and construct formwork in accordance with AS 3610. |

ELEMENT	GRADE	SLUMP (mm)
Footings and Ground Slab	N20/20	80 ± 15
Suspended Slabs and Columns	N32/20	80 ± 15
Core Fill	N15/7	225 ± 25

- C11. Hot dip galvanise all cast in bells, plates etc.
- C12. Continuously cure slots for a minimum of 7 days after casting by ponding, covering with a waterproof membrane or other approved means.

SA1 The door to a fully enclosed sanitary compartment must either open outwards, alido or be removable from the outside, unless there is at least 1200mm clear space between the pedestal and the nearest part of the door.

SA2 The ORG is to comply with A53500

SA3 All plumbing to be carried out by a licensed plumber

- SA1** The door to a fully enclosed sanitary compartment must either open outwards, alido or be removable from the outside, unless there is at least 1200mm clear space between the pedestal and the nearest part of the door.
- SA2** The ORG is to comply with A53500
- SA3** All plumbing to be carried out by a licensed plumber

F1. Filled all footings in original undisturbed ground having a soft bearing capacity of 150 kPa as rolled on drawings. Before any concrete is placed, ensure the safe bearing capacity is verified.

F2. Backfill around exterior drunks and other 1st- and 2nd-grade services adjacent to buildings. If laid before footings are constructed with approved fill placed in 200mm max layers and compacted to 95% MDD.

F3. If laid after footings are constructed, avoid undermining of footings by either fully shoring trenches, or keeping excavation outside on influence the extending downwards at a slope of 1:1 from the bottom corner of all footings. Backfill to the level of the finished ground surface.

F4. Use selected fill (gravel, decomposed or broken brick) free from clay lumps and organic matter, conforming with the following grading requirements:

AS METRIC SEVE	% PASSING BY WEIGHT	AS METRIC SEVE	% PASSING BY WEIGHT
75.0 mm	100	2.36 mm	20-50
9.5 mm	30-100	0.075 mm	5-25

- F4.** Strip the area of the surface of all top soil and deleterious material prior to placement of fill or compaction. Compact fill up to 150 mm below sub level in 150 mm layers to 90% MDD.
- F5.** Compact fill in the 150 mm layer immediately below sub level to 95% MDD. Compact sand blinding layer below concrete slab by vibration plate or flooding to 95% MDD.
- F6.** Backfill over association with lean mix concrete.
- F7.** Builder to confirm site classification "S" to AS2370

[illegible]

Please note that these Minutes are yet to be confirmed

WESTERN



AUSTRALIA

TITLE NUMBER

Volume Folio

1884 792

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BC Roberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 25 ON DEPOSITED PLAN 181052

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

WIRRAMANU ABORIGINAL CORPORATION OF PRIVATE BAG 7 HALLS CREEK WA 6770
(AL O764431) REGISTERED 10/6/2021

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1884-792 (25/DP181052)
PREVIOUS TITLE: 1509-609
PROPERTY STREET ADDRESS: 260 DUNCAN RD, MCBEATH.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF HALLS CREEK



PLANNING AND DEVELOPMENT ACT 2005

SHIRE OF HALLS CREEK

LOCAL PLANNING SCHEME No. 2

NOTICE OF PUBLIC ADVERTISEMENT OF DEVELOPMENT PROPOSAL

The Shire of Halls Creek has received an application to develop land for the following purpose and public comments are invited;

LAND DESCRIPTION: Lot No. 25 on P181052
Street Address- 260 Duncan Road, McBeath. Halls Creek

PROPOSAL:

1. Construction of workforce accommodation consisting of 3 transportable Structures with 8 ensuite bedrooms, common Laundry and open plan Lounge, Dining and Kitchen.
2. Construction of an on-site sewage treatment apparatus, consisting of 2 septic tanks and leach drains.

Details of the proposal are available for inspection at the Council Office or can be requested electronically by emailing dhrs@hcshire.wa.gov.au.

Comments on the proposal may be submitted to the Council in writing on or before the 4pm on 13 January 2024.

Submissions are to be made via;

Post: Shire of Halls Creek, PO Box 21, Halls Creek. WA 6770

Email: dhrs@hcshire.wa.gov.au

In Person: Shire Administration Office, 7 Thomas Street, Halls Creek
WA 6770

**Susan Leonard – Chief Executive Officer
SHIRE OF HALLS CREEK**

11/12/2024
Date

9.2.2 Application - Dealer's Licence to Sell Ammunition - Warmun Roadhouse - Request for Council support

ITEM NUMBER:	9.2.2
REPORTING OFFICER:	Musa Mono, Director Health & Regulatory Services
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Council to consider a request to support an application for dealer's licence to sell ammunition.

2.0 Background

- 2.1 An email received on 9 December 2024 advised that Warmun Roadhouse is applying for a Dealer's Licence (for the sale of Ammunition only). The email is requesting for the Shire's comment/support for this application.

3.0 Comments

- 3.1 According to an email received on 10 February 2025, Warmun Roadhouse has held a Dealer's Ammunition since it was taken over by Outback Stores. The Shire support is being sought for the renewal of the licence for a further year.
- 3.2 The Roadhouse having a Dealer's Licence allows Warmun Residents and residents from surrounding communities such as Frog Hollow and Bow River, pastoral stations and farmers to pursue their sporting and recreational interests without having to travel either to Halls Creek or Kununurra to buy ammunition.
- 3.3 The control and sale of firearms and ammunition is under the WA Police Commissioner, according to the *Firearms Act 2024*. A main consideration by the Commissioner is safety, during the assessment of such applications.
- 3.4 The approval being sought by the applicant is a requirement by the Commissioner on all applicants seeking a Firearms Dealer's licence. The approval is to be submitted with the application.

4.0 Statutory Environment

4.1 *Local Government Act 1995*

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

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

4.2 Firearms Act 2024

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

Economic - 2.11 To develop, retain, expand and diversify local enterprise throughout the Shire

5.3 Strategy:

Economic - 2.11.7 To encourage local enterprise opportunities to be maximised in the provision of services to remote communities

6.0 Policy Implications - Nil

7.0 Financial Implications - 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 (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	Choose an item.
Risk Control Measure	

9.0 Council Resolution

COUNCIL RESOLUTION: 2025/008

Mover: Cr Virginia O'Neil

Seconder: Cr Raymond Simpson

That:

The CEO is directed to advise Warmun Roadhouse that Council supports the application for the renewal of the Warmun Roadhouse firearms Dealer's Licence (ammunition only).

CARRIED: 4/0

For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Virginia O'Neil

Against: Nil

This section left blank intentionally

From: Rosmaria Eastman
Sent: Tuesday, 10 December 2024 11:28 AM
To: Musa Mono
Subject: FW: Local Government Authority Approval *Warmun Roadhouse Dealer's Licence (for the sale of ammunition only)

Follow Up Flag: Follow up
Flag Status: Flagged

From: Ellen Fisher <Ellen.Fisher@OutbackStores.com.au>
Sent: Monday, 9 December 2024 2:32 PM
To: Hcshire@hcshire Emails <HCSHIRE@HCSHIRE.WA.GOV.AU>
Cc: Warmun Roadhouse <wmn@OutbackStores.com.au>; Legal & Compliance <legalcompliance@outbackstores.com.au>; Greg Harnath <greg.harnath@OutbackStores.com.au>; Craig Boxall <Craig.Boxall@outbackstores.com.au>; Evan Ralph <Evan.Ralph@OutbackStores.com.au>
Subject: Local Government Authority Approval *Warmun Roadhouse Dealer's Licence (for the sale of ammunition only)

Dear Sir/Madam

Warmun Roadhouse (C/- Outback Stores) is applying for a Dealer's Licence (for the sale of Ammunition only) and is seeking local government authority approval to support our application.

Can you please respond to this email stating that the Shire of Halls Creek holds no objection to ammunition being stored at the proposed premises of the Warmun Roadhouse (22 Great Norther Highway, Warmun, WA, 6743).

Any concerns should be directed to me via return email.

Regards, Ellen Fisher

Ellen Fisher | Executive Assistant to CEO

M: +61 436 945 115 | P: 08 89821912
PO Box: 1953 | Berrimah NT 0828
A: Outback Stores | 67 Pruen Rd, Berrimah NT 0828
www.outbackstores.com.au

Outback Stores acknowledges the traditional custodians across the lands on which we live and work, we pay our respects to elders both past and present.

Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.
<https://www.mailguard.com.au/mg>

9.3 INFRASTRUCTURE

9.3.1 2025/26 REGIONAL ROAD GROUP REALLOCATION

ITEM NUMBER:	9.3.1
REPORTING OFFICER:	Les Vidovich, Executive Manager Infrastructure Services
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 To seek Councils endorsement to reallocate part of its 2025/26 Regional Road Group allocation from Springvale Lansdowne Road to Duncan Road.

2.0 Background

- 2.1 At its ordinary meeting held on the 13 August 2024, Council endorsed its newly created five-year Strategic Road Plan for 2025 through to 2029.
- 2.2 As a result of this document, infrastructure staff applied through the Regional Road Group to construct the following two section of road using funding from its 2025/26 road project grant allocation.
- A) Reform and gravel re-sheet Tanami Road (SLK 154.15 to 159.15) at a total cost of \$676,200 and
 - B) Reform and gravel re-sheet Springvale Lansdowne Road (SLK 17 to 21) at a cost of \$524,595.
- 2.3 Council previously endorsed its reallocation for Tanami Road to Duncan Road at its meeting held on the 12 December 2024. This was a result of discussions with Main Roads who advised that any funds spent on this section of road could be in vain if the road is realigned or the road level is reduced or raised in height during its construction.

3.0 Comments

- 3.1 Ongoing discussions have been occurring with Main Roads representatives and Shire staff in respect to the construction of Duncan Road. Main Roads has advised staff that it will cover the sealing costs next financial year of any works on Duncan Road that Council constructs. The cost to seal a kilometre of Duncan Road is in the vicinity of \$150,000.
- 3.2 Transferring funds from Springvale Lansdowne Road to construct part of Duncan Road would be beneficial as it services tourist's attractions including Old Halls Creek, Palm Springs, Saw Pit Gorge and Caroline Pool etc. Duncan Road also has a higher number of daily vehicle counts than Springvale Lansdowne Road.

- 3.3 Council's Strategic Road Plan is reviewed on a regular basis to ensure it continues to meet the needs of the Shire and its stakeholders. It is therefore recommended by staff that this change also occurs within the document and approval be obtained from the Regional Road Group to reallocate these funds from Springvale Lansdowne Road to Duncan Road. A draft copy of the submission for the Regional Road Group is attached.

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.

5.0 Strategic Implications

- 5.1 Objective:
2. Economic: Our town and remote communities are prosperous and viable.
- 5.2 Outcome:
Social - 1.4 Our community has access to appropriate transport networks and services, including a regional and interstate transport system.
- 5.3 Strategy:
Social - 1.4.4 Maintain and renew roads and ancillary infrastructure in accordance with the Shire Asset Management Plan including identified access roads into communities

6.0 Policy Implications

- 6.1 There are no relevant Shire of Halls Creek policies in respect to this matter.

7.0 Financial Implications

- 7.1 Regional Road Group funding is provided on the basis that Main Roads WA contributes two-thirds to Council's one-third contribution. The table below lists the existing and proposed arrangements.

	Existing – Springvale Lansdowne Rd SLK 17 to 21	Proposed - Duncan Rd SLK 12.0 to 14.2
Regional Road Contribution	\$349,797	\$349,797
Shire of Halls Creek Contribution*	\$174,898	\$174,898
Total	\$524,595	\$524,595

* Note – The Shire of Halls Creek contribution is generally funded either by its Direct Grant or R2R allocations.

8.0 Sustainability Implications

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

Event Likelihood / Impact Matrix			
Likelihood (refer Potential Risk Likelihood Guide)	Impact (1) The perceived level of risk is low as it can be managed internally by routine procedures and framework.		
	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	specific control measure(s) and management responsibility assigned to manage the risk within risk criteria
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 Council Resolution

COUNCIL RESOLUTION: 2025/009

Mover: Cr Virginia O'Neil

Seconder: Cr Raymond Simpson

That Council

- 1. APPROVE** the reallocation of part of its 2025/26 Regional Road Group allocation from Springvale Lansdowne Road (SLK 17 to 21) to Duncan Road (SLK 12 to 14.2).
- 2. AUTHORISE** the Chief Executive Officer to submit to Main Roads WA the road project proposal form for Duncan Road as provided.

CARRIED: 4/0

For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Virginia O'Neil

Against: Nil

9.3.2 RFT 2025-03-EMIS "Supply of Plant and Operators"

ITEM NUMBER:	9.3.2
REPORTING OFFICER:	Les Vidovich, Executive Manager Infrastructure Services
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 For Council to consider and approve the advertising of RFT 2025-03-EMIS for the provision of Road Construction Plant and Operators.

2.0 Background

- 2.1 The Shire of Halls Creek has an extensive road network that requires ongoing capital, and renewal works to ensure all roads are suitable for current and future traffic classes and volumes. These roads play a significant role in providing access to local businesses, residential properties, pastoral properties, mining tenements and local communities.
- 2.2 The Shire has a limited construction crew and assistance in completing Council's annual capital road program is required. The existing tender arrangement for the supply of plant and operators expires on 31 March 2025 and it is requested that a new tender now be advertised.
- 2.3 The works of the tender predominately comprise reforming and re-sheeting unsealed roads, constructing roads to a sealed surface and the installation of drainage assets including culverts, offshoot drains, table drains and floodway's, these works are specialised road construction activities.
- 2.4 The works will primarily be in the form of the Duncan Rd upgrade project as well as AGRN1044 and AGRN1118 Flood Damage reinstatement works. These works are directly managed by the Shire's Supervisor representative to maximise value for money and ensure that the works are completed in accordance with the specifications.
- 2.5 The contract is proposed to be for a 1-year period commencing 1 April 2025 through to 31 March 2026. The contract will include an optional 2 x 1-year extension which will allow a well performing contractor to hold the contract for a maximum period of 3 years. This duration ensures the tender will be attractive to high-quality tenderers.

3.0 Comments

- 3.1 Without additional support (plant and skilled operators; procured via this proposed tender), the Shire would be unable to fulfil its obligations to complete the planned capital and flood damage road works programs.
- 3.2 Given the limited budget and the variable nature of the works, Shire officer preference is to continue to hire road construction plant with operators and

directly manage the hired resources on an hourly hire basis. This is advantageous as it provides the Shire flexibility to vary the scope of works depending on the location and funds available, which ensures maximum cost-efficiency.

3.3 The proposed road construction work crew will comprise: 1 x grader, 1 x semi water carts, 2 x road train side tippers, 1 x smooth drum roller, 1 x grid roller, 1 x multi roller, 1 x padfoot roller, 1 x dozer and 1 x loader. Up to 10 machinery operators, a works supervisor, and mechanic will be provided along with a fully self-contained mobile construction camp.

3.4 A copy of the proposed tender document for advertising is attached.

4.0 Statutory Environment

4.1 Local Government Act 1995

Section 3.57 - Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Local Government (Functions and General) Regulations 1996

Part 4 – Provision of Goods and Services – Provides the detail of when tenders are required to be called and the process for dealing with and awarding tenders.

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:

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

6.0 Policy Implications

6.1 Council Policy A11 & A12 "Procurement" will be applied by staff when calling for tenders.

7.0 Financial Implications

7.1 Capital Road construction works are funded from various sources. The primary funding sources are the Regional Roads Group, Roads to Recovery Program and Disaster Recovery Funding Arrangements for Western Australia (DRFAWA). These funding sources are also supplemented at times from the

Shire's own funds, Commonwealth Federal Assistance Grants (FAGs), direct grants and other funding source.

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 (4) If a tender is not awarded as per the scheduled timeline there may be a delay in delivery of the road projects and a risk of the any funding being lost.		
	Minor	Medium	High
Low (unlikely)	1	2	3
Moderate (likely)	2	4	6
High (very likely)	3	6	9

Risk	4
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	specific control measure(s) and management responsibility assigned to manage the risk within risk criteria
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 Council Resolution

COUNCIL RESOLUTION: 2025/010

Mover: Cr Virginia O'Neil

Seconded: Cr Raymond Simpson

That Council:

- 1. Endorses the selection criteria and weightings schedule in RFT 2025-03-EMIS as presented:**

Criteria	Weighting
Price – Best Value for Money Method	40 %
Quality and Completeness of Road Construction Plant / Equipment and Camp Facilities <i>Tenderers must address the following items:</i> <ul style="list-style-type: none"><i>a) Identify the total number of each type of plant / equipment available for assessment against the nominated list and number of items as per the tender schedule;</i><i>b) Nominate the age or hours (or some other means of assessing the equipment's condition and reliability) of each item of plant / equipment;</i><i>c) Identify any particular item (s) of plant / equipment / attachments that the tenderer offers that may be considered to have special or advantageous application to the works and locations identified within this tender;</i><i>d) Provide specific details of the tenderer's mobile camp facilities including details of the accommodation, mess and ablution facilities.</i>	15 %
Key Personnel Skills and Experience <i>Tenderers must address the following items for their nominated personnel:</i> <ul style="list-style-type: none"><i>a) Provide CVs or employment history (including projects worked on, roles undertaken, years of experience, qualifications / relevant memberships, tickets / licences) and referees who can substantiate previous experience and demonstrated capability for the tenderer's key personnel (Supervisor, Grader Operators, Dozer Operator, Field Mechanic);</i><i>b) Provide details of the tenderer's nominated administrative staff and their experience in similar contracts;</i><i>c) Provide details of the tenderer's degree of Indigenous Content in their nominated work crew;</i><i>d) Provide details of any backup resources for the tenderer's key personnel should the need arise</i>	15 %
Organisational Experience and Capacity to Complete Contract Works <i>Tenderers must address the following items:</i> <ul style="list-style-type: none"><i>a) Provide details of similar work or projects in similar areas of a similar nature to that described within this tender;</i>	15 %

<ul style="list-style-type: none"> b) <i>Provide the scope of the Tenderer's involvement including details of outcomes achieved by the tenderer on similar work scopes;</i> c) <i>Provide details of any issues that arose during the project and how these were managed;</i> d) <i>Provide information demonstrating how the tenderer has previously used sound judgement and discretion on similar work scopes;</i> e) <i>Provide information demonstrating the tenderer's competency in similar work scopes and the tenderer's proven track record of achieving outcomes;</i> f) <i>Provide referees who can substantiate the organisation's previous experience and/or the organisation's capabilities;</i> g) <i>Provide details of the contractor's experience at supplying, managing and running remote mobile camps.</i> 	
<p>Local Content of Plant, Equipment and Resources Tenderers must address the following items:</p> <ul style="list-style-type: none"> a) <i>Specifically detail the items of plant, equipment and/or resources that meet the requirements of the tender request (min. of 10% local content);</i> b) <i>Provide details on how the tender plans to offer opportunities to local persons and/or businesses within the Shire of Halls Creek as part of completing these works.</i> c) <i>Provide ownership details of all local content subcontractor companies / organisations including:</i> <ul style="list-style-type: none"> a. <i>Ownership details of the local content subcontractor company,</i> b. <i>The physical local of the subcontractor's business office (s),</i> c. <i>The nature of the relationship between the prime contractor and nominated local content subcontractor company,</i> d. <i>The number of years the local content subcontractor has been in operation and the length of time that the prime contractor has worked with the local content subcontractor,</i> e. <i>The road building experience of the local content subcontractor.</i> 	10 %
<p>Provisions for Mechanical Support and Extra Machinery Tenderers must address the following items:</p> <ul style="list-style-type: none"> a) <i>Provide specific details of the onsite mechanical workshop and service vehicles;</i> b) <i>Provide specific details of the refuelling equipment and resources available for this project;</i> c) <i>Provide specific details of how the tenderer intends to ensure all necessary spare parts and associated support is available for the duration of the contract;</i> d) <i>Provide details of any extra support plant or machinery that the tenderer can provide to replace machinery with long term break downs.</i> 	5 %

2. Authorise the Chief Executive Officer to advertise tender "RFT 2025-03-EMIS" for the Supply of Plant and Operators, in accordance with Section 3.57 of the *Local Government Act 1995* and that the item be brought back to an ordinary meeting for determination once the advertisement period closes.

ABSOLUTE MAJORITY/CARRIED: 4/0

***For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards,
and Cr Virginia O'Neil***

Against: Nil

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Please note that these Minutes are yet to be confirmed

9.4 CORPORATE SERVICES

9.4.1 Payments by Employees via Purchasing Cards – 27 November 2024 to 24 December 2024

ITEM NUMBER:	9.4.1
REPORTING OFFICER	Susan Leonard, Chief Executive Officer
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
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 November – 24 December 2024.

2.0 Background

- 2.1 Regulation 13A of the *Local Government (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 November – 24 December 2024 is via Credit card payments totalling \$13,471.19.
- 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 November – 24 December 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 \$13,471.19. All payments made have been within the provisions of the 2024-25 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: 2025/011

Mover: Cr Virginia O'Neil

Seconder: Cr Raymond Simpson

That:

The Council receive the listing of payments made by authorised employees using transaction cards for the period 27 November – 24 December 2024 summarised on the attached schedule (as appended 9.4.1A) for Credit card payments totalling \$13,471.19.

CARRIED: 4/0

For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Virginia O'Neil

Against: Nil

This section left blank intentionally

Shire of Halls Creek
Payments by Employees via Purchasing Cards
27 November 2024 to 24 December 2024
Credit Cards

Date	Description	Value	Card Id
2-Dec-25	Annual Fee	\$40.00	3343
2-Dec-25	Coles Express	\$52.73	3343
3-Dec-25	Halls Creek Home	\$39.96	3343
6-Dec-25	Survey Monkey	\$300.00	3343
12-Dec-25	Kimberley Grande	\$203.00	3343
20-Dec-25	Kimberley Grande	\$203.00	3343
27-Nov-25	Nandos	\$34.85	2666
27-Nov-25	Rydges	\$5.08	2666
30-Nov-25	S24 Ord River Kununurra	\$64.99	2666
2-Dec-25	Annual Fee	\$40.00	2666
3-Dec-25	Coles Express	\$48.15	2666
4-Dec-25	Coles Express	\$46.98	2666
9-Dec-25	Coles Express	\$72.50	2666
2-Dec-25	Annual Fee	\$40.00	8424
16-Dec-25	Verdex Equipment	\$1,130.92	8424
2-Dec-25	Annual Fee	\$40.00	4030
27-Nov-25	Avis	\$751.64	3368
2-Dec-25	Annual Fee	\$40.00	3368
3-Dec-25	Greyhound Australia	\$171.00	3368
5-Dec-25	Kununurra Home and Gardens	\$94.50	3368
12-Dec-25	Halls Creek Home	\$98.90	3368
13-Dec-25	RB & AH Industries Pty	\$500.00	3368
13-Dec-25	Kununurra Home and Gardens	\$11.50	3368
14-Dec-25	Quest Innaloo	\$1,482.33	3368
18-Dec-25	Coles Express	\$37.70	3368
19-Dec-25	Halls Creek Home	\$49.99	3368
2-Dec-25	Annual Fee	\$40.00	1352
2-Dec-25	Annual Fee	\$40.00	8657
4-Dec-25	S24 Ord River Kununurra	\$100.00	8657
5-Dec-25	Virgin Australia	\$454.70	8657
6-Dec-25	QANTAS	\$314.22	8657
11-Dec-25	JB Hi-Fi	\$2,470.43	8657
12-Dec-25	Coles Express	\$182.81	8657
12-Dec-25	Halls Creek Home	\$22.07	8657
14-Dec-25	United Katherine	\$134.56	8657
14-Dec-25	S24 Ord River Kununurra	\$160.01	8657
15-Dec-25	S24 Ord River Kununurra	\$166.68	8657
15-Dec-25	United Katherine	\$129.46	8657
19-Dec-25	Coles Express	\$286.05	8657
20-Dec-25	E Kimberley Hardware	\$191.20	8657
20-Dec-25	Coles Express	\$275.20	8657
21-Dec-25	Kununurra Home and Gardens	\$295.50	8657
22-Dec-25	Coles Express	\$332.61	8657
27-Nov-25	IGA Local Grocer	\$20.23	2695
27-Nov-25	IGA Local Grocer	\$48.02	2695
2-Dec-25	Annual Fee	\$40.00	2695
2-Dec-25	Mantra Frangipani	\$307.65	2695
2-Dec-25	Mantra Frangipani	\$307.65	2695
2-Dec-25	Mantra Frangipani	\$307.65	2695
6-Dec-25	Camping Clothing and Rural Supply	\$74.38	2695

Shire of Halls Creek
Payments by Employees via Purchasing Cards
27 November 2024 to 24 December 2024
Credit Cards

Date	Description	Value	Card Id
8-Dec-25	BP	\$88.00	2695
9-Dec-25	Spinifex Ale	\$34.61	2695
9-Dec-25	Bunnings	\$576.00	2695
9-Dec-25	BP	\$332.25	2695
9-Dec-25	McDonalds Broome	\$18.95	2695
9-Dec-25	Chicken Treat	\$22.19	2695
10-Dec-25	Caltex	\$45.00	2695
19-Dec-25	Reados Auto Care Pty	\$10.00	2695
19-Dec-25	Coles Express	\$43.39	2695
Total		\$13,471.19	

Please note that these Minutes are yet to be confirmed

9.4.2 Payments by Employees via Purchasing Cards – 25 December 2024 to 24 January 2025

ITEM NUMBER:	9.4.2
REPORTING OFFICER	Susan Leonard, Chief Executive Officer
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 List of payments made by authorised employees using transaction cards to be received by Council for the period between 25 December 2024 to 24 January 2025.

2.0 Background

- 2.1 Regulation 13A of the *Local Government (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 25 December 2024 to 24 January 2025 is via Credit card payments totalling \$6,463.17.
- 3.2 The attached schedule provides the information required by legislation. A detailed copy of the payments will be kept in the Finance Office.
- 3.3 The list of payments made by authorised employees using transaction cards to be received by Council for the period 25 December 2024 to 24 January 2025 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 \$6,463.17. All payments made have been within the provisions of the 2024-25 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: 2025/012

Mover: Cr Virginia O'Neil

Seconder: Cr Raymond Simpson

That:

The Council receive the listing of payments made by authorised employees using transaction cards for the period 25 December 2024 to 24 January 2025 summarised on the attached schedule (as appended 9.4.2A) for Credit card payments totalling \$6,463.17.

CARRIED: 4/0

For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Virginia O'Neil

Against: Nil

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Shire of Halls Creek
Payments by Employees via Purchasing Cards
25 December 2024 to 24 January 2025
Credit Cards

Date	Description	Value	Card Id
6-Jan-25	IGA	\$153.98	2695
21-Jan-25	Halls Creek Home	\$150.04	2695
21-Jan-25	Reddy Express	\$105.38	2695
22-Jan-25	Tuckerbox Stores	\$182.00	2695
22-Jan-25	Warmun Roadhouse	\$17.60	2695
22-Jan-25	Warmun Roadhouse	\$60.09	2695
10-Jan-25	CHECKED.COM.AU	\$84.00	3343
24-Jan-25	Post Office	\$63.80	3343
23-Jan-25	Nisbets	\$1,841.83	8424
23-Jan-25	Everywhere Travel	\$1,215.00	4030
4-Jan-25	Rsea Pty Ltd	\$251.71	3368
8-Jan-25	Reddy Express	\$61.69	3368
13-Jan-25	Post Office	\$399.00	3368
17-Jan-25	Harvey Norman	\$110.95	3368
18-Jan-25	Coles	\$252.41	3368
4-Jan-25	Coles	\$151.46	8657
7-Jan-25	Halls Creek 4WD	\$65.91	8657
9-Jan-25	Reddy Express	\$180.84	8657
9-Jan-25	S24	\$158.71	8657
10-Jan-25	Liberty	\$135.54	8657
12-Jan-25	S24	\$188.59	8657
12-Jan-25	United	\$146.24	8657
13-Jan-25	Post Office	\$87.00	8657
14-Jan-25	Halls Creek Home	\$75.37	8657
14-Jan-25	IGA	\$16.20	8657
15-Jan-25	Reddy Express	\$20.00	8657
16-Jan-25	Reddy Express	\$24.80	8657
17-Jan-25	Halls Creek 4WD	\$73.82	8657
31-Dec-25	Coles	\$189.21	8657
Total		\$6,463.17	

9.4.3 Accounts Paid by Authority (Summary) – December 2024

ITEM NUMBER:	9.4.3
REPORTING OFFICER	Tracey Stibbard, Senior Finance Officer
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

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

2.0 Background

- 2.1 Nil

3.0 Comments

- 3.1 Creditor payments for the month of December 2024 as follows:

<u>Bank Account</u>	<u>Type</u>	<u>Total</u>
Municipal	EFT31794 – EFT31897	1,543,839.60
Municipal	EFT Refund	400.00
Credit Card	Direct Debit	13,471.19
Payroll	Journal/Direct Debit	246,147.80
Department of Transport	Direct Debit	12,294.10
Superannuation	Direct Debit	64,992.33
Bank fees	Direct Debit	467.04
Australia Post	Direct Debit	10,325.32
Telstra	Direct Debit	17,407.30
Pivotel Satellite Pty Ltd	Direct Debit	216.00
TOTAL		\$1,909,560.68

- 3.3 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 December 2024 to 31 December 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 \$1,909,560.68. 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: 2025/013

Mover: Cr Raymond Simpson

Seconded: Cr Virginia O'Neil

That:

Council receives the total accounts paid by authority totalling \$1,909,560.68 summarised on the Schedule of Payments – December 2024 as appended 9.4.3A.

CARRIED: 4/0

For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Virginia O'Neil

Against: Nil

Please note that these Minutes are yet to be confirmed

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SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF DECEMBER 2024

Chq/EFT	Date	Name	Amount
EFT31794	06/12/2024	NORTH REGIONAL TAFE	- 392.60
EFT31795	06/12/2024	CHRISTOPHER LOESSL	- 546.29
EFT31796	06/12/2024	ST JOHNS AMBULANCE AUST. (WA) INC. (BELMONT)	- 1,679.98
EFT31797	06/12/2024	HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION	- 1,388.00
EFT31798	06/12/2024	BUSHCAMP SURPLUS STORES (BUSHCAMP ENTERPRISES PTY LTD)	- 605.56
EFT31799	06/12/2024	VISION POWER PTY LTD	- 453.42
EFT31800	06/12/2024	TYREPLUS (KUNUNURRA)	- 11,740.00
EFT31801	06/12/2024	DEPT. OF WATER AND ENVIRONMENTAL REGULATION	- 1,477.30
EFT31802	06/12/2024	CAMPING, CLOTHING & RURAL (CCR) SUPPLY KUNUNURRA - AUST. INDEPENDENT RURAL RETAILERS (AIRR) & TUCKERS PET & PRODUCE	- 132.00
EFT31803	06/12/2024	ORD AGRICULTURAL EQUIPMENT	- 504.99
EFT31804	06/12/2024	RID AUST.	- 5,009.33
EFT31805	06/12/2024	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	- 41,317.67
EFT31806	06/12/2024	AVANTGARDE TECHNOLOGIES PTY LTD	- 10,177.92
EFT31807	06/12/2024	CDM HYDRAULICS PTY LTD	- 1,377.93
EFT31808	06/12/2024	INLOGIK PTY LTD	- 513.00
EFT31809	06/12/2024	JAKE OSMAN	- 18,755.00
EFT31810	06/12/2024	READOS AUTO CARE PTY LTD	- 738.12
EFT31811	06/12/2024	ALL HOURS AUTO ELECTRICS PTY LTD	- 28,881.55
EFT31812	06/12/2024	KIMBERLEY LIQUID WASTE PTY LTD	- 869.00
EFT31813	06/12/2024	ALLGEAR MOTORCYCLES & SMALL ENGINES	- 131.05
EFT31814	06/12/2024	FOURIER INFOSEC PTY LTD	- 3,932.50
EFT31815	06/12/2024	NAVMAN WIRELESS AUSTRALIA T/A TELETRAC NAVMAN	- 10,030.02
EFT31816	06/12/2024	JOANITA NASSALI	- 237.38
EFT31817	06/12/2024	OFFICE NATIONAL KUNUNURRA (MIRLI MIRLI PTY LTD)	- 1,343.95
EFT31818	06/12/2024	AUSTRALIA POST (SHIRE POSTAL ACCOUNT)	- 78.97
EFT31819	06/12/2024	ROYAL LIFE SAVING SOCIETY WA (RLSSWA)	- 1,650.00
EFT31820	06/12/2024	AUSTRALIAN TAXATION OFFICE (ATO) PAYG PAYMENTS ONLY	- 70,925.00
EFT31821	06/12/2024	CHILD SUPPORT AGENCY	- 512.88
EFT31822	06/12/2024	YURA YUNG! MEDICAL SERVICE ABORIGINAL CORPORATION	- 50.00
EFT31823	06/12/2024	ORD MACHINING (THE TRUSTEE FOR PT & AJ MCLEAN FAMILY TRUST)	- 3,712.50
EFT31824	06/12/2024	REGIONAL POWER CORPORATION (HORIZON POWER)	- 56,675.37
EFT31825	11/12/2024	MALCOLM HACK EDWARDS	- 969.97
EFT31826	11/12/2024	BONNIE ROSITA EDWARDS	- 553.06
EFT31827	11/12/2024	ROSEMARY STRETCH	- 553.06
EFT31828	11/12/2024	VIRGINIA O'NEIL	- 553.06
EFT31829	11/12/2024	CHRISTOPHER LOESSL	- 553.06
EFT31830	11/12/2024	RAYMOND JOHN SIMPSON	- 553.06
EFT31831	11/12/2024	PATRICIA ANNE MCKAY	- 657.29
EFT31832	18/12/2024	HALLS CREEK MOTEL	- 500.00
EFT31833	18/12/2024	NORTH REGIONAL TAFE	- 3,100.00
EFT31834	18/12/2024	EAST KIMBERLEY PLUMBING (SANWELL PTY LTD)	- 1,449.01
EFT31835	18/12/2024	DO NOT USE-OFFICE NATIONAL (KUNUNURRA) (COOLGEM HOLDINGS PTY LTD)	- 1,621.57
EFT31836	18/12/2024	KRSP PTY LTD	- 329.75
EFT31837	18/12/2024	DEPT. OF THE PREMIER & CABINET	- 292.74
EFT31838	18/12/2024	KUNUNURRA HOME & GARDEN	- 4,776.14
EFT31839	18/12/2024	SPINIFEX CONTRACTING	- 25,756.14
EFT31840	18/12/2024	LOCAL GOVERNMENT INSURANCE SERVICE WA (LGIS)	- 5,172.20
EFT31841	18/12/2024	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	- 15,598.29
EFT31842	18/12/2024	ST JOHNS AMBULANCE AUST. (WA) INC. (BELMONT)	- 5,613.11
EFT31843	18/12/2024	FOURIER TECHNOLOGIES PTY LTD	- 56,282.28
EFT31844	18/12/2024	VISION POWER PTY LTD	- 5,638.93
EFT31845	18/12/2024	MRB PLUMBING LTD	- 13,978.33
EFT31846	18/12/2024	MOORE AUST. (WA) PTY LTD	- 18,865.00
EFT31847	18/12/2024	EASYWEB DIGITAL PTY LTD	- 451.66
EFT31848	18/12/2024	CORSIGN WA PTY LTD	- 156.20
EFT31849	18/12/2024	CAMPING, CLOTHING & RURAL (CCR) SUPPLY KUNUNURRA - AUST. INDEPENDENT RURAL RETAILERS (AIRR) & TUCKERS PET & PRODUCE	- 110.85
EFT31850	18/12/2024	ASB MARKETING	- 300.08
EFT31851	18/12/2024	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	- 163,928.36
EFT31852	18/12/2024	SKYMESH PTY LTD	- 594.70
EFT31853	18/12/2024	DATACOM SOLUTIONS (AU) PTY LTD	- 3,032.29
EFT31854	18/12/2024	NEIL MANSELL TRANSPORT PTY LTD	- 126.53
EFT31855	18/12/2024	READOS AUTO CARE PTY LTD	- 2,475.00
EFT31856	18/12/2024	ALL HOURS AUTO ELECTRICS PTY LTD	- 25,340.17
EFT31857	18/12/2024	TRANCOLINO MADDEN CONTRACTING PTY LTD (RJ MADDEN EARTHWORKS)	- 3,200.00
EFT31858	18/12/2024	ALLGEAR MOTORCYCLES & SMALL ENGINES	- 1,715.45
EFT31859	18/12/2024	ROSMECH SALES & SERVICE PTY LTD	- 2,414.56
EFT31860	18/12/2024	THEM EARTHMOVING PTY LTD	- 573,273.63
EFT31861	18/12/2024	CJS AIROLDI	- 32,183.99
EFT31862	18/12/2024	FOURIER INFOSEC PTY LTD	- 3,932.50
EFT31863	18/12/2024	TRACEY STIBBARD	- 133.72
EFT31864	18/12/2024	HALLS CREEK SUPERMARKET PTY LTD T/A IGA HALLS CREEK	- 1,356.65
EFT31865	18/12/2024	TREVMAC ENTERPRISES	- 1,770.95
EFT31866	18/12/2024	HALLS CREEK 4WD	- 2,200.00
EFT31867	18/12/2024	URBIS LTD	- 27,155.70
EFT31868	18/12/2024	PAXON GROUP	- 5,610.00
EFT31869	18/12/2024	TRILITY SOLUTIONS PTY LTD	- 67,332.96
EFT31870	18/12/2024	ASSET VALUATION ADVISORY	- 18,697.25
EFT31871	18/12/2024	JASON JOHNSON TURF CONSULTING & SERVICES	- 77,000.00
EFT31872	18/12/2024	C&S JOLLY ELECTRICS	- 5,796.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF DECEMBER 2024

Chq/EFT	Date	Name	Amount
EFT31873	18/12/2024	MORAY & AGNEW PERTH	- 1,500.00
EFT31874	18/12/2024	D&E BAKER INVESTMENTS PTY LTD T/A GRAB A BARGIN VARIETY STORE	- 600.00
EFT31875	18/12/2024	AMORANGI-KIAHN LITTLECOTT	- 324.69
EFT31876	18/12/2024	BEYOND POTENTIAL GROUP PTY LTD	- 1,496.00
EFT31877	18/12/2024	OFFICE NATIONAL KUNUNURRA (MIRLI MIRLI PTY LTD)	- 419.70
EFT31878	18/12/2024	PAUL YOUNG	- 93.12
EFT31879	18/12/2024	BRIDGESTONE SERVICE CENTRE (DAVEY TYRE & BATTERY SERVICE)	- 792.00
EFT31880	18/12/2024	KIMBERLEY HOTEL	- 17,803.40
EFT31881	18/12/2024	DEPT. OF FIRE & EMERGENCY SERVICES (DFES)	- 8,260.58
EFT31882	18/12/2024	WESTRAC PTY LTD	- 505.07
EFT31883	18/12/2024	ROYAL LIFE SAVING SOCIETY WA (RLSSWA)	- 280.00
EFT31884	18/12/2024	WA HINO SALES & SERVICE	- 677.17
EFT31885	18/12/2024	KUNUNURRA 4WD SPARES	- 60.00
EFT31886	18/12/2024	YURA YUNGI MEDICAL SERVICE ABORIGINAL CORPORATION	- 230.00
EFT31887	18/12/2024	IT VISION	- 17,278.80
EFT31888	18/12/2024	AERODROME MANAGEMENT SERVICES PTY LTD (AMS)	- 29,218.75
EFT31889	18/12/2024	REGIONAL POWER CORPORATION (HORIZON POWER)	- 203.68
EFT31890	18/12/2024	IXOM OPERATIONS PTY LTD	- 209.55
EFT31891	20/12/2024	MALCOLM HACK EDWARDS	- 969.97
EFT31892	20/12/2024	BONNIE ROSITA EDWARDS	- 553.06
EFT31893	20/12/2024	ROSEMARY STRETCH	- 553.06
EFT31894	20/12/2024	VIRGINIA O'NEIL	- 553.06
EFT31895	20/12/2024	CHRISTOPHER LOESSL	- 553.06
EFT31896	20/12/2024	RAYMOND JOHN SIMPSON	- 553.06
EFT31897	20/12/2024	PATRICIA ANNE MCKAY	- 657.29
		EFT	- 1,543,839.60
	05/12/2024	POS 25550200 05 DEC	- 400.00
		EFT Refund	- 400.00
DD21054.1	27/12/2024	CBA - CREDIT CARDS ONLY	- 13,471.19
		Credit Card	- 13,471.19
DD21030.1	02/12/2024	CBA - OTHER DIRECT DEBITS ONLY	- 362.35
DD21034.1	16/12/2024	CBA - OTHER DIRECT DEBITS ONLY	- 104.69
		Bank Fees	- 467.04
DD21021.1	02/12/2024	BEAM SUPERANNUATION CLEARING HOUSE (PRECISION ADMINISTRATION SERVICES PTY LTD)	- 21,606.78
DD21036.1	20/12/2024	BEAM SUPERANNUATION CLEARING HOUSE (PRECISION ADMINISTRATION SERVICES PTY LTD)	- 22,413.76
DD21036.2	23/12/2024	BEAM SUPERANNUATION CLEARING HOUSE (PRECISION ADMINISTRATION SERVICES PTY LTD)	- 20,971.79
		Superannuation	- 64,992.33
DD21038.1	24/12/2024	AUSTRALIA POST (MELBOURNE)	- 10,325.32
		Australia Post	- 10,325.32
DD21032.1	31/12/2024	DEPT. OF TRANSPORT (DOT) - LICENSING AGENT	- 12,294.10
		Department of Transport	- 12,294.10
DD21030.2	11/12/2024	TELSTRA	- 17,407.30
		Telstra	- 17,407.30
DD21030.3	11/12/2024	PIVOTEL SATELLITE PTY LTD	- 216.00
		Pivotel Satellite Pty Ltd	- 216.00
Journal	11/12/2024	Direct Credit 301500 Shire of Halls C Co SOHC Payroll	- 129,624.98
Journal	20/12/2024	Direct Credit 301500 Shire of Halls C Co SOHC Payroll	- 116,522.82
		Payroll	- 246,147.80
		Total	- 1,909,560.68

9.4.4 Accounts Paid by Authority (Summary) – January 2025

ITEM NUMBER:	9.4.4
REPORTING OFFICER	Tracey Stibbard, Senior Finance Officer
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Accounts paid by authority for January 2025 to be received by Council.

2.0 Background

- 2.1 Nil

3.0 Comments

- 3.1 Creditor payments for the month of January 2025 as follows:

<u>Bank Account</u>	<u>Type</u>	<u>Total</u>
Municipal	EFT31898 – EFT31960	1,181,224.88
Credit Card	Direct Debit	6,463.17
Payroll	Journal/Direct Debit	232,348.29
Department of Transport	Direct Debit	14,541.30
Bank fees	Direct Debit	1,340.23
Australia Post	Direct Debit	147.95
Water Corp	Cheque	40,001.09
TOTAL		\$1,476,066.91

- 3.3 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 January 2025 to 31 January 2025 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 \$1,476,066.91. 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: 2025/014

Mover: Cr Raymond Simpson

Seconder: Cr Virginia O'Neil

That Council:

RECEIVES the total accounts paid by authority totalling \$1,476,066.91 summarised on the Schedule of Payments – January 2025 as appended 9.4.4A.

CARRIED: 4/0

For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Virginia O'Neil

Against: Nil

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SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JANUARY 2025

Chq/EFT	Date	Name	Amount
EFT31898	08/01/2025	MALCOLM HACK EDWARDS	- 969.97
EFT31899	08/01/2025	BONNIE ROSITA EDWARDS	- 553.06
EFT31900	08/01/2025	ROSEMARY STRETCH	- 553.06
EFT31901	08/01/2025	VIRGINIA O'NEIL	- 553.06
EFT31902	08/01/2025	CHRISTOPHER LOESSL	- 553.06
EFT31903	08/01/2025	RAYMOND JOHN SIMPSON	- 553.06
EFT31904	08/01/2025	PATRICIA ANNE MCKAY	- 657.29
EFT31905	22/01/2025	MALCOLM HACK EDWARDS	- 969.97
EFT31906	22/01/2025	BONNIE ROSITA EDWARDS	- 553.06
EFT31907	22/01/2025	ROSEMARY STRETCH	- 553.06
EFT31908	22/01/2025	VIRGINIA O'NEIL	- 553.06
EFT31909	22/01/2025	CHRISTOPHER LOESSL	- 553.06
EFT31910	22/01/2025	RAYMOND JOHN SIMPSON	- 553.06
EFT31911	22/01/2025	PATRICIA ANNE MCKAY	- 657.29
EFT31912	24/01/2025	NORTH REGIONAL TAFE	- 417.68
EFT31913	24/01/2025	EAST KIMBERLEY PLUMBING (SANWELL PTY LTD)	- 104.06
EFT31914	24/01/2025	ARGYLE ENGINEERING	- 308.00
EFT31915	24/01/2025	KRSP PTY LTD	- 204.60
EFT31916	24/01/2025	KUNUNURRA HOME & GARDEN	- 1,782.00
EFT31917	24/01/2025	LOCAL GOVERNMENT INSURANCE SERVICE WA (LGIS)	- 97,160.80
EFT31918	24/01/2025	ARAC REFRIGERATION & AIR CONDITIONING PTY LTD	- 1,401.57
EFT31919	24/01/2025	ALPERSTEIN DESIGNS	- 1,183.56
EFT31920	24/01/2025	HALLS CREEK HOME & HALLS CREEK ELECTRICAL & REFRIGERATION	- 4,335.31
EFT31921	24/01/2025	FOURIER TECHNOLOGIES PTY LTD	- 19,977.01
EFT31922	24/01/2025	VISION POWER PTY LTD	- 4,253.70
EFT31923	24/01/2025	TYREPLUS (KUNUNURRA)	- 700.00
EFT31924	24/01/2025	MOORE AUST. (WA) PTY LTD	- 74,875.19
EFT31925	24/01/2025	OPTIC SECURITY GROUP NORWEST	- 200.20
EFT31926	24/01/2025	CAMPING, CLOTHING & RURAL (CCR) SUPPLY KUNUNURRA - AUST. INDEPENDENT RURAL RETAILERS (AIRR) & TUCKERS PET & PRODUCE	- 174.04
EFT31927	24/01/2025	GREENFIELD TECHNICAL SERVICES (ROADSTONE WEST PTY LTD)	- 29,664.39
EFT31928	24/01/2025	AVANTGARDE TECHNOLOGIES PTY LTD	- 12,406.52
EFT31929	24/01/2025	SKYMESH PTY LTD	- 594.70
EFT31930	24/01/2025	H.JORRITSMA & CO	- 19.00
EFT31931	24/01/2025	INLOGIK PTY LTD	- 513.00
EFT31932	24/01/2025	JAKE OSMAN	- 5,005.00
EFT31933	24/01/2025	NEIL MANSELL TRANSPORT PTY LTD	- 230.27
EFT31934	24/01/2025	ALL HOURS AUTO ELECTRICS PTY LTD	- 5,079.64
EFT31935	24/01/2025	TRANCOLINO MADDEN CONTRACTING PTY LTD (RJ MADDEN EARTHWORKS)	- 19,156.00
EFT31936	24/01/2025	THEM EARTHMOVING PTY LTD	- 731,001.39
EFT31937	24/01/2025	CJS AIROLDI	- 7,818.49
EFT31938	24/01/2025	LARRY READ	- 667.20
EFT31939	24/01/2025	NORTH WEST DEFENCE ALLIANCE INC.	- 5,500.00
EFT31940	24/01/2025	KIMBERLEY TRUCK PARTS	- 675.41
EFT31941	24/01/2025	TREVMAC ENTERPRISES	- 550.00
EFT31942	24/01/2025	HALLS CREEK 4WD	- 11,792.76
EFT31943	24/01/2025	URBIS LTD	- 2,355.39
EFT31944	24/01/2025	SUSAN LEONARD	- 2,388.50
EFT31945	24/01/2025	MORAY & AGNEW PERTH	- 7,976.09
EFT31946	24/01/2025	BEYOND POTENTIAL GROUP PTY LTD	- 3,679.50
EFT31947	24/01/2025	OFFICE NATIONAL KUNUNURRA (MIRLI MIRLI PTY LTD)	- 114.85
EFT31948	24/01/2025	BIDFOOD DARWIN	- 3,962.81
EFT31950	24/01/2025	BK AND GEDUP CLEANING PTY LTD	- 7,140.00
EFT31951	24/01/2025	BRIDGESTONE SERVICE CENTRE (DAVEY TYRE & BATTERY SERVICE)	- 156.00
EFT31952	24/01/2025	AUSTRALIA POST (SHIRE POSTAL ACCOUNT)	- 21.90
EFT31953	24/01/2025	ROYAL LIFE SAVING SOCIETY WA (RLSSWA)	- 330.00
EFT31954	24/01/2025	AUSTRALIAN TAXATION OFFICE (ATO) PAYG PAYMENTS ONLY	- 71,620.00
EFT31955	24/01/2025	CHILD SUPPORT AGENCY	- 243.00
EFT31956	24/01/2025	ONEMUSIC AUST. (AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD)	- 151.98
EFT31957	24/01/2025	PORT PRINTING PTY LTD	- 3,612.40
EFT31958	24/01/2025	THINKWATER KUNUNURRA (KIMBERLEY PUMPING SERVICE PTY LTD)	- 2,410.77
EFT31959	24/01/2025	REGIONAL POWER CORPORATION (HORIZON POWER)	- 28,308.54
EFT31960	24/01/2025	IXOM OPERATIONS PTY LTD	- 216.54
		EFT	- 1,181,224.88
DD21090.1	28/01/2025	CBA - CREDIT CARDS ONLY	- 6,463.17
		Credit Card	- 6,463.17
DD21074.1	24/01/2025	CBA - OTHER DIRECT DEBITS ONLY	- 2.50
DD21069.1	01/01/2025	CBA - OTHER DIRECT DEBITS ONLY	- 598.00
DD21069.2	02/01/2025	CBA - OTHER DIRECT DEBITS ONLY	- 601.49
DD21069.3	15/01/2025	CBA - OTHER DIRECT DEBITS ONLY	- 138.24
		Bank Fees	- 1,340.23
DD21086.1	24/01/2025	AUSTRALIA POST (MELBOURNE)	- 147.95
		Australia Post	- 147.95
DD21071.1	31/01/2025	DEPT. OF TRANSPORT (DOT) - LICENSING AGENT	- 14,541.30
		Department of Transport	- 14,541.30
24958	17/01/2025	WATER CORPORATION (OSBORNE PARK)	- 40,001.09

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JANUARY 2025

Chq/EFT	Date	Name	Amount
		Cheque	- 40,001.09
Journal	08/01/2025	Direct Credit 301500 Shire of Halls C Co SOHC Payroll	- 113,195.44
Journal	22/01/2025	Direct Credit 301500 Shire of Halls C Co SOHC Payroll	- 119,152.85
		Payroll	- 232,348.29
		Total	- 1,476,066.91

Please note that these Minutes are yet to be confirmed

9.4.5 – Monthly Financial Report for period ending 31 December 2024

ITEM NUMBER:	9.4.5
REPORTING OFFICER	Susan Leonard, Chief Executive Officer
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Acceptance of Monthly Financial Report for the period ending 31 December 2024 (Appendix 9.4.5A).

2.0 Background

- 2.1 Regulations 34 and 35 of the *Financial Management (Local Government) Regulations 1996* require a monthly statement of financial activity, monthly statement of financial position and explanation of material variances to be presented to Council.
- 2.2 The report must be presented at an ordinary meeting of council within 2 months after the end of the month to which the statement relates. Regulations prescribe the information that must be contained in the report.
- 2.3 The Monthly Financial Report for the periods ending 31 December 2024 have been prepared by Moore Australia and includes:
- Compilation Report;
 - Statement of Financial Activity;
 - Statement of Financial Position; and
 - Explanation of Material Variances.

3.0 Comments

- 3.1 At its Special Council Meeting on 29 August 2024, Council adopted (Council resolution 2024/016) the level to be used in statements of financial activity in 2024/2025 for reporting material variances shall be greater than 10% and \$50,000 per regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*.
- 3.2 The Monthly Financial Reports have been compiled to meet compliance with the *Local Government Act 1995* and associated regulations, including the Statement of Financial Activity, and Statement of Financial Position. An explanation of any material variances is included on the final page.
- 3.3 The Monthly Financial Reports contain the receipt of 85% of the 2024-25 Financial Assistance Grants within the 2023-24 Financial Year resulting in the 2024-25 opening surplus being \$4,791,804 higher than would otherwise be the case. These funds will be required during the 2024-25 year.

4.0 Statutory Environment

- 4.1 ***Local Government (Financial Management) Regulations 1996***

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

(1A) In this regulation —

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

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

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (b) budget estimates to the end of the relevant month; and
- (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.

(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).

(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

(2) Each statement of financial activity is to be accompanied by documents containing —

- (a) [deleted]
- (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
- (c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity must be shown according to nature classification.

(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —

- (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
- (b) recorded in the minutes of the meeting at which it is presented.

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

35. Financial position statement required each month

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

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

5.3 Strategy:

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

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

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

6.0 Policy Implications

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

7.0 Financial Implications

7.1 There are no known financial implications arising from this report.

7.2 The presentation of these reports provides Council with regular updates regarding the status of the financial position and to assist with compliance with the *Local Government Act 1995* and associated regulations.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

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

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

9.0 Council Resolution

COUNCIL RESOLUTION: 2025/015

Mover: Cr Raymond Simpson

Seconder: Cr Virginia O'Neil

That Council:

RECIEVES the Monthly Financial Reports for the periods ending 31 December 2024 (Appendix 9.4.5A) consisting of:

- a) Compilation Report;**
- b) Statement of Financial Activity;**
- c) Statement of Financial Position; and**
- d) Explanation of Material Variances.**

CARRIED: 4/0

***For: Cr Malcolm Edwards, Cr Raymond Simpson,
Cr Bonnie Edwards and Cr Virginia O'Neil***

Against: Nil

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28 January 2025

Mrs Susan Leonard
Chief Executive Officer
Shire of Halls Creek
PO Box 21
HALLS CREEK WA 6770

Dear Susan

COMPILATION REPORT TO SHIRE OF HALLS CREEK

We have compiled the accompanying special purpose financial report of Shire of Halls Creek which comprise the statement of financial position as at 31 December 2024, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information of Shire of Halls Creek as at 31 December 2024 and for the period then ended based on the records of the Shire of Halls Creek.

THE RESPONSIBILITY OF SHIRE OF HALLS CREEK

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

OUR RESPONSIBILITY

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

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

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

ASSURANCE DISCLAIMER

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

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

NOTE REGARDING BASIS OF PREPARATION

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



Russell Barnes
Director
Moore Australia (WA) Pty Ltd

SHIRE OF HALLS CREEK

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 December 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Note 3 Explanation of Material Variances	7

Please note that these Minutes are yet to be confirmed

SHIRE OF HALLS CREEK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2024

Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	4,042,796	4,042,796	4,042,796	0	0.00%	
Rates excluding general rates	150,700	150,700	162,106	11,406	7.57%	
Grants, subsidies and contributions	4,996,302	2,498,130	1,814,771	(683,359)	(27.35%)	▼
Fees and charges	1,020,135	663,109	852,238	189,129	28.52%	▲
Service charges	4,000	1,998	4,170	2,172	108.71%	
Interest revenue	319,874	159,924	204,697	44,773	28.00%	
Other revenue	153,158	36,143	41,698	5,555	15.37%	
Profit on asset disposals	179,670	0	0	0	0.00%	
	10,866,635	7,552,800	7,122,476	(430,324)	(5.70%)	
Expenditure from operating activities						
Employee costs	(6,868,426)	(3,434,677)	(2,831,262)	603,415	17.57%	▲
Materials and contracts	(6,132,692)	(3,065,814)	(1,791,150)	1,274,664	41.58%	▲
Utility charges	(524,982)	(262,422)	(290,588)	(28,166)	(10.73%)	
Depreciation	(5,527,608)	(2,763,726)	0	2,763,726	100.00%	▲
Insurance	(482,980)	(450,524)	(492,552)	(42,028)	(9.33%)	
Other expenditure	(380,912)	(190,362)	(168,831)	21,531	11.31%	
	(19,917,600)	(10,167,525)	(5,574,383)	4,593,142	45.17%	
Non cash amounts excluded from operating activities	2(c) 5,347,938	2,763,726	0	(2,763,726)	(100.00%)	▼
Amount attributable to operating activities	(3,703,027)	149,001	1,548,093	1,399,092	938.98%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	12,930,274	6,465,114	3,619,415	(2,845,699)	(44.02%)	▼
Proceeds from disposal of assets	272,200	0	0	0	0.00%	
	13,202,474	6,465,114	3,619,415	(2,845,699)	(44.02%)	
Outflows from investing activities						
Payments for property, plant and equipment	(2,263,000)	(1,083,990)	(54,711)	1,029,279	94.95%	▲
Payments for construction of infrastructure	(14,877,274)	(7,438,626)	(6,075,274)	1,363,352	18.33%	▲
	(17,140,274)	(8,522,616)	(6,129,985)	2,392,631	28.07%	
Amount attributable to investing activities	(3,937,800)	(2,057,502)	(2,510,570)	(453,068)	(22.02%)	
FINANCING ACTIVITIES						
Outflows from financing activities						
Transfer to reserves	(3,507)	0	0	0	0.00%	
Amount attributable to financing activities	(3,507)	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 7,644,334	7,644,334	7,506,501	(137,833)	(1.80%)	
Amount attributable to operating activities	(3,703,027)	149,001	1,548,093	1,399,092	938.98%	▲
Amount attributable to investing activities	(3,937,800)	(2,057,502)	(2,510,570)	(453,068)	(22.02%)	▼
Amount attributable to financing activities	(3,507)	0	0	0	0.00%	
Surplus or deficit after imposition of general rates	0	5,735,833	6,544,024	808,191	14.09%	▲

KEY INFORMATION

- ▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
 - ▲ Indicates a variance with a positive impact on the financial position.
 - ▼ Indicates a variance with a negative impact on the financial position.
- Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF HALLS CREEK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 DECEMBER 2024

	Actual 30 June 2024	Actual as at 31 December 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	13,173,995	10,596,318
Trade and other receivables	5,294,504	5,568,353
Inventories	188,450	188,450
TOTAL CURRENT ASSETS	18,656,949	16,353,121
NON-CURRENT ASSETS		
Property, plant and equipment	35,845,068	35,899,779
Infrastructure	87,080,821	93,156,095
TOTAL NON-CURRENT ASSETS	122,925,889	129,055,874
TOTAL ASSETS	141,582,838	145,408,995
CURRENT LIABILITIES		
Trade and other payables	2,413,721	1,072,370
Other liabilities	4,655,037	4,655,037
Employee related provisions	420,624	420,624
TOTAL CURRENT LIABILITIES	7,489,382	6,148,031
NON-CURRENT LIABILITIES		
Employee related provisions	116,359	116,359
Other provisions	1,284,051	1,284,051
TOTAL NON-CURRENT LIABILITIES	1,400,410	1,400,410
TOTAL LIABILITIES	8,889,792	7,548,441
NET ASSETS	132,693,046	137,860,554
EQUITY		
Retained surplus	39,096,939	44,264,447
Reserve accounts	4,081,546	4,081,546
Revaluation surplus	89,514,561	89,514,561
TOTAL EQUITY	132,693,046	137,860,554

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

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 24 January 2025

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

MATERIAL ACCOUNTING POLICES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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

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

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Measurement of employee benefits
- Measurement of provisions

SHIRE OF HALLS CREEK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2024

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Adopted Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 31 December 2024
Current assets		\$	\$	\$
Cash and cash equivalents		12,985,953	13,173,995	10,596,318
Trade and other receivables		4,680,215	5,294,504	5,568,353
Inventories		184,468	188,450	188,450
		17,850,636	18,656,949	16,353,121
Less: current liabilities				
Trade and other payables		(2,802,089)	(2,413,721)	(1,072,370)
Other liabilities		(3,326,837)	(4,655,037)	(4,655,037)
Employee related provisions		(409,805)	(420,624)	(420,624)
		(6,538,731)	(7,489,382)	(6,148,031)
Net current assets		11,311,905	11,167,567	10,205,090
Less: Total adjustments to net current assets	2(b)	(3,667,571)	(3,661,066)	(3,661,066)
Closing funding surplus / (deficit)		7,644,334	7,506,501	6,544,024

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(4,077,376)	(4,081,546)	(4,081,546)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of employee benefit provisions held in reserve		409,805	420,480	420,480
Total adjustments to net current assets	2(a)	(3,667,571)	(3,661,066)	(3,661,066)

	Adopted Budget Estimates 30 June 2025	YTD Budget Estimates 31 December 2024	YTD Actual 31 December 2024
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(179,670)	0	0
Add: Depreciation	5,527,608	2,763,726	0
Total non-cash amounts excluded from operating activities	5,347,938	2,763,726	0

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF HALLS CREEK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2024

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2024-25 year is \$50,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	(683,359)	(27.35%)	▼
Timing of grant revenue and acquittals not aligned to YTD budget for DR FAWA Flood Damage and Federal Funding Admin. This is offset by direct grant revenue and Financial Assistance Grant received.			
Fees and charges	189,129	28.52%	▲
Café sale, refuse site fees, domestic refuse removal fees and public building inspection charges higher than annual budget.			
Expenditure from operating activities			
Employee costs	603,415	17.57%	▲
Decrease in YTD actuals due to staff vacancies.			
Materials and contracts	1,274,664	41.58%	▲
Timing of road and DR FAWA maintenance is lower than YTD budget. YTD actuals for materials and service contracts are below YTD budget. Timing of consultant fees for Town planning and economic development - YTD budget higher than actual			
Depreciation	2,763,726	100.00%	▲
Depreciation is yet to be run for 24/25, adjustments are still being made to assets in preparation for 23/24 annual financial report.			
Non cash amounts excluded from operating activities	(2,763,726)	(100.00%)	▼
Depreciation is yet to be run for 24/25, adjustments are still being made to assets in preparation for 23/24 annual financial report.			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(2,845,699)	(44.02%)	▼
Timing of grant revenue and acquittals not aligned to YTD budget for DR FAWA income, roads funding and town centre upgrades.			
Outflows from investing activities			
Payments for property, plant and equipment	1,029,279	94.95%	▲
Multi density housing development project has not commenced, budget profiled monthly.			
Payments for construction of infrastructure	1,363,352	18.33%	▲
YTD actuals for town centre upgrade and flood damage capital works are below YTD budget. Offset by roads capital works YTD actuals above YTD budget.			

SHIRE OF HALLS CREEK

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF HALLS CREEK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$7.64 M	\$7.64 M	\$7.51 M	(\$0.14 M)
Closing	\$0.00 M	\$5.74 M	\$6.54 M	\$0.81 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$10.60 M	% of total
Unrestricted Cash	\$6.51 M	61.5%
Reserve Accounts	\$4.08 M	38.5%

Refer to 3 - Cash and Financial Assets

Payables	
	\$1.07 M
Trade Payables	\$0.30 M
0 to 30 Days	24.9%
Over 30 Days	75.1%
Over 90 Days	61.5%

Refer to 9 - Payables

Receivables	
	\$2.86 M
Rates Receivable	\$2.70 M
Trade Receivable	\$2.86 M
Over 30 Days	90.6%
Over 90 Days	86.6%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.70 M)	\$0.15 M	\$1.55 M	\$1.40 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$4.04 M	% Variance
YTD Budget	\$4.04 M	0.0%

Grants and Contributions		
YTD Actual	\$1.81 M	% Variance
YTD Budget	\$2.50 M	(27.4%)

Refer to 11 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.85 M	% Variance
YTD Budget	\$0.66 M	28.5%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.94 M)	(\$2.06 M)	(\$2.51 M)	(\$0.45 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.27 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$6.08 M	% Spent
Adopted Budget	\$14.88 M	(59.2%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$3.62 M	% Received
Adopted Budget	\$12.93 M	(72.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Reserves	
Reserves balance	\$4.08 M
Net Movement	\$0.00 M

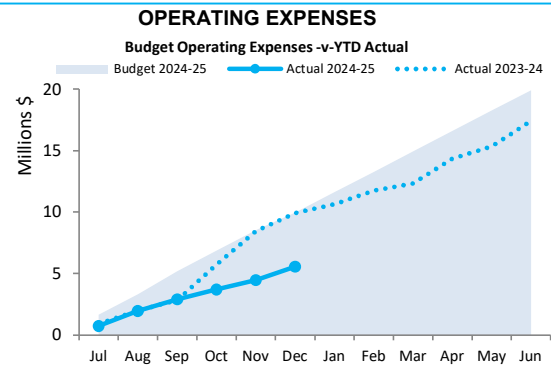
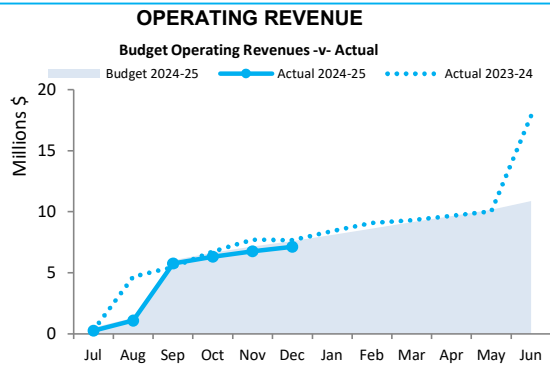
Refer to 4 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

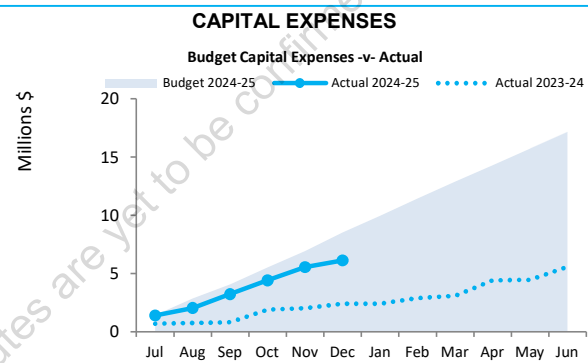
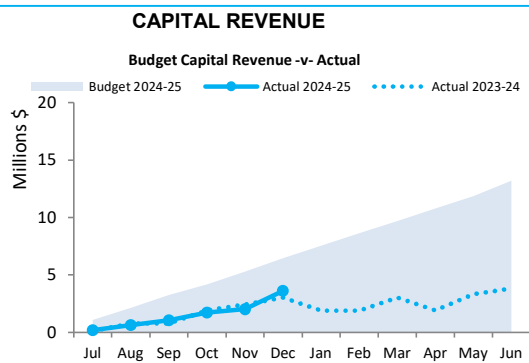
SHIRE OF HALLS CREEK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2024

2 KEY INFORMATION - GRAPHICAL

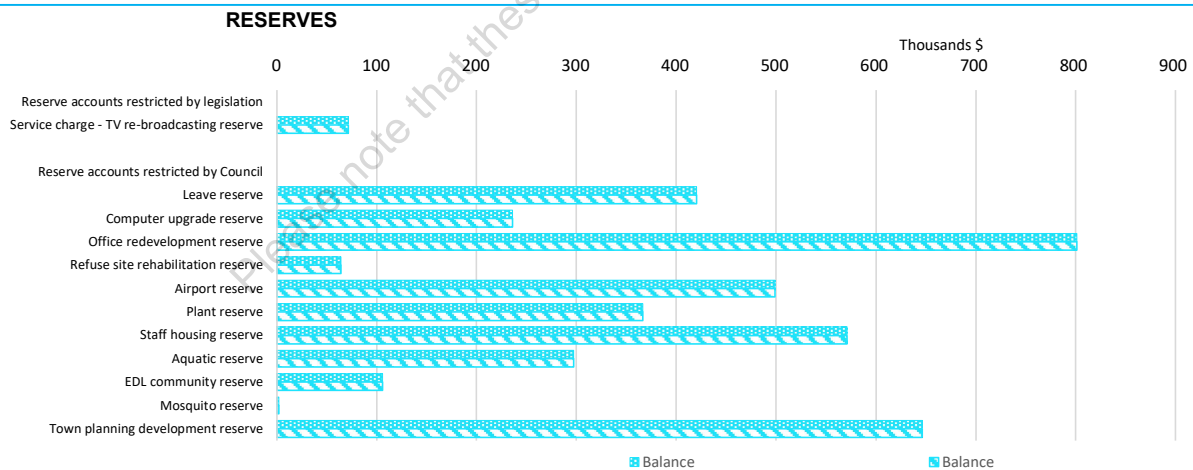
OPERATING ACTIVITIES



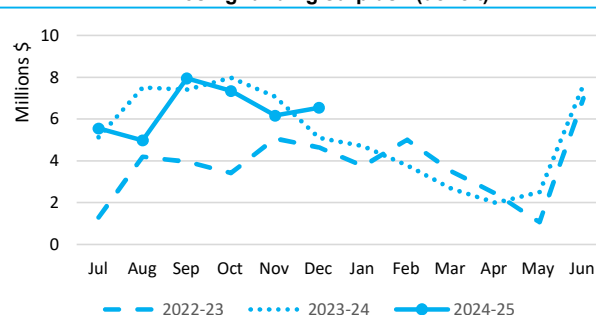
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Cash on hand	Cash and cash equivalents	600	0	600	N/A	N/A	N/A
Municipal Fund - Bank Account.	Cash and cash equivalents	5,109,321	0	5,109,321	CBA	Variable	N/A
Post Office - Bank Account.	Cash and cash equivalents	645,856	0	645,856	CBA	Variable	N/A
Municipal Fund Bank - Clearing Account.	Cash and cash equivalents	208,733	0	208,733	CBA	Variable	N/A
Business Online Saver Bank Account	Cash and cash equivalents	390,332	0	390,332	CBA	Variable	N/A
Reserves - Bank Account.	Cash and cash equivalents	0	981	981	CBA	Variable	N/A
Reserves Term Deposit	Financial assets at amortised cost	159,930	4,080,565	4,240,495	CBA	4.92%	Mar-25
Total		6,514,772	4,081,546	10,596,318			
Comprising							
Cash and cash equivalents		6,354,842	981	6,355,823			
Financial assets at amortised cost - Term Deposits		159,930	4,080,565	4,240,495			
		6,514,772	4,081,546	10,596,318			

KEY INFORMATION

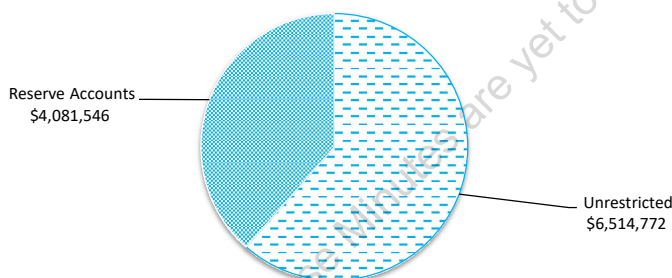
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



SHIRE OF HALLS CREEK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2024

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by legislation								
Service charge - TV re-broadcasting reserve	67,384	0	0	67,384	71,554	0	0	71,554
Reserve accounts restricted by Council								
Leave reserve	420,480	0	0	420,480	420,480	0	0	420,480
Computer upgrade reserve	236,120	0	0	236,120	236,120	0	0	236,120
Office redevelopment reserve	801,253	0	0	801,253	801,253	0	0	801,253
Refuse site rehabilitation reserve	64,205	0	0	64,205	64,205	0	0	64,205
Airport reserve	498,823	0	0	498,823	498,823	0	0	498,823
Plant reserve	366,681	0	0	366,681	366,681	0	0	366,681
Staff housing reserve	570,919	0	0	570,919	570,919	0	0	570,919
Aquatic reserve	297,141	0	0	297,141	297,141	0	0	297,141
EDL community reserve	105,853	0	0	105,853	105,853	0	0	105,853
Mosquito reserve	2,043	3,507	0	5,550	2,043	0	0	2,043
Town planning development reserve	646,474	0	0	646,474	646,474	0	0	646,474
	4,077,376	3,507	0	4,080,883	4,081,546	0	0	4,081,546

Please note that these Minutes are yet to be confirmed

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	2,108,000	1,013,994	54,711	(959,283)
Furniture & Fittings	155,000	69,996	0	(69,996)
Acquisition of property, plant and equipment	2,263,000	1,083,990	54,711	(1,029,279)
Infrastructure Assets-Roads	12,717,274	6,358,632	5,559,320	(799,312)
Infrastructure Assets-Other	2,160,000	1,079,994	515,954	(564,040)
Acquisition of infrastructure	14,877,274	7,438,626	6,075,274	(1,363,352)
Total capital acquisitions	17,140,274	8,522,616	6,129,985	(2,392,631)
Capital Acquisitions Funded By:				
Capital grants and contributions	12,930,274	6,465,114	3,619,415	(2,845,699)
Other (disposals & C/Fwd)	272,200	0	0	0
Contribution - operations	3,937,800	2,057,502	2,510,570	453,068
Capital funding total	17,140,274	8,522,616	6,129,985	(2,392,631)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

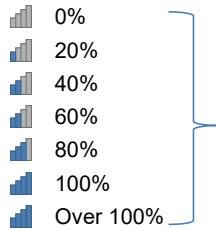
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators

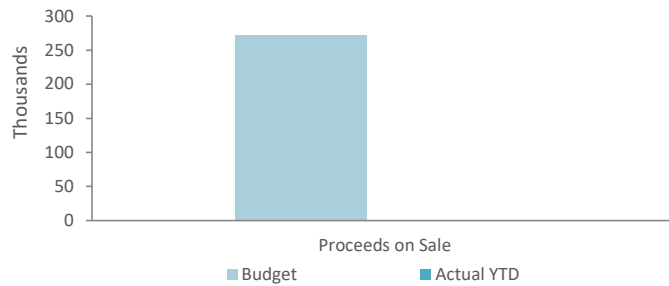


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

			Adopted			
			Current	Year to Date	Year to Date	Variance
			Budget	Budget	Actual	(Under)/Over
Account Description						
Capital Expenditure						
Buildings						
	00114704	UPGRADE - CIVIC HALL	80,000	0	54,711	54,711
	00452754	Admin Access Controls - Alarms.	28,000	13,998	0	(13,998)
	00941281	MULTI DENSITY HOUSING DEVELOPMENT	2,000,000	999,996	0	(999,996)
	Buildings Total		2,108,000	1,013,994	54,711	(959,283)
Furniture & Fittings						
	00115804	GYMNASIUM & RECREATION EQUIPMENT	15,000	0	0	0
	00410740	COUNCIL CHAMBER - RENOVATIONS	50,000	24,996	0	(24,996)
	00451755	ADMIN CCTV UPGRADES	90,000	45,000	0	(45,000)
	Furniture & Fittings Total		155,000	69,996	0	(69,996)
Plant & Equipment						
	Plant & Equipment Total		0	0	0	0
Infrastructure Assets-Roads						
	00120000	ROADS - CAPITAL WORKS	5,663,232	2,831,616	2,894,196	62,581
	00120500	ROADS - FLOOD DAMAGE CAPITAL WORKS	7,054,042	3,527,016	2,665,123	(861,893)
	Infrastructure Assets-Roads Total		12,717,274	6,358,632	5,559,319	(799,312)
Infrastructure Assets-Other						
	00108701	CEMETERY IMPROVEMENTS	10,000	4,998	0	(4,998)
	00115704	Capital - Sports Field Upgrade.	500,000	249,996	126,200	(123,796)
	00120503	Capital Town Centre Upgrade.	1,650,000	825,000	389,754	(435,246)
	Infrastructure Assets-Other Total		2,160,000	1,079,994	515,954	(564,040)
	Grand Total		17,140,274	8,522,616	6,129,984	(2,392,631)

6 DISPOSAL OF ASSETS

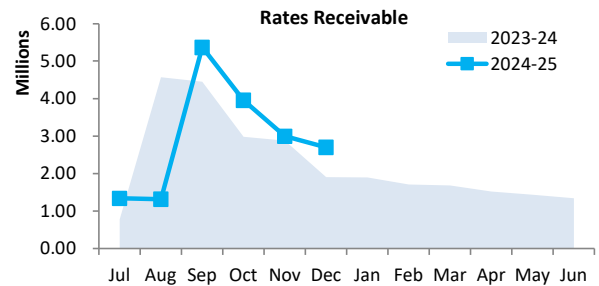
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Plant and equipment	92,530	272,200	179,670	0	0	0	0	0
		92,530	272,200	179,670	0	0	0	0	0



Please note that these Minutes are yet to be confirmed

7 RECEIVABLES

Rates receivable	30 Jun 2024	31 Dec 2024
	\$	\$
Opening arrears previous year	781,696	1,375,327
Levied this year	3,490,884	4,042,796
Less - collections to date	(2,897,253)	(2,714,178)
Net rates collectable	1,375,327	2,703,945
% Collected	67.8%	50.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(13,304)	226,187	0	89,489	1,959,330	2,261,702
Percentage	(0.6%)	10.0%	0.0%	4.0%	86.6%	
Balance per trial balance						
Trade receivables						2,261,702
GST receivable						725,201
Allowance for credit losses of trade receivables						(70,870)
Rates pensioner rebates						913
ESL receivable						(52,538)
Total receivables general outstanding						2,864,408

Amounts shown above include GST (where applicable)

KEY INFORMATION

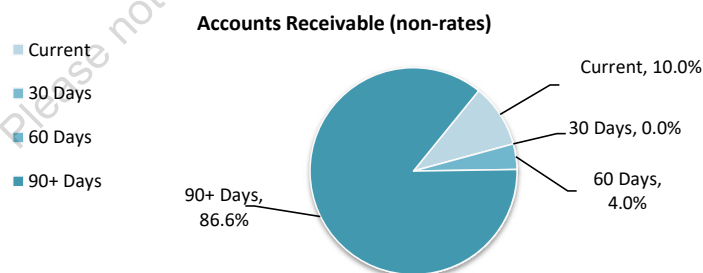
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 December 2024
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel	64,134	0	0	64,134
Stock on hand	124,316	0	0	124,316
Total other current assets	188,450	0	0	188,450
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

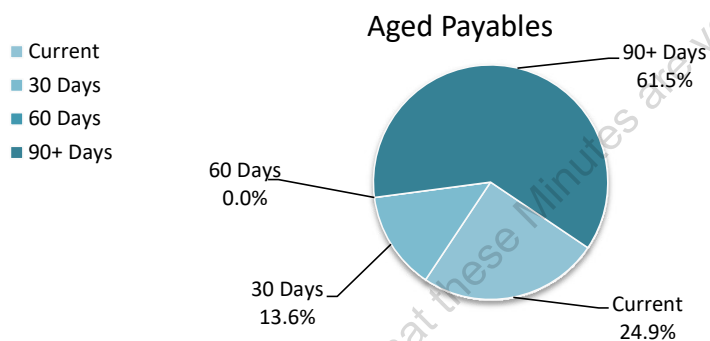
Please note that these Minutes are yet to be confirmed

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	74,669	40,610	0	184,359	299,638
Percentage	0.0%	24.9%	13.6%	0.0%	61.5%	
Balance per trial balance						
Sundry creditors						299,638
Accrued expenses						74,069
ATO liabilities						100,459
Other payables						410,338
Bonds held						90,232
Payroll liabilities						24,513
Excess rates						41,879
BCITF						31,242
Total payables general outstanding						1,072,370
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 December 2024 \$
Other current liabilities						
Other liabilities						
Contract liabilities		2,691,302	0	0	0	2,691,302
Capital grant/contributions liabilities		1,963,735	0	0	0	1,963,735
Total other liabilities		4,655,037	0	0	0	4,655,037
Employee Related Provisions						
Provision for annual leave		275,371	0	0	0	275,371
Provision for long service leave		145,253	0	0	0	145,253
Total Provisions		420,624	0	0	0	420,624
Total other current liabilities		5,075,661	0	0	0	5,075,661

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

11 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2024	Liability	Liability	31 Dec 2024	Liability	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grant - FAGS Untied WALCGG.	0	0	0	0	0	656,684	328,338	308,869
Grant - FAGS Operating.	0	0	0	0	0	188,928	94,464	308,869
GRANT - ABORIGINAL HEALTH	0	0	0	0	0	321,628	160,812	73,097
SMALL GRANTS - ABORIGINAL HEALTH	51,007	0	0	51,007	51,007	0	0	0
GRANT - DEPT OF HEALTH - MOSQUITO								
CONTROL CHEMICALS	173,749	0	0	173,749	173,749	15,000	7,500	15,746
FEDERAL FUNDING ADMIN	1,547	0	0	1,547	1,547	1,719,570	859,782	356,064
PHILANTHROPIC FUNDING ADMINISTRATION	1,121,090	0	0	1,121,090	1,121,090	0	0	0
State Funding Cl.	4,153	0	0	4,153	4,153	0	0	45,171
STATE FUNDING YENO	164	0	0	164	164	0	0	0
STATE FINDING MTA	73,139	0	0	73,139	73,139	0	0	0
STATE FUNDING FDV	45	0	0	45	45	0	0	0
Justice reinvestment program	179,463	0	0	179,463	179,463	0	0	0
Direct Grant	0	0	0	0	0	266,137	133,068	319,119
DR FAWA - Flood Damage (Income)	1,028,352	0	0	1,028,352	1,028,352	1,559,974	779,982	0
	2,632,709	0	0	2,632,709	2,632,709	4,727,921	2,363,946	1,426,935
Contributions								
Contributions - DOT (DPI) Licensing Wages.	0	0	0	0	0	14,221	7,110	0
Commission Income - Post Office.	0	0	0	0	0	250,000	124,998	109,699
Grant - FESA ESL Contributions.	0	0	0	0	0	4,160	2,076	4,000
Reimbursements - Town Planning.	35,000	0	0	35,000	35,000	0	0	0
INCOME - HOLIDAY ACTION PROGRAM	23,593	0	0	23,593	23,593	0	0	0
PRIVATE WORKS RS BASKETBALL COURTS								
REVENUE	0	0	0	0	0	0	0	274,137
	58,593	0	0	58,593	58,593	268,381	134,184	387,836
TOTALS	2,691,302	0	0	2,691,302	2,691,302	4,996,302	2,498,130	1,814,771

12 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution			liabilities		Capital grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Dec 2024	Current Liability 31 Dec 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
INCOME - WA BICYCLE GRANTS PROGRAM	97,050	0	0	97,050	97,050	0	0	0
Grant - FAGS - Special Projects.	0	0	0	0	0	175,189	87,594	0
Grant - R2R Funding	0	0	0	0	0	526,727	263,358	0
GRANT - MRWA RRG/RPG NON-OPERATING	0	0	0	0	0	1,091,273	545,634	2,109,119
GRANT - LOCAL ROADS COMMUNITY INFRASTRUCTURE	0	0	0	0	0	848,043	424,020	0
GRANT RPG DUNCAN RD CONSTRUCTION INCOME	0	0	0	0	0	300,000	150,000	0
INCOME TOWN CENTRE UPGRADE	1,846,685	0	0	1,846,685	1,846,685	1,300,000	649,998	0
DRFA WA INCOME	10,000	0	0	10,000	10,000	6,814,042	3,407,016	1,510,296
GRANT - OTHER HOUSING	0	0	0	0	0	1,375,000	687,498	0
GRANT - OVAL UPGRADE	0	0	0	0	0	500,000	249,996	0
GRANT - Women's Shelter	10,000	0	0	10,000	10,000	0	0	0
	1,963,735	0	0	1,963,735	1,963,735	12,930,274	6,465,114	3,619,415

Please note that these Minutes are yet to be confirmed

9.4.6 – Monthly Financial Report for period ending 31 January 2025

ITEM NUMBER:	9.4.6
REPORTING OFFICER	Susan Leonard, Chief Executive Officer
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 Acceptance of Monthly Financial Report for the period ending 31 January 2025 (Appendix 9.4.6A).

2.0 Background

- 2.1 Regulations 34 and 35 of the *Financial Management (Local Government) Regulations 1996* require a monthly statement of financial activity, monthly statement of financial position and explanation of material variances to be presented to Council.
- 2.2 The report must be presented at an ordinary meeting of council within 2 months after the end of the month to which the statement relates. Regulations prescribe the information that must be contained in the report.
- 2.3 The Monthly Financial Report for the periods ending 31 January 2025 have been prepared by Moore Australia and includes:
- Compilation Report;
 - Statement of Financial Activity;
 - Statement of Financial Position; and
 - Explanation of Material Variances.

3.0 Comments

- 3.1 At its Special Council Meeting on 29 August 2024, Council adopted (Council resolution 2024/016) the level to be used in statements of financial activity in 2024/2025 for reporting material variances shall be greater than 10% and \$50,000 per regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*.
- 3.2 The Monthly Financial Reports have been compiled to meet compliance with the *Local Government Act 1995* and associated regulations, including the Statement of Financial Activity, and Statement of Financial Position. An explanation of any material variances is included on the final page.
- 3.3 The Monthly Financial Reports contain the receipt of 85% of the 2024-25 Financial Assistance Grants within the 2023-24 Financial Year resulting in the 2024-25 opening surplus being \$4,791,804 higher than would otherwise be the case. These funds will be required during the 2024-25 year.

4.0 Statutory Environment

- 4.1 ***Local Government (Financial Management) Regulations 1996***

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

(1A) In this regulation —

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

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

- (f) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- (g) budget estimates to the end of the relevant month; and
- (h) actual amounts of expenditure, revenue and income to the end of the relevant month; and
- (i) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (j) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.

(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).

(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

(2) Each statement of financial activity is to be accompanied by documents containing —

- (d) [deleted]
- (e) an explanation of each of the material variances referred to in subregulation (1)(d); and
- (f) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity must be shown according to nature classification.

(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —

- (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
- (b) recorded in the minutes of the meeting at which it is presented.

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

35. Financial position statement required each month

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

5.0 Strategic Implications

5.1 Objective:

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

5.2 Outcome:

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

5.3 Strategy:

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

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

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

6.0 Policy Implications

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

7.0 Financial Implications

7.1 There are no known financial implications arising from this report.

7.2 The presentation of these reports provides Council with regular updates regarding the status of the financial position and to assist with compliance with the *Local Government Act 1995* and associated regulations.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

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

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

9.0 Council Resolution

COUNCIL RESOLUTION: 2025/116

Mover: Cr Raymond Simpson

Seconder: Cr Virginia O'Neil

That Council:

Receives the Monthly Financial Reports for the periods ending 31 January 2025 (Appendix 9.4.6A) consisting of:

- e) Compilation Report;**
- f) Statement of Financial Activity;**
- g) Statement of Financial Position; and**
- h) Explanation of Material Variances.**

CARRIED: 4/0

***For: Cr Malcolm Edwards, Cr Raymond Simpson,
Cr Bonnie Edwards and Cr Virginia O'Neil***

Against: Nil

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14 February 2025

Mrs Susan Leonard
Chief Executive Officer
Shire of Halls Creek
PO Box 21
HALLS CREEK WA 6770

Dear Susan

COMPILATION REPORT TO SHIRE OF HALLS CREEK

We have compiled the accompanying special purpose financial report of Shire of Halls Creek which comprise the statement of financial position as at 31 January 2025, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information of Shire of Halls Creek as at 31 January 2025 and for the period then ended based on the records of the Shire of Halls Creek.

THE RESPONSIBILITY OF SHIRE OF HALLS CREEK

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

OUR RESPONSIBILITY

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

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

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

ASSURANCE DISCLAIMER

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

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

NOTE REGARDING BASIS OF PREPARATION

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



Russell Barnes
Director
Moore Australia (WA) Pty Ltd

SHIRE OF HALLS CREEK

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 January 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Please note that these Minutes are yet to be confirmed

SHIRE OF HALLS CREEK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	4,042,796	4,042,796	4,042,796	0	0.00%	
Rates excluding general rates	150,700	150,700	162,106	11,406	7.57%	
Grants, subsidies and contributions	4,996,302	2,914,485	2,019,778	(894,707)	(30.70%)	▼
Fees and charges	1,020,135	721,572	918,893	197,321	27.35%	▲
Service charges	4,000	2,331	4,170	1,839	78.89%	
Interest revenue	319,874	186,578	236,962	50,384	27.00%	▲
Other revenue	153,158	40,819	53,894	13,075	32.03%	
Profit on asset disposals	179,670	0	0	0	0.00%	
	10,866,635	8,059,281	7,438,599	(620,682)	(7.70%)	
Expenditure from operating activities						
Employee costs	(6,868,426)	(4,006,885)	(3,215,082)	791,803	19.76%	▲
Materials and contracts	(6,132,692)	(3,576,783)	(2,074,076)	1,502,707	42.01%	▲
Utility charges	(524,982)	(306,159)	(372,161)	(66,002)	(21.56%)	▼
Depreciation	(5,527,608)	(3,224,347)	0	3,224,347	100.00%	▲
Insurance	(482,980)	(490,770)	(492,552)	(1,782)	(0.36%)	
Other expenditure	(380,912)	(222,089)	(191,847)	30,242	13.62%	
	(19,917,600)	(11,827,033)	(6,345,718)	5,481,315	46.35%	
Non cash amounts excluded from operating activities	2(c) 5,347,938	3,224,347	0	(3,224,347)	(100.00%)	▼
Amount attributable to operating activities	(3,703,027)	(543,405)	1,092,881	1,636,286	301.12%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	12,930,274	7,542,633	3,646,356	(3,896,277)	(51.66%)	▼
Proceeds from disposal of assets	272,200	0	0	0	0.00%	
	13,202,474	7,542,633	3,646,356	(3,896,277)	(51.66%)	
Outflows from investing activities						
Payments for property, plant and equipment	(2,263,000)	(1,264,655)	(54,711)	1,209,944	95.67%	▲
Payments for construction of infrastructure	(14,877,274)	(8,678,397)	(7,246,761)	1,431,636	16.50%	▲
	(17,140,274)	(9,943,052)	(7,301,472)	2,641,580	26.57%	
Amount attributable to investing activities	(3,937,800)	(2,400,419)	(3,655,116)	(1,254,697)	(52.27%)	
FINANCING ACTIVITIES						
Outflows from financing activities						
Transfer to reserves	(3,507)	0	0	0	0.00%	
Amount attributable to financing activities	(3,507)	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 7,644,334	7,644,334	7,536,592	(107,742)	(1.41%)	
Amount attributable to operating activities	(3,703,027)	(543,405)	1,092,881	1,636,286	301.12%	▲
Amount attributable to investing activities	(3,937,800)	(2,400,419)	(3,655,116)	(1,254,697)	(52.27%)	▼
Amount attributable to financing activities	(3,507)	0	0	0	0.00%	
Surplus or deficit after imposition of general rates	0	4,700,510	4,974,357	273,847	5.83%	

KEY INFORMATION

- ▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
 - ▲ Indicates a variance with a positive impact on the financial position.
 - ▼ Indicates a variance with a negative impact on the financial position.
- Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF HALLS CREEK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JANUARY 2025

	Actual 30 June 2024	Actual as at 31 January 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	13,178,291	9,555,605
Trade and other receivables	5,341,722	5,674,416
Inventories	188,450	188,450
TOTAL CURRENT ASSETS	18,708,463	15,418,471
NON-CURRENT ASSETS		
Property, plant and equipment	35,845,068	35,899,779
Infrastructure	87,080,821	94,327,582
TOTAL NON-CURRENT ASSETS	122,925,889	130,227,361
TOTAL ASSETS	141,634,352	145,645,832
CURRENT LIABILITIES		
Trade and other payables	2,435,144	1,707,387
Other liabilities	4,655,037	4,655,037
Employee related provisions	420,624	420,624
TOTAL CURRENT LIABILITIES	7,510,805	6,783,048
NON-CURRENT LIABILITIES		
Employee related provisions	116,359	116,359
Other provisions	1,284,051	1,284,051
TOTAL NON-CURRENT LIABILITIES	1,400,410	1,400,410
TOTAL LIABILITIES	8,911,215	8,183,458
NET ASSETS	132,723,137	137,462,374
EQUITY		
Retained surplus	39,127,030	43,866,267
Reserve accounts	4,081,546	4,081,546
Revaluation surplus	89,514,561	89,514,561
TOTAL EQUITY	132,723,137	137,462,374

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

SHIRE OF HALLS CREEK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 13 February 2025

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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

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

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Measurement of employee benefits
- Measurement of provisions

SHIRE OF HALLS CREEK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Adopted Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 31 January 2025
Current assets		\$	\$	\$
Cash and cash equivalents		12,985,953	13,178,291	9,555,605
Trade and other receivables		4,680,215	5,341,722	5,674,416
Inventories		184,468	188,450	188,450
		17,850,636	18,708,463	15,418,471
Less: current liabilities				
Trade and other payables		(2,802,089)	(2,435,144)	(1,707,387)
Other liabilities		(3,326,837)	(4,655,037)	(4,655,037)
Employee related provisions		(409,805)	(420,624)	(420,624)
		(6,538,731)	(7,510,805)	(6,783,048)
Net current assets		11,311,905	11,197,658	8,635,423
Less: Total adjustments to net current assets	2(b)	(3,667,571)	(3,661,066)	(3,661,066)
Closing funding surplus / (deficit)		7,644,334	7,536,592	4,974,357

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(4,077,376)	(4,081,546)	(4,081,546)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of employee benefit provisions held in reserve		409,805	420,480	420,480
Total adjustments to net current assets	2(a)	(3,667,571)	(3,661,066)	(3,661,066)

(c) Non-cash amounts excluded from operating activities

		Adopted Budget Estimates 30 June 2025	YTD Budget Estimates 31 January 2025	YTD Actual 31 January 2025
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals		(179,670)	0	0
Add: Depreciation		5,527,608	3,224,347	0
Total non-cash amounts excluded from operating activities		5,347,938	3,224,347	0

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF HALLS CREEK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2024-25 year is \$50,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	(894,707)	(30.70%)	▼
Timing of grant revenue and acquittals not aligned to YTD budget for DR FAWA Flood Damage and Federal Funding Admin. This is offset by direct grant revenue and Financial Assistance Grant received.			
Fees and charges	197,321	27.35%	▲
Café sale, refuse site fees, domestic refuse removal fees and public building inspection charges higher than annual budget.			
Interest revenue	50,384	27.00%	▲
Interest earned on accounts higher than YTD Budget.			
Expenditure from operating activities			
Employee costs	791,803	19.76%	▲
Decrease in YTD actuals due to staff vacancies.			
Materials and contracts	1,502,707	42.01%	▲
Timing of road and DR FAWA maintenance is lower than YTD budget. YTD actuals for materials and service contracts are below YTD budget. Timing of consultant fees for Town planning and economic development - YTD budget higher than actual			
Utility charges	(66,002)	(21.56%)	▼
YTD actuals for aquatic Centre, housing maintenance and town streets - other are higher than YTD budget.			
Depreciation	3,224,347	100.00%	▲
Depreciation is yet to be run for 24/25, adjustments are still being made to assets in preparation for 23/24 annual financial report.			
Non cash amounts excluded from operating activities	(3,224,347)	(100.00%)	▼
Depreciation is yet to be run for 24/25, adjustments are still being made to assets in preparation for 23/24 annual financial report.			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(3,896,277)	(51.66%)	▼
Timing of grant revenue and acquittals not aligned to YTD budget for DR FAWA income, roads funding and town centre upgrades.			
Outflows from investing activities			
Payments for property, plant and equipment	1,209,944	95.67%	▲
Multi density housing development project has not commenced, budget profiled monthly.			
Payments for construction of infrastructure	1,431,636	16.50%	▲
YTD actuals for town centre upgrade and flood damage capital works are below YTD budget. Offset by roads capital works YTD actuals above YTD budget.			

SHIRE OF HALLS CREEK

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

**SHIRE OF HALLS CREEK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2025**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$7.64 M	\$7.64 M	\$7.54 M	(\$0.11 M)
Closing	\$0.00 M	\$4.70 M	\$4.97 M	\$0.27 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$9.56 M	% of total
Unrestricted Cash	\$5.47 M	57.3%
Reserve Accounts	\$4.08 M	42.7%

Refer to 3 - Cash and Financial Assets

Payables	
	\$1.71 M
Trade Payables	\$0.77 M
0 to 30 Days	21.3%
Over 30 Days	78.6%
Over 90 Days	13.9%

Refer to 9 - Payables

Receivables		
	\$3.06 M	% Collected
Rates Receivable	\$2.62 M	51.7%
Trade Receivable	\$3.06 M	% Outstanding
Over 30 Days		95.2%
Over 90 Days		85.4%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.70 M)	(\$0.54 M)	\$1.09 M	\$1.64 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$4.04 M	% Variance
YTD Budget	\$4.04 M	0.0%

Grants and Contributions		
YTD Actual	\$2.02 M	% Variance
YTD Budget	\$2.91 M	(30.7%)

Refer to 11 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.92 M	% Variance
YTD Budget	\$0.72 M	27.3%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.94 M)	(\$2.40 M)	(\$3.66 M)	(\$1.25 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.27 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$7.25 M	% Spent
Adopted Budget	\$14.88 M	(51.3%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$3.65 M	% Received
Adopted Budget	\$12.93 M	(71.8%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Reserves	
Reserves balance	\$4.08 M
Net Movement	\$0.00 M

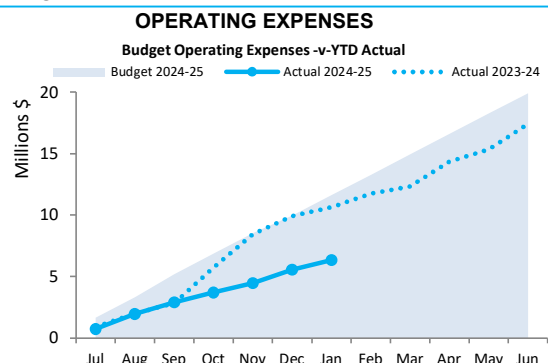
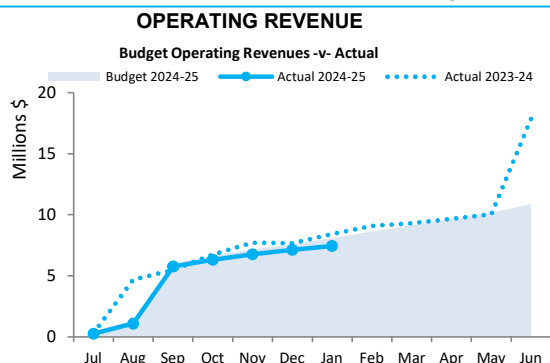
Refer to 4 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

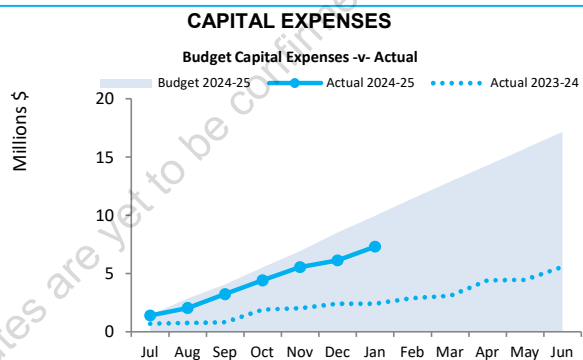
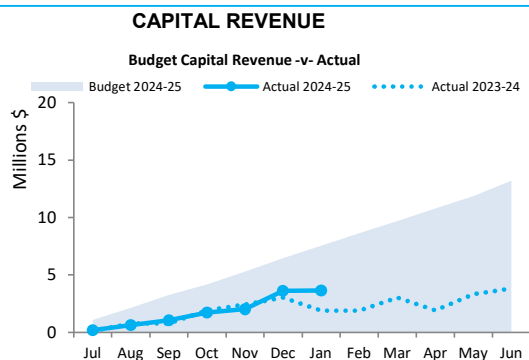
SHIRE OF HALLS CREEK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2025

2 KEY INFORMATION - GRAPHICAL

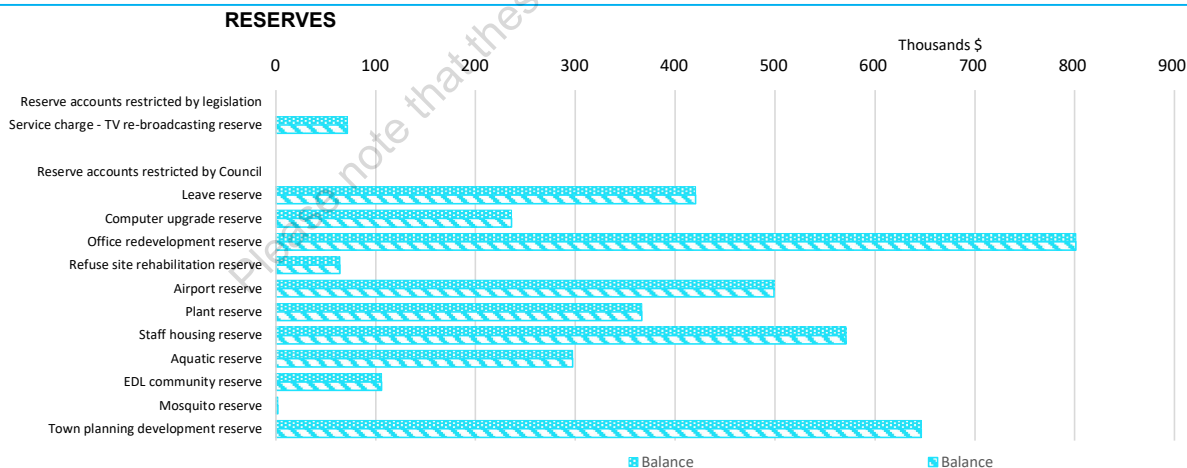
OPERATING ACTIVITIES



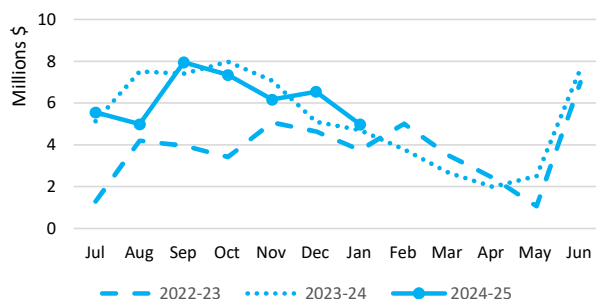
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand	Cash and cash equivalents	600	0	600	0	N/A	N/A	N/A
Municipal Fund - Bank Account.	Cash and cash equivalents	4,040,319	0	4,040,319	0	CBA	Variable	N/A
Post Office - Bank Account.	Cash and cash equivalents	674,144	0	674,144	0	CBA	Variable	N/A
Municipal Fund Bank - Clearing Account.	Cash and cash equivalents	208,733	0	208,733	0	CBA	Variable	N/A
Business Online Saver Bank Account	Cash and cash equivalents	390,332	0	390,332	0	CBA	Variable	N/A
Reserves - Bank Account.	Cash and cash equivalents	0	981	981	0	CBA	Variable	N/A
Reserves Term Deposit	Financial assets at amortised cost	159,931	4,080,565	4,240,496	0	CBA	4.92%	Mar-25
Total		5,474,059	4,081,546	9,555,605	0			
Comprising								
Cash and cash equivalents		5,314,128	981	5,315,109	0			
Financial assets at amortised cost - Term Deposits		159,931	4,080,565	4,240,496	0			
		5,474,059	4,081,546	9,555,605	0			

KEY INFORMATION

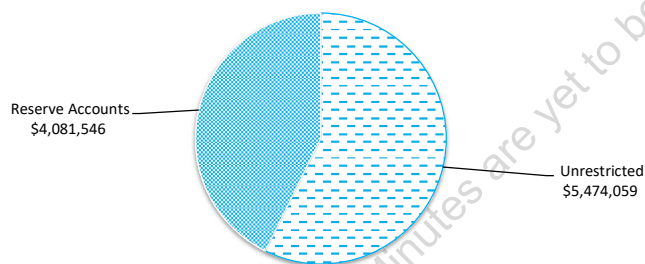
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



SHIRE OF HALLS CREEK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JANUARY 2025

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by legislation								
Service charge - TV re-broadcasting reserve	67,384	0	0	67,384	71,554	0	0	71,554
Reserve accounts restricted by Council								
Leave reserve	420,480	0	0	420,480	420,480	0	0	420,480
Computer upgrade reserve	236,120	0	0	236,120	236,120	0	0	236,120
Office redevelopment reserve	801,253	0	0	801,253	801,253	0	0	801,253
Refuse site rehabilitation reserve	64,205	0	0	64,205	64,205	0	0	64,205
Airport reserve	498,823	0	0	498,823	498,823	0	0	498,823
Plant reserve	366,681	0	0	366,681	366,681	0	0	366,681
Staff housing reserve	570,919	0	0	570,919	570,919	0	0	570,919
Aquatic reserve	297,141	0	0	297,141	297,141	0	0	297,141
EDL community reserve	105,853	0	0	105,853	105,853	0	0	105,853
Mosquito reserve	2,043	3,507	0	5,550	2,043	0	0	2,043
Town planning development reserve	646,474	0	0	646,474	646,474	0	0	646,474
	4,077,376	3,507	0	4,080,883	4,081,546	0	0	4,081,546

Please note that these Minutes are yet to be confirmed

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	2,108,000	1,182,993	54,711	(1,128,282)
Furniture & Fittings	155,000	81,662	0	(81,662)
Acquisition of property, plant and equipment	2,263,000	1,264,655	54,711	(1,209,944)
Infrastructure Assets-Roads	12,717,274	7,418,404	6,692,468	(725,936)
Infrastructure Assets-Other	2,160,000	1,259,993	554,293	(705,700)
Acquisition of infrastructure	14,877,274	8,678,397	7,246,761	(1,431,636)
Total capital acquisitions	17,140,274	9,943,052	7,301,472	(2,641,580)
Capital Acquisitions Funded By:				
Capital grants and contributions	12,930,274	7,542,633	3,646,356	(3,896,277)
Other (disposals & C/Fwd)	272,200	0	0	0
Contribution - operations	3,937,800	2,400,419	3,655,116	1,254,697
Capital funding total	17,140,274	9,943,052	7,301,472	(2,641,580)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

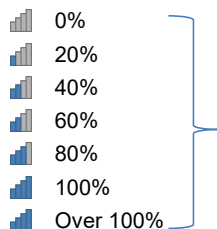
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators

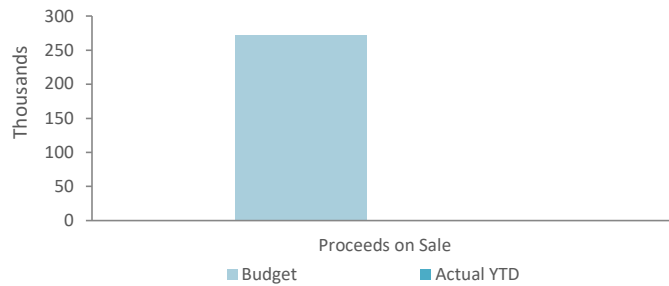


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

			Adopted			
			Current	Year to Date	Year to Date	Variance
			Budget	Budget	Actual	(Under)/Over
Account Description						
Capital Expenditure						
Buildings						
	00114704	UPGRADE - CIVIC HALL	80,000	0	54,711	54,711
	00452754	Admin Access Controls - Alarms.	28,000	16,331	0	(16,331)
	00941281	MULTI DENSITY HOUSING DEVELOPMENT	2,000,000	1,166,662	0	(1,166,662)
	Buildings Total		2,108,000	1,182,993	54,711	(1,128,282)
Furniture & Fittings						
	00115804	GYMNASIUM & RECREATION EQUIPMENT	15,000	0	0	0
	00410740	COUNCIL CHAMBER - RENOVATIONS	50,000	29,162	0	(29,162)
	00451755	ADMIN CCTV UPGRADES	90,000	52,500	0	(52,500)
	Furniture & Fittings Total		155,000	81,662	0	(81,662)
Plant & Equipment						
	Plant & Equipment Total		0	0	0	0
Infrastructure Assets-Roads						
	00120000	ROADS - CAPITAL WORKS	5,663,232	3,303,552	3,485,867	182,316
	00120500	ROADS - FLOOD DAMAGE CAPITAL WORKS	7,054,042	4,114,852	3,206,600	(908,252)
	Infrastructure Assets-Roads Total		12,717,274	7,418,404	6,692,467	(725,937)
Infrastructure Assets-Other						
	00108701	CEMETERY IMPROVEMENTS	10,000	5,831	0	(5,831)
	00115704	Capital - Sports Field Upgrade.	500,000	291,662	126,200	(165,462)
	00120503	Capital Town Centre Upgrade.	1,650,000	962,500	428,093	(534,407)
	Infrastructure Assets-Other Total		2,160,000	1,259,993	554,293	(705,700)
	Grand Total		17,140,274	9,943,052	7,301,471	(2,641,580)

6 DISPOSAL OF ASSETS

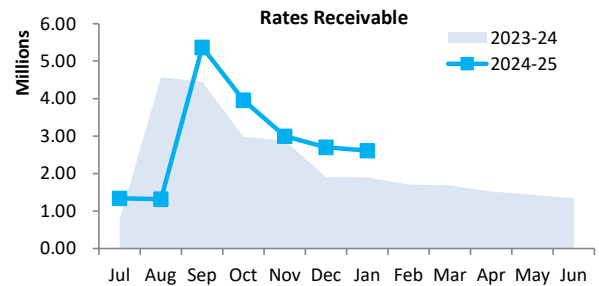
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Plant and equipment	92,530	272,200	179,670	0	0	0	0	0
		92,530	272,200	179,670	0	0	0	0	0



Please note that these Minutes are yet to be confirmed

7 RECEIVABLES

Rates receivable	30 June 2024	31 Jan 2025
	\$	\$
Opening arrears previous year	781,696	1,375,327
Levied this year	3,490,884	4,042,796
Less - collections to date	(2,897,253)	(2,802,340)
Net rates collectable	1,375,327	2,615,783
% Collected	67.8%	51.7%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(13,856)	122,877	226,188	0	1,964,245	2,299,454
Percentage	(0.6%)	5.3%	9.8%	0.0%	85.4%	
Balance per trial balance						
Trade receivables						2,299,454
GST receivable						802,591
Allowance for credit losses of trade receivables						(45,075)
Rates pensioner rebates						1,663
Total receivables general outstanding						3,058,633

Amounts shown above include GST (where applicable)

KEY INFORMATION

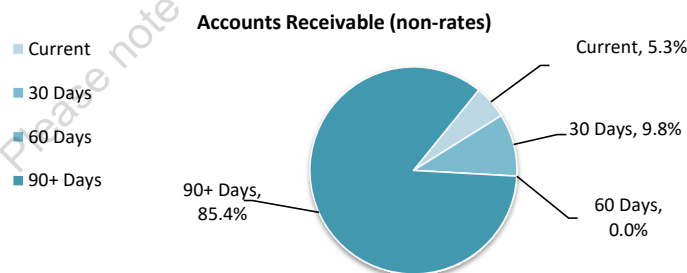
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 January 2025
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel	64,134	0	0	64,134
Stock on hand	124,316	0	0	124,316
Total other current assets	188,450	0	0	188,450
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

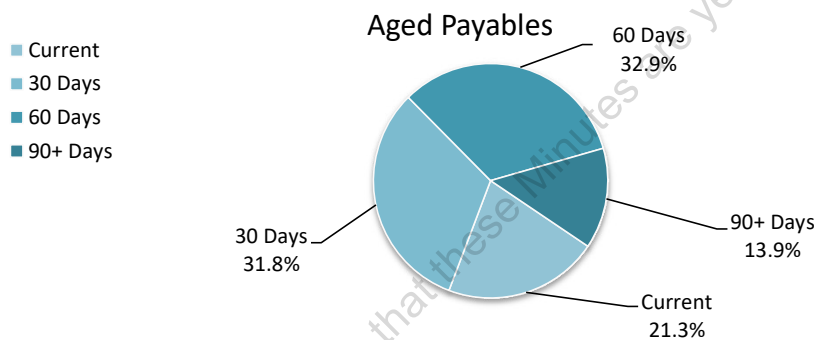
Please note that these Minutes are yet to be confirmed

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	163,852	244,579	253,198	106,879	768,508
Percentage	0.0%	21.3%	31.8%	32.9%	13.9%	
Balance per trial balance						
Sundry creditors						768,508
Accrued expenses						74,069
ATO liabilities						168,954
Other payables						410,338
Bonds held						92,491
Payroll liabilities						66,817
Excess rates						43,885
BCITF						31,242
ESL payables						51,083
Total payables general outstanding						1,707,387
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 January 2025 \$
Other current liabilities						
Other liabilities						
Contract liabilities		2,691,302	0	0	0	2,691,302
Capital grant/contributions liabilities		1,963,735	0	0	0	1,963,735
Total other liabilities		4,655,037	0	0	0	4,655,037
Employee Related Provisions						
Provision for annual leave		275,371	0	0	0	275,371
Provision for long service leave		145,253	0	0	0	145,253
Total Provisions		420,624	0	0	0	420,624
Total other current liabilities		5,075,661	0	0	0	5,075,661

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

11 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2024	Liability	Liability	31 Jan 2025	Liability	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grant - FAGS General Purpose WALGCC	0	0	0	0	0	656,684	383,061	308,869
Grant - FAGS Untied WALGCC	0	0	0	0	0	188,928	110,208	308,869
GRANT - ABORIGINAL HEALTH	0	0	0	0	0	321,628	187,614	73,097
SMALL GRANTS - ABORIGINAL HEALTH	51,007	0	0	51,007	51,007	0	0	0
GRANT - DEPT OF HEALTH - MOSQUITO								
CONTROL CHEMICALS	173,749	0	0	173,749	173,749	15,000	8,750	15,746
FEDERAL FUNDING ADMIN	1,547	0	0	1,547	1,547	1,719,570	1,003,079	403,054
PHILANTHROPIC FUNDING ADMINISTRATION	1,121,090	0	0	1,121,090	1,121,090	0	0	0
State Funding Cl.	4,153	0	0	4,153	4,153	0	0	45,171
STATE FUNDING YENO	164	0	0	164	164	0	0	0
STATE FINDING MTA	73,139	0	0	73,139	73,139	0	0	0
STATE FUNDING FDV	45	0	0	45	45	0	0	0
Justice reinvestment program	179,463	0	0	179,463	179,463	0	0	0
Grant - Welman Road Park	0	0	0	0	0	0	0	106,666
GRANT - SKATEPARK	0	0	0	0	0	0	0	35,000
Direct Grant	0	0	0	0	0	266,137	155,246	319,119
DR FAWA - Flood Damage (Income)	1,028,352	0	0	1,028,352	1,028,352	1,559,974	909,979	0
	2,632,709	0	0	2,632,709	2,632,709	4,727,921	2,757,937	1,615,591
Contributions								
Contributions - DOT (DPI) Licensing Wages.	0	0	0	0	0	14,221	8,295	0
Commission Income - Post Office.	0	0	0	0	0	250,000	145,831	126,050
Grant - FESA ESL Contributions.	0	0	0	0	0	4,160	2,422	4,000
Reimbursements - Town Planning.	35,000	0	0	35,000	35,000	0	0	0
INCOME - HOLIDAY ACTION PROGRAM	23,593	0	0	23,593	23,593	0	0	0
PRIVATE WORKS RS BASKETBALL COURTS								
REVENUE	0	0	0	0	0	0	0	274,137
	58,593	0	0	58,593	58,593	268,381	156,548	404,187
TOTALS	2,691,302	0	0	2,691,302	2,691,302	4,996,302	2,914,485	2,019,778

12 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution			liabilities		Capital grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jan 2025	Current Liability 31 Jan 2025	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
INCOME - WA BICYCLE GRANTS PROGRAM	97,050	0	0	97,050	97,050	0	0	0
Grant - FAGS Special Projects WALGCC	0	0	0	0	0	175,189	102,193	0
Grant - R2R Funding	0	0	0	0	0	526,727	307,251	0
GRANT - MRWA RRG/RPG NON-OPERATING	0	0	0	0	0	1,091,273	636,573	2,109,119
GRANT - LOCAL ROADS COMMUNITY INFRASTRUCTURE	0	0	0	0	0	848,043	494,690	0
GRANT RPG DUNCAN RD CONSTRUCTION INCOME	0	0	0	0	0	300,000	175,000	0
INCOME TOWN CENTRE UPGRADE	1,846,685	0	0	1,846,685	1,846,685	1,300,000	758,331	0
DRFA WA INCOME	10,000	0	0	10,000	10,000	6,814,042	3,974,852	1,537,237
GRANT - OTHER HOUSING	0	0	0	0	0	1,375,000	802,081	0
GRANT - OVAL UPGRADE	0	0	0	0	0	500,000	291,662	0
GRANT - Women's Shelter	10,000	0	0	10,000	10,000	0	0	0
	1,963,735	0	0	1,963,735	1,963,735	12,930,274	7,542,633	3,646,356

Please note that these Minutes are yet to be confirmed

9.5 COMMITTEES

9.5.1 Minutes – Audit Committee Meeting – 12 November 2024

ITEM NUMBER:	9.5.1
REPORTING OFFICER:	Dianne Hayes, Executive Assistant
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 An Audit Committee meeting was held on 12 November 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 Audit 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.

9.0 Council Resolution

COUNCIL RESOLUTION: 2025/017

Mover: Cr Virginia O'Neil

Seconder: Cr Raymond Simpson

That Council:

RECEIVE and NOTE the Minutes of the meeting of the Audit Committee meeting held on 12 November 2024 (Appendix 9.5.1A).

CARRIED: 4/0

For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie Edwards and Cr Virginia O'Neil

Against: Nil

Please note that these Minutes are yet to be confirmed

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MINUTES

AUDIT COMMITTEE MEETING

An Audit Committee Meeting of the Shire of Halls Creek held at **4.30pm on 12 November 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 that these Minutes are yet to be confirmed

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TUESDAY 12 NOVEMBER 2024

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ATTACHMENTS

Attachment No	Description	Page No
5.1	Shire of Halls Creek – Improvement Action Plan Update	

AUDIT COMMITTEE MEETING

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The meeting was opened at 4.30pm by President Malcolm Edwards.

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

2.1 Attendance

Shire President
Deputy President
Councillors

Cr Malcolm Edwards
Cr Patricia McKay
Cr Virginia O'Neil (phone)

Chief Executive Officer
Moore Consultants

Susan Leonard
Russell Barnes (Teams)

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
Name/position	Nil	Nil	Nil

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION: AC 2024/004

Mover: Cr McKay

Seconder: Cr O'Neil

That Council confirms the minutes of the Audit Committee Meeting held 13 March 2024 as a true and accurate record.

CARRIED: 3/0

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

4. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil at time of writing the agenda.

NOTE: An updated Audit Improvement Plan was presented to the Audit Committee.

Russell noted that several issues remain outstanding, with the most significant concerns relating to a review of past invoices to ensure proper receipting.

While efforts are currently focused on the 2022-2023 and 2023-2024 financial years, challenges persist with staffing and meeting the requirements for 2024-2025.

It was noted that the Shire has been granted an extension for submitting the 2024-2025 Annual Financial Report, now due on 28 February 2025.

The Audit Committee requested that the updated Audit Improvement Plan be provided for review on a quarterly basis.

5. REPORTS OF OFFICERS AND COMMITTEES

5.1 2022-23 Audit Findings Improvement Action Plan Update November 2024

ITEM NUMBER:	5.1
REPORTING OFFICER	Sue Leonard, Chief Executive Officer
SENIOR OFFICER	Sue Leonard, Chief Executive Officer
MEETING DATE:	12 November 2024
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 For the Audit Committee to receive the report which provides updates on the actions adopted by the Shire to address matters identified by the auditor during the 2022/23 audit.

2.0 Background

- 2.1 The audit report issued by the Office of the Auditor General (OAG) on 23 April 2024 relates to the Shire of Halls Creek 2022/23 Annual Financial Report.
- 2.2 At the time of providing the signed Annual Financial Report to the auditors in November 2023 the former CEO signed the Statement by the CEO.
- 2.3 At the time of signing the Audit Report, management agreed with OAG the signed 2022/23 Annual Financial Report contained material misstatements.
- 2.4 The following basis for a disclaimer of opinion was provided within the audit report dated 23 April 2024 and signed by the Assistant Auditor General Financial Audit, Delegate of the Auditor General for Western Australia.

“Basis for Disclaimer of Opinion

Financial report not supported with complete and accurate underlying records I was unable to obtain sufficient appropriate audit evidence regarding the financial report as a whole as the financial report was submitted for audit purposes without complete and accurate underlying records. I was unable to audit the financial report by alternative means.”

- 2.5 Accompanying the audit report a Management Letter was issued detailing the findings identified during the audit which reflected a number of items identified and ratings of the matters within each identified area.
- 2.5 Section 7.12A (4) of the *Local Government Act 1995* requires a local government to prepare a report stating what action has been taken or is intended to be taken in respect to significant matters raised within the audit report.

- 2.6 At its ordinary meeting held 16 May 2024, Council considered and endorsed an Improvement Action Plan setting out the improvements required which were also to be used as a tool for monitoring and reporting progress of the plan. This was also provided to the Minister and placed on the website as required by legislation (resolution 2024/160).
- 2.7 It was noted when the Improvement Action Plan was considered in May 2024, actions may require updates to remain relevant and appropriate toward achieving objectives set out, as well as to assist with ongoing monitoring and reporting.

3.0 Comments

- 3.1 The key improvement actions are detailed at section 3.0 of the Improvement Action Plan Update (as attached), and are summarised below:
- a) Appointment of a new Chief Executive Officer and senior finance staff with appropriate qualifications and experience.
Update: Chief Executive Officer appointed. An Executive Manager Finance & Support Services was appointed, position no longer exists
 - b) Appointment of a sufficient number of experienced finance staff to enable proper segregation of duties and oversight of financial transactions, reconciliations and reviews.
Update: Intention to appoint a suitably qualified accountant.
 - c) Ensure an appropriately secure IT environment is maintained.
Update: Current IT consultants engaged to upgrade IT security and undertake actions from Audit Improvement Program, expected onsite prior to 30 October 2024.
 - d) Train all staff involved in procurement and disposal of assets in the appropriate procedures to be followed.
Update: Procedures to be formalised before training occurs.
 - e) Establish documented procedures for key finance functions, this should primarily occur through the creation of checklists to help ensure procedures are routinely followed and monitored.
Update: Overarching governance frameworks and Code of Conduct have been developed. Procedure for development and implementation of procedures and checklists to be developed by 30 October to facilitate development and version control and authorisation of procedures and checklists.
 - f) Undertake a review of payroll processes and transactions to ensure these are appropriate.
Update: Issues have been identified and are currently being addressed.

- g) Implement appropriate grievance and disciplinary procedures to help ensure staff performance is routinely monitored and addressed.
Update: Overarching governance frameworks and Code of Conduct have been developed.
 - h) Rescind inappropriate Council Policies, such as A20 Employee Incentives.
Update: All Council policies being reviewed Policy A20 Employee Incentives has been rescinded.
 - i) Action the improvement plan attached to this report.
Update: Progress on implementation of the plan continues.
 - j) Report quarterly to the Audit Committee on the progress of the actions included within the improvement plan.
Update: This is the first report to Council on the progress of Actions.
- 3.2 Section 4.0 of the Improvement Action Plan sets out detailed actions required to address each of the matters noted in the audit report for 2022/23, along with a priority rating for each. The timeline for completion of all of the tasks identified in the plan is likely to span a number of financial years.
- 3.3 The status of a number of actions included in the plan have been updated to form a progress report, which was intended to be presented to the Audit Committee quarterly for review and monitoring.
- 3.4 This is the first meeting of the Audit Committee convened since the Improvement Action Plan was endorsed by Council in May 2024, to note the progress of action implementation by the Audit Committee.

4.0 Statutory Environment:

- 4.1 Section 7.12A of the *Local Government Act 1995* requires:
- (3) A local government must —
 - (aa) examine an audit report received by the local government; and
 - (a) determine if any matters raised by the audit report, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
 - (4) A local government must —
 - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

4.2 Regulation 16 of the *Local Government (Audit) Regulations 1996* includes:

16. Functions of audit committee

- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a)

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 known policy implications arising from adoption of the officer's recommendation.

7.0 Financial Implications

7.1 Actions included in the improvement plan will require additional resources to implement. All expenditure will be included in the relevant budget or reported to Council as required.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

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

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

9.0 Officer Recommendation

COUNCIL RESOLUTION: AC 2024/005

Mover: Cr Patricia McKay

Seconder: Cr Virginia O'Neil

That the Audit Committee receive the Improvement Action Plan Update (Appendix 5.1A).

CARRIED: 3/0

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

Nil.

7. MATTERS BEHIND CLOSED DOORS

Nil.

8. CLOSURE OF MEETING

There being no further business, the Shire President declared the meeting closed at 5.00pm.

Please note that these Minutes are yet to be confirmed

9.5.2 Minutes – Local Emergency Management Committee – 17 December 2024

ITEM NUMBER:	9.5.2
REPORTING OFFICER:	Dianne Hayes, Executive Assistant
SENIOR OFFICER	Susan Leonard, Chief Executive Officer
MEETING DATE:	27 February 2025
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

- 1.1 A Local Emergency Management Committee meeting was held on 17 December 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: 2025/118

Mover: Cr Virginia O'Neil

Seconded: Cr Raymond Simpson

That Council:

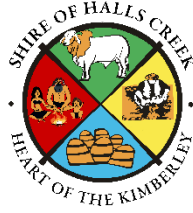
**RECEIVE and NOTE the Minutes of the meeting of the Local
Emergency Management Committee held on 17 December 2024
(Appendix 9.5.2A).**

CARRIED: 4/0

***For: Cr Malcolm Edwards, Cr Raymond Simpson, Cr Bonnie
Edwards and Cr Virginia O'Neil***

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 17 DECEMBER 2024

The meeting was opened at 3.03pm by Les Vidovich.

1. RECORD OF ATTENDANCE/ APOLOGIES

1.1 Attendees:

Les Vidovich (SoHC Executive Manager Infrastructure Services), Matt Reimer (District Emergency Management Advisor DFES), Matt Thomas (District Officer, East Kimberley Natural Hazards DFES), Lacey (Nicholson's Gold Mine), Nick Hosking (Regional Manager, Communities, Northern Minerals), Shane Klunder (Emergency Management in Remote Aboriginal Communities) and Grant Pilgrim (Department of Communities).

Apologies – Paul Robbins, Sue Leonard, Noel Wilson and Lindsay.

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Confirmation of the Minutes of the LEMC meeting held 8 October 2024.

Moved: Grant Pilgrim

Seconded: Nick Hosking

That the Minutes of the Local Emergency Management Committee meeting held on the 8 October 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

4. ACTIONS FROM PREVIOUS MINUTES

No actions were carried forward from the previous minutes.

5. CORRESPONDENCE

5.1 Incoming – Draft 2024 Local ERS Plan – Grant Pilgrim

5.2 Outgoing – Nil

6. AGENCY UPDATES

6.1 Department of Fire and Emergency Services (DFES):

- Conducted planning in remote areas (e.g., Warmun, Billiluna, Mulan, Balgo).
- Focus on fire and all-hazard risk identification with rangers, elders, and schools.
- Next steps: Engage communities and complete plans by May.

6.2 Department of Communities:

- The draft 2024 Local Emergency Relief and Support Plan is tabled for feedback.
- The plan has been condensed to 16 pages. Comments are requested before the next meeting.

6.3 Northern Minerals:

- Reduced staff on-site over Christmas (down to two personnel from Friday).
- Addressing water and road repair concerns post-wet season.

6.4 Shire of Halls Creek:

- Duncan Road: Primer sealing ongoing, with completion expected in 2025.
- Tanami Road: Main Roads has committed to 40 km sealing per year, completing by 2030.
- Caravan park development at Old Halls Creek discussed.

7. GENERAL DISCUSSION

Wet Season Preparation:

- Engagement with remote communities (e.g., Ringer Soak, Mulan) alongside the Bureau of Meteorology.
- Positive community feedback noted; road closures and maintenance remain key issues.
- AWS Jet A1 Fuel services are operational; future updates are requested if service disruptions occur.
- Main Roads and other critical agencies (e.g., Police, Education) encouraged to attend future meetings to enhance collaboration.

Action Items

Contact List Updates:

- Matt Thomas to update outdated contact lists (DFES).
- Participants to send updates or corrections to Dianne at ceoea@hcshire.wa.gov.au

Draft Local ERS Plan Review:

- Feedback on the draft plan to be provided before the next meeting.

Road Approvals and Updates:

- Les Vidovich to follow up with DFES for approvals on disaster funding and Duncan Road projects.
- Updates on Duncan Road reopening to be shared with stakeholders (e.g., Nick Hosking).

Engagement Efforts:

- Shane Klunder to engage communities and finalize risk assessments by May.
- Increase attendance for future meetings by reaching out to Main Roads, Police, and Education departments.

AWS Jet A1 Notifications:

- Airport Manager to notify stakeholders of fuel disruptions during critical seasons.

Acknowledgment of challenges in meeting attendance and discussion on potential exercises or activities to increase participation.

Meeting closed with holiday well wishes and commitment to ongoing collaboration.

8. NEXT MEETING

Tuesday 25 March 2025

9. CLOSURE OF MEETING

The meeting was closed at 3.21pm.

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

Please note that these Minutes are yet to be confirmed

12. MATTERS BEHIND CLOSED DOORS

COUNCIL RESOLUTION: 2025/019

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

PROCEDURAL MOTION

That this meeting be closed to the members of the general public at 6.05pm and that Council move behind closed doors to consider:

12.1.1 CEO Authorisation and Reporting to Council – December 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.*

COUNCIL RESOLUTION: 2025/020

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

That:

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

CARRIED: 4/0

***For: Cr Malcolm Edwards, Cr Raymond Simpson,
Cr Bonnie Edwards and Cr Virginia O'Neil***

Against: Nil

12.1.2 CEO Authorisation and Reporting to Council – January 2025

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.*

COUNCIL RESOLUTION: 2025/021

Mover: Cr Virginia O'Neil

Seconder: Cr Raymond Simpson

That:

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

CARRIED: 4/0

***For: Cr Malcolm Edwards, Cr Raymond Simpson,
Cr Bonnie Edwards and Cr Virginia O'Neil***

Against: Nil

12.1.3 Proposed disposal of Land – Lot 441 on P191132, Reserve 42718, to the Department of Health for the Development of a Dialysis Centre

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

- (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: 2025/022

Mover: Cr Virginia O'Neil

Seconded: Cr Raymond Simpson

That:

- 1. Pursuant to s.3.58(3) of the *Local Government Act 1995*, Council resolves to dispose of Lot 441 on P191132, Reserve 42718 by way of relinquishing its management order and supporting the transfer of the management order to the Department of Health for the development of a Renal Dialysis Centre.**
- 2. Council resolves to maintain the storm water drainage swale should the transfer of land include an easement for the maintenance of the swale.**
- 3. The CEO to give public notice of Council's intention to dispose of Lot 441 to the Department of Health for the purpose of the construction and operation of a Renal Dialysis Centre.**
- 4. The CEO to advise the Department of Finance that all costs of the transfer of land will be borne by the Department of Finance.**
- 5. The WACHS Kimberley project update in Appendix 2 is received and accepted.**

CARRIED: 4/0

***For: Cr Malcolm Edwards, Cr Raymond Simpson,
Cr Bonnie Edwards and Cr Virginia O'Neil***

Against: Nil

12.1.4 Application for temporary stall fee waiver with the objective to establish Saturday markets

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

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

That:

- 1. Council does not approve a community grant of \$5600 over a period of 10 fortnights to facilitate the establishment of Saturday Markets, under the following conditions,**
- 2. Council refuses the request to provide a BBQ during the markets, the reason being that the BBQ will not serve any purpose in the interests of the Shire.**
- 3. Council refuses the request to provide public liability insurance for stall holders, the reason being public liability insurance is designed to cover the negligent activity of the trader. Council will not accept responsibility for the negligent conduct of stall holders/traders.**
- 4. Council refuses the request to reimburse the stall holder fees paid by the Applicants in 2024 for the following reasons,**
 - The applicants did not submit an application for exemption prior to trading**
 - The objectives of the applicants is to propagate their Faith in the community, which in itself is not a community benefit activity.**
 - Council in principle cannot refund stall holder fees because the stall holder did not make a profit.**

NOT CARRIED: 3/1

***For: Cr Malcolm Edwards, Cr Bonnie Edwards
and Cr Virginia O'Neil***

Against: Cr Raymond Simpson

This item lapsed during the Confidential session due to the absence of an Absolute Majority.

Cr Virginia O'Neil moved the motion, seconded by Cr Raymond Simpson; however, the vote resulted in 3/1, falling short of the required Absolute Majority. The item will be reintroduced at the March Council meeting, with clarification on which resolution points require an Absolute or Simple Majority before the voting process.

12.1.5 Shire of Halls Creek – Place Making Plan

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

- (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: 2025/024

Mover: Cr Raymond Simpson

Seconders: Cr Virginia O'Neil

That Council:

APPROVES the Procurement Plan for the supply of a placemaking plan for Halls Creek township, as appearing in Appendix 1, for the procurement of consultancy services.

CARRIED: 4/0

***For: Cr Malcolm Edwards, Cr Raymond Simpson,
Cr Bonnie Edwards, and Cr Virginia O'Neil***

Against: Nil

12.1.6 Waiver of Burial Fees

The meeting will be closed to the public in accordance with section 5.23

(2) (a) of the Local Government Act 1995 being:

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

COUNCIL RESOLUTION: 2025/025

Mover: Cr Virginia O'Neil

Seconders: Cr Raymond Simpson

That Council:

RESOLVE to waive 100% of the civic hall hire fees for the Late Councillor [REDACTED] to the amount of \$435.50.

CARRIED: 4/0

***For: Cr Malcolm Edwards, Cr Raymond Simpson,
Cr Bonnie Edwards and Cr Virginia O'Neil***

Against: Nil

12.1.7 Proposed Future Energy System – Site C (Sub Site 3)

The meeting will be closed to the public in accordance with section 5.23

(2) (e) of the Local Government Act 1995 being:

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

COUNCIL RESOLUTION: 2025/026

Mover: Cr Raymond Simpson

Seconded: Cr Bonnie Edwards

That:

The CEO is directed to advise Horizon Power that:

- 1. Council in-principle supports the proposal to acquire a portion of Lot 504 as detailed in the table in Appendix 2 of this report, for the development of a future renewable energy system in Halls Creek, and that**
- 2. Council recommends that Horizon Power consults with Aerodrome Services Australia regarding the possible impacts on the operations of Halls Creek Airport.**

CARRIED: 4/0

***For: Cr Malcolm Edwards, Cr Raymond Simpson,
Cr Bonnie Edwards and Cr Virginia O'Neil***

Against: Nil

COUNCIL RESOLUTION: 2025/027

Mover: Cr Raymond Simpson

Seconder: Cr Virginia O'Neil

PROCEDURAL MOTION

That Council come out from behind closed doors and that this meeting reopen to members of the general public at 6.43pm.

13. CLOSURE OF MEETING

There being no further business, the Shire President declared the meeting closed at 6.43pm.

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: __/__/__