



**Shire of Derby /  
West Kimberley**

# **AGENDA**

## **Audit Committee Meeting Thursday, 23 June 2022**

**I hereby give notice that a Audit Committee Meeting will be held on:**

**Date: Thursday, 23 June 2022**

**Time: 4:00pm**

**Location: Council Chambers  
Clarendon Street  
Derby**

**Amanda Dexter**

**Chief Executive Officer**



**Order Of Business**

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**1 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS****2 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS**

In accordance with regulation 14A of the Local Government (Administration) Regulations 1996 Council must approve (by Absolute Majority) the attendance of a person, not physically present at a meeting of Council, by audio contact. The person must be in a 'suitable place' as approved (by absolute majority) by Council. A 'suitable place' means a place that is located in a townsite or other residential area and 150km or further from the place at which the meeting is to be held.

**3 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION****4 DISCLOSURE OF INTERESTS**

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.

**4.1 Declaration of Financial Interests****4.2 Declaration of Proximity Interests****4.3 Declaration of Impartiality Interests****5 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS****6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****RECOMMENDATION**

**That the Minutes of the Audit Committee Meeting held at the Council Chambers, Clarendon Street, Derby, on 19 May 2022 be CONFIRMED.**

## 7 REPORTS

### 7.1 STATEMENT OF FINANCIAL ACTIVITY - MAY 2022

**File Number:** 5179

**Author:** Alan Thornton, Acting Director of Corporate Services

**Responsible Officer:** Amanda Dexter, Chief Executive Officer

**Authority/Discretion:** Information

#### SUMMARY

This report has been compiled to fulfil the statutory reporting requirements of the *Local Government Act 1995* (Act) and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance on a year to date basis for the period ending 31 May 2022.

#### DISCLOSURE OF ANY INTEREST

NIL.

#### BACKGROUND

Pursuant to section 6.4 of the *Local Government Act 1995* and regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* (the Regulations), a Local Government is to prepare, on a monthly basis, a statement of financial activity that reports on the Shire's financial performance in relation to its adopted/amended budget.

The Shires Financial Reports are produced in accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* as amended. Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires that Local Governments produce a monthly statement of financial activity and such other supporting information as is considered relevant by the Local Government.

The Shires financial reporting framework provides Council, management and employees with a broad overview of the Shire's wide financial position.

#### STATUTORY ENVIRONMENT

*Section 34 of the Local Government (Financial Management) Regulations 1996 provides:*

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

- (1) *A Local Government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
  - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
  - (b) *budget estimates to the end of the month to which the statement relates; and*
  - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*

- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) the net current assets at the end of the month to which the statement relates.*
  - (2) Each statement of financial activity is to be accompanied by documents containing —*
    - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
    - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
    - (c) such other supporting information as is considered relevant by the Local Government.*
  - (3) The information in a statement of financial activity may be shown —*
    - (a) according to nature and type classification; or*
    - (b) by program; or*
    - (c) by business unit.*
  - (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
    - (a) presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
    - (b) recorded in the minutes of the meeting at which it is presented.*

*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.*

#### **POLICY IMPLICATIONS**

AF14 – Significant Accounting Policies

AF18 – Sundry Debtors Collection

AF19 – Outstanding Rates Collection

FM4 – Reserve Accounts

FM7 – Cash Flow Management

FM8 – Investments

#### **FINANCIAL IMPLICATIONS**

Expenditure for the period ending has been incurred in accordance with the 2021/22 Annual Budget as adopted by Council at its meeting held 31 August 2021 (Minute No. 100/21 refers) budget parameters, which have been structured on financial viability and sustainability principles.

Details of any budget variation in excess of \$30,000 (year to date) follow. There are no other known events which may result in a material non-recoverable financial loss or financial loss arising from an uninsured event.

**STRATEGIC IMPLICATIONS**

<b>GOAL</b>	<b>OUR PRIORITIES</b>	<b>WE WILL</b>
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

**RISK MANAGEMENT CONSIDERATIONS**

<b>RISK</b>	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	<b>RISK ANALYSIS</b>	<b>MITIGATION</b>
<p><b>Financial:</b></p> <p>The Shire is exposed to a number of financial risks. Most of these risks exist in respect to recurrent revenue streams which are required to meet current service levels. Any reduction in these revenue streams into the future is likely to have an impact on the Shire's ability to meet service levels or asset renewal funding requirements, unless the Shire can replace this revenue or alternatively reduce costs.</p>	Possible	Major	High	Risk assessments have been completed in relation to a number of higher level financial matters. The timely and accurate completion of monthly financial reporting enabling Council to make fully informed decisions is a control that assists in addressing this risk.

**CONSULTATION**

Internal consultation within the Corporate Services Department.

External consultation with Moore Stephens.

In accordance with section 6.2 of the *Local Government Act 1995*, the annual budget was prepared having regard to the Strategic Community Plan, prepared under section 5.56 of the *Local Government Act 1995*.

**COMMENT**

Any material variances are highlighted in the Operating Statement and included by way of note to the Operating Statement (as attached)

Attached to the Agenda is a copy of:

- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature and Type

Notes related to –

- Significant Accounting Policies
- Net Current Financial Position
- Capital – Acquisition, Funding and Disposal
- Cash and Investments
- Budget Amendments
- Trust Fund Movements
- Material Variances
- Grants and Contributions
- Rating Information
- Cash Backed Reserves
- Receivables
- Payables; and
- Summary Graphs.

Comments are required for variances that are more than 10% of budget or \$30,000 whichever is the greater.

At the time of preparing the attached financials the Annual Financial Report has not been finalised and therefore the surplus from 2020/21, as displayed, may change due to year end and audit adjustments.

**VOTING REQUIREMENT**

Simple majority

**ATTACHMENTS**

1. **Management Information Report - 31 May 2022**  
2. **Monthly Financial Statements - 31 May 2022**  

**RECOMMENDATION**

**That the Audit Committee recommends Council RECEIVES the Monthly Financial Management Report incorporating the Statement of Financial Activity for the period ending 31st May 2022.**

## Management Information Report

Period Ending 30 May 2022

### MANAGEMENT COMMENTS

Issue	Priority	Management Comments
<p>Although we acknowledge a significant provision for impairment exists, the debtors aged trial balance includes invoices totalling \$548,769 outstanding for over 90 days, and debtors with credit balances totalling \$55,629</p>	Medium	<p>Outstanding debts are being reviewed as a priority and have been identified as debts under negotiation, currently in liquidation process, on payment arrangement with the Shire, or have been sent to CS Legal for further legal action.</p>
<p>Asset register does not reconcile to the general ledger.</p>	Medium	<p>This is a priority item. Once the 30 June 2021 Financial Statements have been finalised the asset register for this financial year can be activated allowing for disposal of the vehicle to be processed.</p>
<p>As the disposal of the vehicle has not been processed through the asset register no profit or loss has been recognised on this sale. Proceeds from the sale of vehicle has been fully recognised as other income.</p>	Medium	<p>This is a priority item. Once the 30 June 2021 Financial Statements have been finalised the asset register for this financial year can be activated allowing for disposal of the vehicle to be processed.</p>
<p>Depreciation has not been processed in 2021/22.</p>	Low	<p>2020/2021 Assets totals is yet to be finalised, therefore, Depreciation for July 2021 won't be applied completion of 2020/21 Annual Financial Report.</p>
<p>At the time of preparing the attached Statement of Financial Activity, the Annual Financial Report for 30 June 2021 has not been finalised, therefore the closing surplus may change from the current \$10,960,468 due to year end and audit adjustments..</p>	Low	<p>Awaiting completion of 2020/21 Annual Financial Report.</p>



**Moore Australia**

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13 June 2022

Mrs Amanda Dexter  
Chief Executive Officer  
Shire Of Derby/West Kimberley  
PO Box 94  
**DERBY WA 6728**

Dear Amanda

**ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 31 MAY 2022**

We advise we have completed the compilation of your Statutory Monthly Statement of Financial Activity (by Statutory Reporting Program) for the month ended 31 May 2022 and enclose our Compilation Report and Statements.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report. Other matters which arise during the course of our compilation that we wish to bring to your attention are raised in this report.

It should be appreciated, our procedures are designed primarily to enable us to compile the monthly financial statements and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and Council, which may exist. However, we aim to use our knowledge of the Shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Please note in order to meet legislative requirements, details and explanations of the material variances between the year to date actuals and year to date budget need to be completed by Shire staff, as required by *Local Government (Financial Management) Regulation 34(1) (d)*.

**COMMENTS/SUGGESTIONS**

Attached is a list of comments/suggestions derived from compiling the statement of financial activity and other end of month review services.

**MATTERS FOR MANAGEMENT ATTENTION:**

Please complete the Statutory Monthly Financial Statements by completing Note 16 – Explanation of Material Variances by providing a comment for each item where the Council's YTD Budget and YTD Actual are over the variance threshold. These items are indicated with a ▼ or ▲.

In the Management Information Report which follows, we have raised matters we wish to draw to management's attention.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely

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


Russell Barnes  
Director  
**Moore Australia (WA) Pty Ltd**

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**Shire of Derby/West Kimberley  
Management Information Report**

**Period Ending  
31 May 2022**

<b>Topic</b>	<b>Item</b>	<b>First Identified</b>	<b>Explanation</b>	<b>Action Required</b>	<b>Priority</b>
Subsidiary ledgers	Outstanding	May 2022	Although we acknowledge a significant provision for impairment exists, the debtors aged trial balance includes invoices totalling \$548,769 outstanding for over 90 days, and debtors with credit balances totalling \$55,629.	We recommend reviewing overdue debtors collection procedures to ensure debtors outstanding for over 30 days are subject to regular review and reminder notices are issued to improve the collection rate. We recommend debtors with credit balances be investigated and remedied.	<b>Medium</b>
Asset Reconciliation	Reconciliation	December 2021	Asset register does not reconcile to the general ledger.	We recommend investigating and rectifying variances between classes and overall balances	<b>Medium</b>
Disposal of Asset	Proceeds allocation	July 2021	As the disposal of the vehicle has not been processed through the asset register no profit or loss has been recognised on this sale. Proceeds from the sale of vehicle has been fully recognised as other income.	We recommend a disposal be processed through the asset register and the profit/loss on sale be recognised.	<b>Medium</b>
Operating expenditure	Depreciation	July 2021	Depreciation has not been processed in 2021/22.	When the 2020/21 Annual Financial Statements have been finalised depreciation will be processed.	<b>Low</b>
Funding Surplus	Closing Surplus	May 2022	At the time of preparing the attached Statement of Financial Activity, the Annual Financial Report for 30 June 2021 has not been finalised, therefore the closing surplus may change from the current \$10,960,468 due to year end and audit adjustments.	None required.	<b>Low</b>

Approval:  Russell Barnes, Director

**Moore Australia**

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13 June 2022

Mrs Amanda Dexter  
Chief Executive Officer  
Shire of Derby/West Kimberley  
PO Box 94  
**DERBY WA 6728**

Dear Amanda

**COMPILATION REPORT TO THE SHIRE OF DERBY/WEST KIMBERLEY**

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Derby/West Kimberley, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 May 2022. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

**THE RESPONSIBILITY OF THE SHIRE OF DERBY/WEST KIMBERLEY**

The Shire of Derby/West Kimberley are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

**OUR RESPONSIBILITY**

On the basis of information provided by the Shire of Derby/West Kimberley we have compiled the accompanying special purpose financial statements in accordance with the requirements of the *Local Government Act 1995*, associated Regulations and APES 315 *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Derby/West Kimberley provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The Local Government special purpose financial statements were compiled exclusively for the benefit of the Shire of Derby/West Kimberley. We do not accept responsibility to any other person for the contents of the special purpose financial statements.

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

Russell Barnes  
Director  
[Moore Australia \(WA\) Pty Ltd](http://www.moore-australia.com.au)

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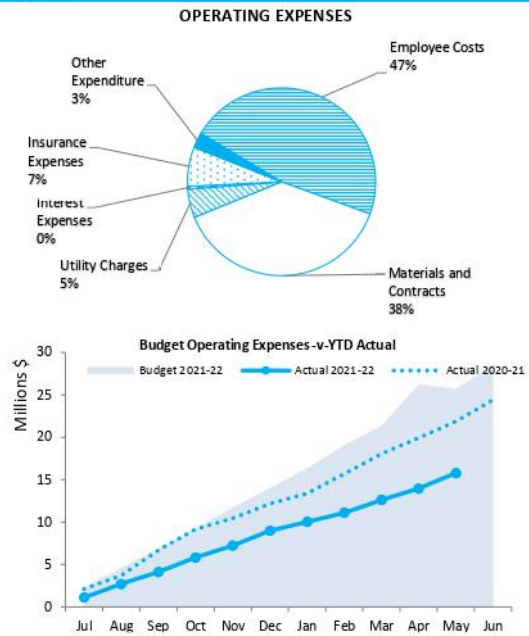
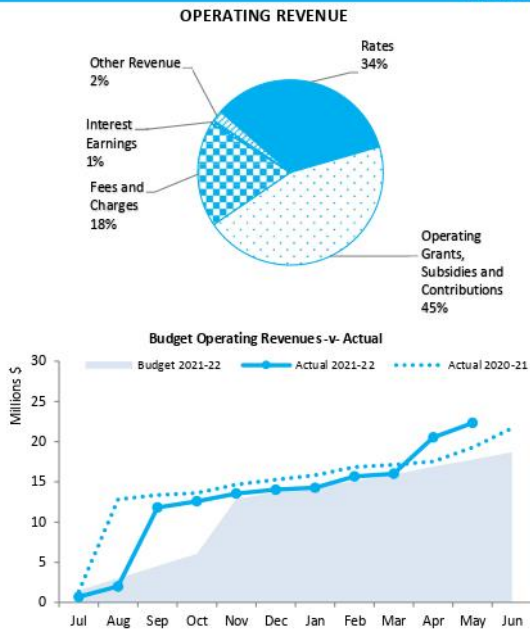
**SHIRE OF DERBY-WEST KIMBERLEY****MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
For the period ending 31 May 2022****LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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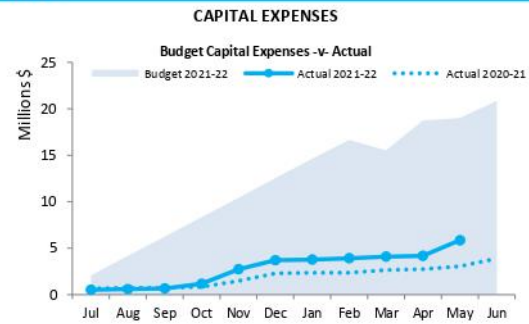
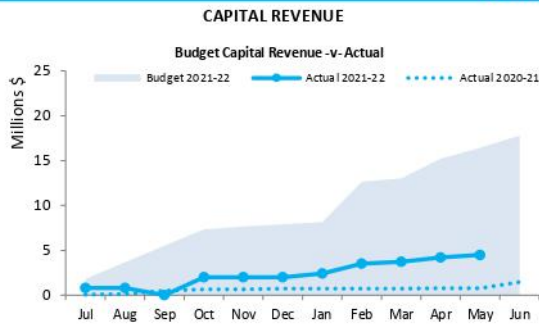
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2022**

**SUMMARY INFORMATION - GRAPHS**

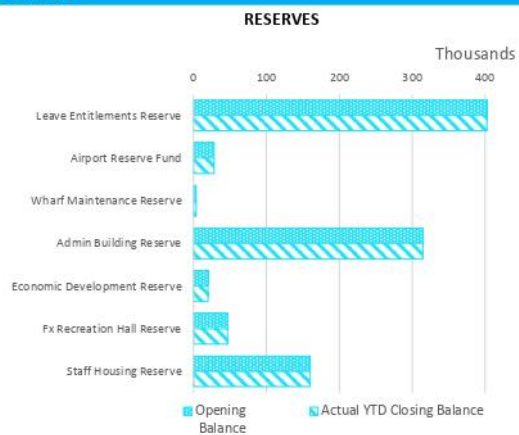
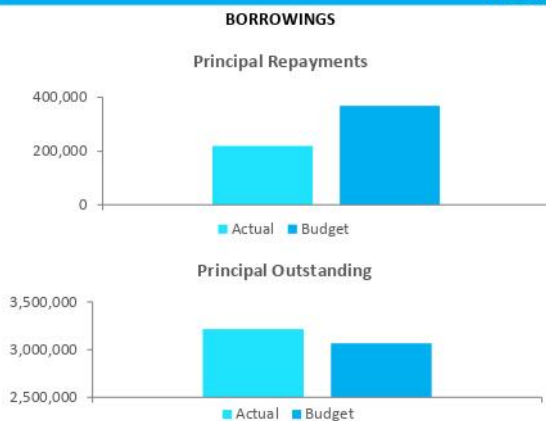
**OPERATING ACTIVITIES**



**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



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

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 2

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2022**

**EXECUTIVE SUMMARY**

**Funding surplus / (deficit) Components**

<b>Funding surplus / (deficit)</b>				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$5.79 M	\$5.79 M	\$5.97 M	\$0.18 M
Closing	(\$0.01 M)	\$1.14 M	\$10.96 M	\$9.82 M

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>		
	\$12.16 M	% of total
Unrestricted Cash	\$11.18 M	92.0%
Restricted Cash	\$0.98 M	8.0%

Refer to Note 2 - Cash and Financial Assets

<b>Payables</b>		
	\$2.28 M	% Outstanding
Trade Payables	\$1.72 M	
0 to 30 Days		57.0%
30 to 90 Days		42.7%
Over 90 Days		0.4%

Refer to Note 5 - Payables

<b>Receivables</b>		
	\$2.68 M	% Collected
Rates Receivable	\$1.30 M	79.3%
Trade Receivable	\$1.38 M	
30 to 90 Days		6.4%
Over 90 Days		52.4%

Refer to Note 3 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.69 M)	(\$1.81 M)	\$6.57 M	\$8.37 M

Refer to Statement of Financial Activity

<b>Rates Revenue</b>		
	\$7.63 M	% Variance
YTD Actual	\$7.63 M	
YTD Budget	\$7.62 M	0.0%

Refer to Note 6 - Rate Revenue

<b>Operating Grants and Contributions</b>		
	\$10.05 M	% Variance
YTD Actual	\$10.05 M	
YTD Budget	\$5.45 M	84.3%

Refer to Note 12 - Operating Grants and Contributions

<b>Fees and Charges</b>		
	\$4.10 M	% Variance
YTD Actual	\$4.10 M	
YTD Budget	\$4.35 M	(5.7%)

Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.96 M)	(\$2.63 M)	(\$1.35 M)	\$1.28 M

Refer to Statement of Financial Activity

<b>Proceeds on sale</b>		
	\$0.00 M	%
YTD Actual	\$0.00 M	
Amended Budget	\$0.09 M	0.0%

Refer to Note 7 - Disposal of Assets

<b>Asset Acquisition</b>		
	\$5.85 M	% Spent
YTD Actual	\$5.85 M	
Amended Budget	\$20.86 M	28.1%

Refer to Note 8 - Capital Acquisitions

<b>Capital Grants</b>		
	\$4.50 M	% Received
YTD Actual	\$4.50 M	
Amended Budget	\$17.81 M	25.3%

Refer to Note 8 - Capital Acquisitions

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.15 M)	(\$0.22 M)	(\$0.22 M)	\$0.00 M

Refer to Statement of Financial Activity

<b>Borrowings</b>	
Principal repayments	\$0.22 M
Interest expense	\$0.08 M
Principal due	\$3.22 M

Refer to Note 9 - Borrowings

<b>Reserves</b>	
Reserves balance	\$0.98 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

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

Please refer to the compilation report

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 MAY 2022**

**STATUTORY REPORTING PROGRAMS**

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**PROGRAM NAME AND OBJECTIVES**

**ACTIVITIES**

**GOVERNANCE**

To provide a decision making process for the efficient allocation of scarce resources.

Administration and operation of facilities and services to members of council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

**GENERAL PURPOSE FUNDING**

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

To provide services to help ensure a safer and environmentally conscious community.

Supervision of various by-laws, fire prevention, emergency services and animal control.

**HEALTH**

To provide an operational framework for environmental and community health.

Food quality and pest control, inspection of abattoir and operation of child health clinic, analytical testing and environmental health administration.

**EDUCATION AND WELFARE**

To provide services to disadvantaged persons, the elderly, children and youth.

Year round care, housing for the aged and educational services.

**HOUSING**

Help ensure adequate housing.

Management and maintenance of staff and rental housing.

**COMMUNITY AMENITIES**

To provide services required by the community.

Rubbish collections, recycling, refuse site operations, litter control, administration of the town planning scheme, cemetery operations, public toilet facilities, sewerage and protection of the environment.

**RECREATION AND CULTURE**

To establish and effectively manage infrastructure and resources which help the social well being of the community.

Maintenance and operation of the Town Hall, the aquatic centre, recreation centre, library, community arts program, cultural activities and various services.

**TRANSPORT**

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of streets, roads, bridges, footpaths, street lighting, traffic management and airport. Purchase and disposal of Council's road plant, parking control and police licensing.

**ECONOMIC SERVICES**

To help promote the Shire and its economic well being.

Building control, saleyards, tourism and area promotion, standpipes and pest control.

**OTHER PROPERTY AND SERVICES**

To monitor and control the Shire's overheads operating accounts.

Private works operations, plant repairs and operation costs, stock and materials, property leases and rental, salaries and wages for council employees.

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 4

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	5,789,478	5,789,478	5,965,304	175,826	3.04%	
<b>Operating Activities</b>							
<b>Revenue from operating activities</b>							
Governance		3,750	3,432	1,602	(1,830)	(53.32%)	
General purpose funding - general rates	6	7,623,369	7,623,369	7,627,000	3,631	0.05%	
General purpose funding - other		3,438,611	3,152,017	7,695,588	4,543,571	144.15%	▲
Law, order and public safety		163,950	150,216	39,694	(110,522)	(73.58%)	▼
Health		697,566	622,244	536,280	(85,964)	(13.82%)	▼
Education and welfare		1,089,770	998,943	516,143	(482,800)	(48.33%)	▼
Housing		108,800	99,715	115,757	16,042	16.09%	
Community amenities		2,512,000	2,304,630	2,489,952	185,322	8.04%	
Recreation and culture		408,923	374,759	275,800	(98,959)	(26.41%)	▼
Transport		2,515,000	2,305,402	2,908,688	603,286	26.17%	▲
Economic services		57,000	52,239	92,079	39,840	76.26%	▲
Other property and services		82,504	75,614	47,148	(28,466)	(37.65%)	
		<b>18,701,243</b>	<b>17,762,580</b>	<b>22,345,731</b>	<b>4,583,151</b>		
<b>Expenditure from operating activities</b>							
Governance		(1,670,237)	(1,530,837)	(1,237,605)	293,232	19.16%	▲
General purpose funding		(434,987)	(403,695)	(295,256)	108,439	26.86%	▲
Law, order and public safety		(801,263)	(735,906)	(521,183)	214,723	29.18%	▲
Health		(1,495,859)	(1,372,016)	(1,028,415)	343,601	25.04%	▲
Education and welfare		(984,542)	(902,297)	(804,202)	98,095	10.87%	▲
Housing		(526,848)	(482,438)	(300,530)	181,908	37.71%	▲
Community amenities		(4,063,777)	(3,724,853)	(2,650,861)	1,073,992	28.83%	▲
Recreation and culture		(6,734,572)	(5,776,534)	(4,319,070)	1,457,464	25.23%	▲
Transport		(10,076,538)	(9,222,654)	(3,642,606)	5,580,048	60.50%	▲
Economic services		(1,307,943)	(1,198,758)	(941,569)	257,189	21.45%	▲
Other property and services		(429,593)	(393,389)	(39,231)	354,158	90.03%	▲
		<b>(28,526,159)</b>	<b>(25,743,377)</b>	<b>(15,780,528)</b>	<b>9,962,849</b>		
Non-cash amounts excluded from operating activities	1(a)	7,131,200	6,174,685	0	(6,174,685)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>(2,693,716)</b>	<b>(1,806,112)</b>	<b>6,565,203</b>	<b>8,371,315</b>		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	17,806,828	16,407,856	4,503,848	(11,904,008)	(72.55%)	▼
Proceeds from disposal of assets	7	90,400	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(20,855,404)	(19,035,243)	(5,854,592)	13,180,651	69.24%	▲
<b>Amount attributable to investing activities</b>		<b>(2,958,176)</b>	<b>(2,627,387)</b>	<b>(1,350,744)</b>	<b>1,276,643</b>		
<b>Financing Activities</b>							
Transfer from reserves	10	221,000	0	0	0	0.00%	
Repayment of debentures	9	(368,840)	(219,295)	(219,295)	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(147,840)</b>	<b>(219,295)</b>	<b>(219,295)</b>	<b>0</b>		
Closing funding surplus / (deficit)	1(c)	(10,254)	1,136,684	10,960,468			

**KEY INFORMATION**

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

Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$30,000 or 10.00% whichever is the greater.

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

Note: General purpose funding - other revenue includes \$4,402,913 relating to the 2022/2023 Financial Assistance Grant allocation.

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 5



## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MAY 2022

### REVENUE

#### RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

#### FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

#### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 6

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**BY NATURE OR TYPE**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	5,789,478	5,789,478	5,965,304	175,826	3.04%	
<b>Operating Activities</b>							
<b>Revenue from operating activities</b>							
Rates	6	7,623,369	7,623,369	7,627,000	3,631	0.05%	
Operating grants, subsidies and contributions	12	5,967,451	5,452,916	10,047,688	4,594,772	84.26%	▲
Fees and charges		4,744,169	4,350,619	4,102,347	(248,272)	(5.71%)	
Interest earnings		225,000	206,239	150,294	(55,945)	(27.13%)	▼
Other revenue		141,254	129,437	418,402	288,965	223.25%	▲
		<b>18,701,243</b>	<b>17,762,580</b>	<b>22,345,731</b>	4,583,151		
<b>Expenditure from operating activities</b>							
Employee costs		(9,590,101)	(8,790,047)	(7,405,781)	1,384,266	15.75%	▲
Materials and contracts		(9,081,157)	(8,286,799)	(6,038,759)	2,248,040	27.13%	▲
Utility charges		(930,029)	(848,226)	(777,904)	70,322	8.29%	
Depreciation on non-current assets		(7,131,200)	(6,174,685)	0	6,174,685	100.00%	▲
Interest expenses		(135,801)	(124,465)	(78,764)	45,701	36.72%	▲
Insurance expenses		(1,169,363)	(1,071,510)	(1,064,579)	6,931	0.65%	
Other expenditure		(488,508)	(447,645)	(414,741)	32,904	7.35%	
		<b>(28,526,159)</b>	<b>(25,743,377)</b>	<b>(15,780,528)</b>	9,962,849		
Non-cash amounts excluded from operating activities	1(a)	7,131,200	6,174,685	0	(6,174,685)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>(2,693,716)</b>	<b>(1,806,112)</b>	<b>6,565,203</b>	8,371,315		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	17,806,828	16,407,856	4,503,848	(11,904,008)	(72.55%)	▼
Proceeds from disposal of assets	7	90,400	0	0	0	0.00%	
Payments for property, plant and equipment	8	(20,855,404)	(19,035,243)	(5,854,592)	13,180,651	69.24%	▲
<b>Amount attributable to investing activities</b>		<b>(2,958,176)</b>	<b>(2,627,387)</b>	<b>(1,350,744)</b>	1,276,643		
<b>Financing Activities</b>							
Transfer from reserves	10	221,000	0	0	0	0.00%	
Repayment of debentures	9	(368,840)	(219,295)	(219,295)	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(147,840)</b>	<b>(219,295)</b>	<b>(219,295)</b>	0		
Closing funding surplus / (deficit)	1(c)	(10,254)	1,136,684	10,960,468			

**KEY INFORMATION**

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

Refer to Note 16 for an explanation of the reasons for the variance.

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

Note: Operating grants, subsidies and contributions include \$4,402,913 relating to the 2022/2023 Financial Assistance Grant allocation.

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2022**

**BASIS OF PREPARATION**

**BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is 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.

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

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

The estimates and associated assumptions are based on historical experience and various other factors that are 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.

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 13 June 2022

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(a) Non-cash items excluded from operating activities**

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Add: Depreciation on assets		7,131,200	6,174,685	0
<b>Total non-cash items excluded from operating activities</b>		<b>7,131,200</b>	<b>6,174,685</b>	<b>0</b>

**(b) Adjustments to net current assets in the Statement of Financial Activity**

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

		Last Year Closing 30 June 2021	This Time Last Year 31 May 2021	Year to Date 31 May 2022
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(975,801)	(975,801)	(975,801)
Add: Borrowings	9	368,840	145,523	149,545
Add: Provisions - employee	11	578,267	402,440	578,267
<b>Total adjustments to net current assets</b>		<b>(28,694)</b>	<b>(427,838)</b>	<b>(247,989)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	8,934,223	6,795,747	12,157,284
Rates receivables	3	435,298	2,387,626	1,299,476
Receivables	3	1,383,715	694,670	1,382,479
Other current assets	4	32,395	81,105	52,847
<b>Less: Current liabilities</b>				
Payables	5	(2,843,249)	(2,090,907)	(2,276,186)
Borrowings	9	(368,840)	(145,523)	(149,545)
Contract liabilities	11	(227,553)	(341,905)	(227,553)
Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	11	(773,724)	0	(452,078)
Provisions	11	(578,267)	(516,871)	(578,267)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(28,694)</b>	<b>(427,838)</b>	<b>(247,989)</b>
<b>Closing funding surplus / (deficit)</b>		<b>5,965,304</b>	<b>6,436,104</b>	<b>10,960,468</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Cash On Hand		1,750	0	1,750	0	Cash on hand	Nil	Nil
Municipal Bank Account		7,109,883	0	7,109,883	0	ANZ	Variable	Nil
CBA Bank Acc - Fitzroy Deposits		105,081	0	105,081	0	CBA	Nil	Nil
Municipal Investment Account		3,964,769	0	3,964,769	0	ANZ	Variable	Nil
Reserve Bank Account		0	975,801	975,801	0	ANZ	0.10%	Jul-22
Trust Cash at Bank		0	0	0	295,981	ANZ	Nil	Nil
<b>Total</b>		<b>11,181,483</b>	<b>975,801</b>	<b>12,157,284</b>	<b>295,981</b>			
<b>Comprising</b>								
Cash and cash equivalents		11,181,483	975,801	12,157,284	295,981			
		<b>11,181,483</b>	<b>975,801</b>	<b>12,157,284</b>	<b>295,981</b>			

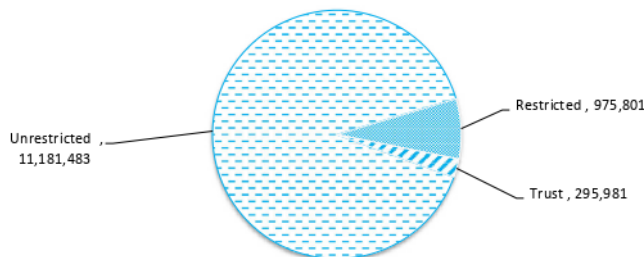
KEY INFORMATION

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 and bank overdrafts. 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 4 - Other assets.

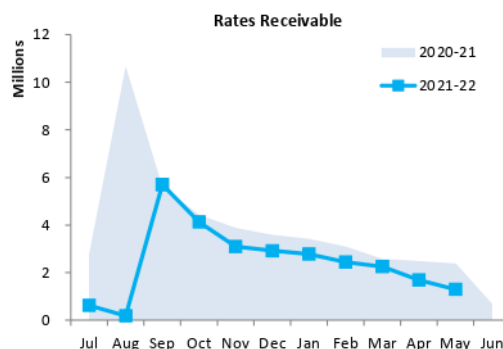


Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 June 2021	31 May 2022
	\$	\$
Gross rates in arrears previous year	2,399,614	903,848
Levied this year	9,109,209	7,627,000
Less - collections to date	(10,604,975)	(6,762,822)
Gross rates collectable	<b>903,848</b>	<b>1,768,026</b>
Allowance for impairment of rates receivable	(468,550)	(468,550)
<b>Net rates collectable</b>	<b>435,298</b>	<b>1,299,476</b>
% Collected	92.1%	79.3%

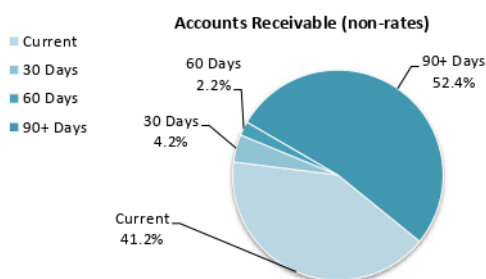


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(55,629)	431,608	44,281	22,942	549,180	992,382
Percentage		41.2%	4.2%	2.2%	52.4%	
<b>Balance per trial balance</b>						
Sundry receivable						992,382
GST receivable						357,147
Increase in Allowance for impairment of receivables from contracts with customers						(367,835)
Rates pensioner rebates						923
Prepayments						90,367
Other receivables [describe]						309,495
<b>Total receivables general outstanding</b>						<b>1,382,479</b>

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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 May 2022
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel, oil and materials on hand	32,395	86,072	(65,620)	52,847
<b>Total other current assets</b>	<b>32,395</b>	<b>86,072</b>	<b>(65,620)</b>	<b>52,847</b>

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 refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 12

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

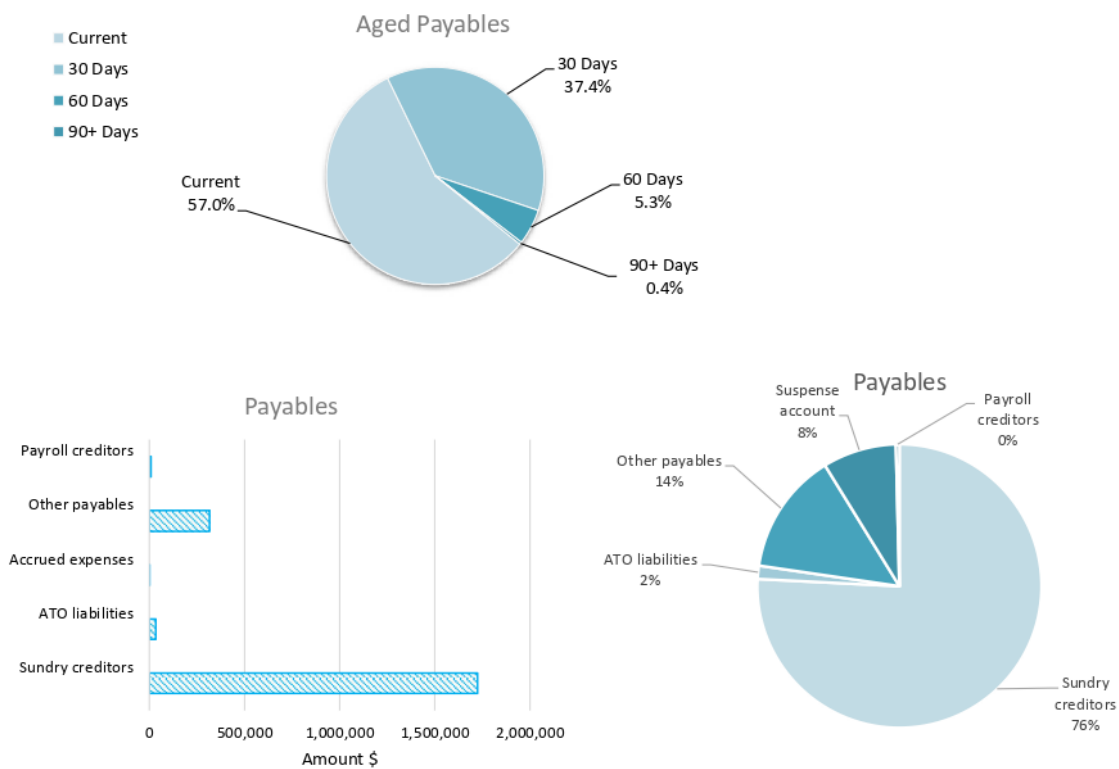
**OPERATING ACTIVITIES  
NOTE 5  
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	982,397	644,838	91,575	6,182	1,724,992
Percentage		57%	37.4%	5.3%	0.4%	
<b>Balance per trial balance</b>						
Sundry creditors						1,724,992
ATO liabilities						33,701
Accrued expenses						899
Other payables						317,174
Suspense account						190,680
Payroll creditors						8,740
<b>Total payables general outstanding</b>						<b>2,276,186</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire 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.



Please refer to the compilation report



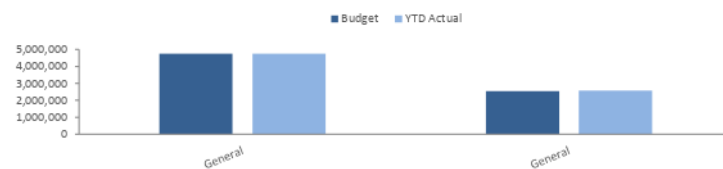
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

General rate revenue	Budget							YTD Actual			Total Revenue
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
General	0.1291	1,674	36,744,228	4,744,966	5,000	5,000	4,754,966	4,747,626	(247)	(24)	4,747,355
<b>Unimproved value</b>											
General	0.0728	141	35,686,982	2,542,603	0	0	2,542,603	2,598,103	(2,097)	(31,695)	2,564,311
<b>Sub-Total</b>		<b>1,815</b>	<b>72,431,210</b>	<b>7,287,569</b>	<b>5,000</b>	<b>5,000</b>	<b>7,297,569</b>	<b>7,345,729</b>	<b>(2,344)</b>	<b>(31,719)</b>	<b>7,311,666</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
General	1,320	220	1,156,032	290,400	0	0	290,400	289,080	0	0	289,080
<b>Unimproved value</b>											
General	610	140	332,296	85,400	0	0	85,400	85,400	0	0	85,400
<b>Sub-total</b>		<b>360</b>	<b>1,488,328</b>	<b>375,800</b>	<b>0</b>	<b>0</b>	<b>375,800</b>	<b>374,480</b>	<b>0</b>	<b>0</b>	<b>374,480</b>
Discount							(50,000)				(59,146)
<b>Total general rates</b>							<b>7,623,369</b>				<b>7,627,000</b>

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2021 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

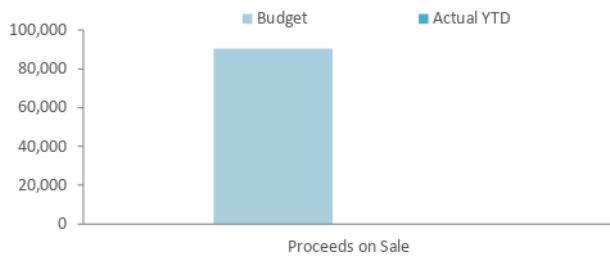


Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment Law, order, public safety								
	Plant and equipment	90,400	90,400	0	0	0	0	0	0
		<b>90,400</b>	<b>90,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



Please refer to the compilation report

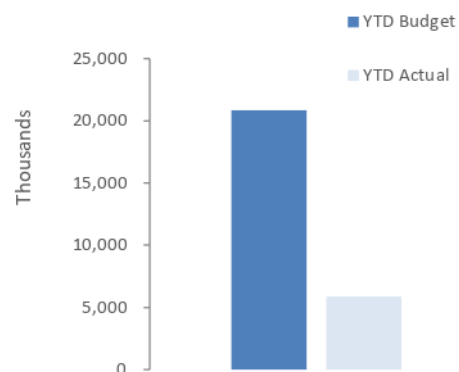
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	784,715	635,150	448,653	(186,497)
Plant & Equipment	1,063,754	977,171	501,016	(476,155)
Infrastructure Roads	16,787,116	15,388,120	3,998,641	(11,389,479)
Infrastructure Footpaths	365,660	335,192	201,190	(134,002)
Infrastructure Drainage	278,372	255,167	299,559	44,392
Infrastructure Parks & Ovals	10,000	9,163	13,779	4,616
Infrastructure - Wharf	251,060	230,131	50,530	(179,601)
Infrastructure Other	1,314,727	1,205,149	341,224	(863,925)
<b>Payments for Capital Acquisitions</b>	<b>20,855,404</b>	<b>19,035,243</b>	<b>5,854,592</b>	<b>(13,180,651)</b>
<b>Total Capital Acquisitions</b>	<b>20,855,404</b>	<b>19,035,243</b>	<b>5,854,592</b>	<b>(13,180,651)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	17,806,828	16,407,856	4,503,848	(11,904,008)
Other (disposals & C/Fwd)	90,400	0	0	0
Cash backed reserves				
Admin Building Reserve	221,000	0	0	0
Contribution - operations	2,737,176	2,627,387	1,350,744	(1,276,643)
<b>Capital funding total</b>	<b>20,855,404</b>	<b>19,035,243</b>	<b>5,854,592</b>	<b>(13,180,651)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

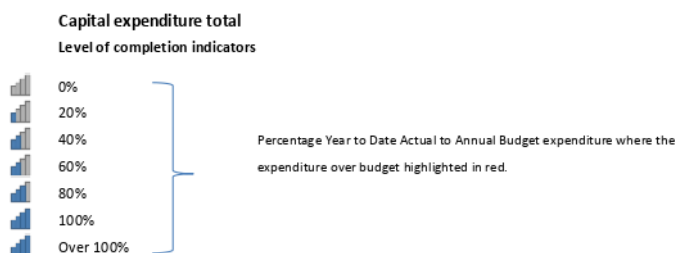
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS (CONTINUED)



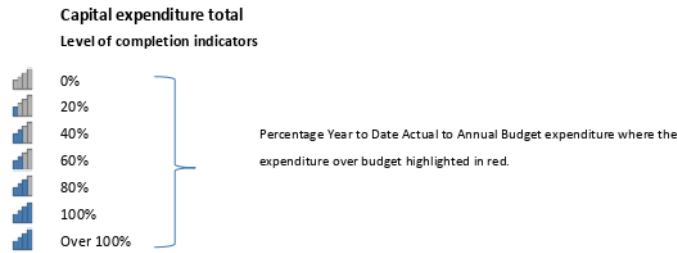
Level of completion indicator, please see table at the end of this note for further detail.

		Amended	Year to Date	Year to Date	Variance	
Account Description		Current Budget	Budget	Actual	(Under)/Over	
<b>Capital Expenditure</b>						
<b>Buildings</b>						
	4040110	MEMBERS - Building (Capital)	20,000	18,326	13,093	(5,233)
	4080710	WELFARE - Building (Capital)	50,000	45,826	11,684	(34,142)
	4090110	STF HOUSE - Building (Capital)	94,851	0	37,506	37,506
	4110110	HALLS - Building (Capital)	0	0	2,909	2,909
	4110210	SWIM AREAS - Building (Capital)	18,880	17,303	12,659	(4,644)
	4110310	REC - Other Rec Facilities Building (Capital)	8,984	8,228	0	(8,228)
	4110610	HERITAGE - Building (Capital)	202,000	185,163	189,575	4,412
	4120110	ROADC - Building (Capital)	65,000	61,239	23,507	(37,732)
	4120610	AERO - Building (Capital)	75,000	69,913	0	(69,913)
	4120710	WATER - Building (Capital)	90,000	82,500	76,474	(6,026)
	4130210	TOUR - Building (Capital)	125,000	114,576	65,654	(48,922)
	4140210	ADMIN - Building (Capital)	35,000	32,076	15,592	(16,484)
	<b>Buildings Total</b>	<b>784,715</b>	<b>635,150</b>	<b>448,653</b>	<b>(186,497)</b>	
<b>Plant &amp; Equipment</b>						
	4040130	MEMBERS - Plant & Equipment (Capital)	124,000	113,663	124,308	10,645
	4050230	ANIMAL - Plant & Equipment (Capital)	25,000	25,000	875	(24,125)
	4050330	OLOPS - Plant & Equipment (Capital)	134,066	122,892	0	(122,892)
	4070730	OTH HEALTH - Plant & Equipment (Capital)	0	0	130,515	130,515
	4110530	LIBRARY - Plant & Equipment (Capital)	20,000	18,326	12,827	(5,499)
	4120630	AERO - Plant & Equipment (Capital)	39,996	36,663	0	(36,663)
	4130230	TOUR - Plant & Equipment (Capital)	0	0	22,111	22,111
	4140230	ADMIN - Plant and Equipment (Capital)	20,000	18,326	20,821	2,495
	4140330	PWO - Plant and Equipment (Capital)	700,692	642,301	189,559	(452,742)
	<b>Plant &amp; Equipment Total</b>	<b>1,063,754</b>	<b>977,171</b>	<b>501,016</b>	<b>(476,155)</b>	
<b>Infrastructure Roads</b>						
	4120142	ROADC - Roads Outside BUA - Gravel - Council Funded	1,167,000	1,069,728	43,947	(1,025,781)
	4120144	ROADC - Roads Built Up Area - Roads to Recovery	495,000	453,739	159,206	(294,533)
	4120146	ROADC - Roads Outside BUA - Gravel - Roads to Recovery	336,000	307,989	139,917	(168,072)
	4120148	ROADC - Roads Built Up Area - Regional Road Group	750,000	687,478	112,624	(574,854)
	4120156	ROADC - Roads Built Up Area - Flood Damage	0	0	214,667	214,667
	4120158	ROADC - Roads Outside BUA - Gravel - Flood Damage	13,810,000	12,659,163	3,268,836	(9,390,327)
	4120163	ROADC - Roads LRCI - Gravel Roads (Capital)	229,116	210,023	59,444	(150,579)
	<b>Infrastructure Roads Total</b>	<b>16,787,116</b>	<b>15,388,120</b>	<b>3,998,641</b>	<b>(11,389,479)</b>	
<b>Infrastructure Footpaths</b>						
	4120170	ROADC - Footpaths and Cycleways (Capital)	365,660	335,192	201,190	(134,002)
	<b>Infrastructure Footpaths Total</b>	<b>365,660</b>	<b>335,192</b>	<b>201,190</b>	<b>(134,002)</b>	
<b>Infrastructure Drainage</b>						
	4120165	ROADC - Drainage Built Up Area (Capital)	278,372	255,167	299,559	44,392
	<b>Infrastructure Drainage Total</b>	<b>278,372</b>	<b>255,167</b>	<b>299,559</b>	<b>44,392</b>	
<b>Infrastructure Parks &amp; Ovals</b>						
	4110370	REC - Infrastructure Parks & Gardens (Capital)	10,000	9,163	13,779	4,616
	<b>Infrastructure Parks &amp; Ovals Total</b>	<b>10,000</b>	<b>9,163</b>	<b>13,779</b>	<b>4,616</b>	

Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS (CONTINUED)**



Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Amended		Year to Date Actual	Variance (Under)/Over
		Current Budget	Year to Date Budget		
Infrastructure - Wharf					
	4120790 WATER - Infrastructure Other (Capital)	251,060	230,131	50,530	(179,601)
	<b>Infrastructure - Wharf Total</b>	<b>251,060</b>	<b>230,131</b>	<b>50,530</b>	<b>(179,601)</b>
Infrastructure Other					
	4050390 OLOPS - Infrastructure Other (Capital)	66,557	61,006	40,319	(20,687)
	4100790 COM AMEN - Infrastructure Other (Capital)	339,730	311,410	265,024	(46,386)
	4120190 ROADC - Infrastructure Other (Capital)	743,440	681,483	0	(681,483)
	4120690 AERO - Infrastructure Other (Capital) - Aerodromes	5,000	4,587	5,880	1,293
	4130290 TOUR - Infrastructure Other (Capital)	160,000	146,663	30,001	(116,662)
	<b>Infrastructure Other Total</b>	<b>1,314,727</b>	<b>1,205,149</b>	<b>341,224</b>	<b>(863,925)</b>
	<b>Grand Total</b>	<b>20,855,404</b>	<b>19,035,243</b>	<b>5,854,592</b>	<b>(13,180,651)</b>

Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Housing</b>										
Loan 136- Staff Housing	136	75,276	0	0	23,491	23,491	51,785	51,785	4,490	4,489
Loan 146 - Staff Housing	146	564,880	0	0	48,289	48,289	516,591	516,591	35,004	35,004
Loan 148 - Staff Housing	148	262,622	0	0	9,362	18,934	253,260	243,688	5,896	11,581
<b>Transport</b>										
Loan 145 - Wharf Fenders and boat ramp	145	193,395	0	0	13,294	27,044	180,101	166,351	6,643	12,829
Loan 152- Refinance Derby Airport Infrastructur	152	1,721,515	0	0	94,439	189,695	1,627,076	1,531,820	14,891	28,965
Loan 151 - Fitzroy Airport Infrastructure	151	289,395	0	0	18,718	37,719	270,677	251,676	4,370	8,457
<b>Economic services</b>										
Loan 149 - Derby visitors centre	149	328,278	0	0	11,702	23,668	316,576	304,610	7,340	14,476
<b>Total</b>		<b>3,435,361</b>	<b>0</b>	<b>0</b>	<b>219,295</b>	<b>368,840</b>	<b>3,216,066</b>	<b>3,066,521</b>	<b>78,634</b>	<b>115,801</b>
Current borrowings		368,840					149,545			
Non-current borrowings		3,066,521					3,066,521			
		3,435,361					3,216,066			

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES**

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Entitlements Reserve	402,441	0	0	0	0	0	0	402,441	402,441
Airport Reserve Fund	28,456	0	0	0	0	0	0	28,456	28,456
Wharf Maintenance Reserve	3,721	0	0	0	0	0	0	3,721	3,721
Admin Building Reserve	314,511	0	0	0	0	(221,000)	0	93,511	314,511
Economic Development Reserve	19,936	0	0	0	0	0	0	19,936	19,936
Fx Recreation Hall Reserve	46,771	0	0	0	0	0	0	46,771	46,771
Staff Housing Reserve	159,965	0	0	0	0	0	0	159,965	159,965
	<b>975,801</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(221,000)</b>	<b>0</b>	<b>754,801</b>	<b>975,801</b>

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SHIRE OF DERBY-WEST KIMBERLEY | 20

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES**

	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
	1 July 2021				31 May 2022
	\$		\$	\$	\$
<b>Other current liabilities</b>					
<b>Other liabilities</b>					
- Contract liabilities	227,553	0	0	0	227,553
- Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	773,724	0	0	(321,646)	452,078
<b>Total other liabilities</b>	<b>1,001,277</b>	<b>0</b>	<b>0</b>	<b>(321,646)</b>	<b>679,631</b>
<b>Provisions</b>					
Provision for annual leave	306,559	0	0	0	306,559
Provision for long service leave	271,708	0	0	0	271,708
<b>Total Provisions</b>	<b>578,267</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>578,267</b>
<b>Total other current liabilities</b>	<b>1,579,544</b>	<b>0</b>	<b>0</b>	<b>(321,646)</b>	<b>1,257,898</b>
<b>Amounts shown above include GST (where applicable)</b>					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

**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 benefits**

**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 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. 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.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022

NOTE 12  
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD	YTD Revenue
	1 July 2021		(As revenue)	31 May 2022	31 May 2022	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
GEN PUR - Financial Assistance Grant - General	0	0	0	0	0	2,251,703	2,064,051	5,745,749
GEN PUR - Financial Assistance Grant - Roads	0	0	0	0	0	590,342	541,145	1,418,209
GEN PUR - Financial Assistance Grant - Aboriginal Access Roads	0	0	0	0	0	351,666	322,355	288,666
<b>Law, order, public safety</b>								
ESL SES - Operating Grant	0	0	0	0	0	10,000	9,163	0
ESL BFB - Operating Grant	0	0	0	0	0	8,000	7,326	0
OLOPS - Grants	0	0	0	0	0	70,000	64,163	0
<b>Health</b>								
PEST - Grants	0	0	0	0	0	5,467	5,005	5,467
OTH HEALTH - Grants	0	0	0	0	0	650,000	578,684	507,377
<b>Education and welfare</b>								
WELFARE - Grants	180,400	0	0	180,400	180,400	909,370	833,580	516,043
<b>Community amenities</b>								
COM AMEN - Grants	10,000	0	0	10,000	10,000	10,000	9,163	0
<b>Recreation and culture</b>								
LIBRARY - Grant - Regional Library Services	0	0	0	0	0	1,500	1,375	0
LIBRARY - Other Grants	0	0	0	0	0	4,923	4,510	4,922
OTH CUL - Grants - Other Culture	13,813	0	0	13,813	13,813	30,000	27,500	0
REC - Grants	0	0	0	0	0	30,000	27,500	0
HERITAGE - Grants	23,340	0	0	23,340	23,340	0	0	0
<b>Transport</b>								
ROADC - Roads to Recovery Grant	0	0	0	0	0	0	0	956,960
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	303,000	277,750	0
ROADC - Other Grants - Roads/Streets	0	0	0	0	0	362,000	331,826	303,508
ROADM - Street Lighting Subsidy	0	0	0	0	0	0	0	19,338
	<b>227,553</b>	<b>0</b>	<b>0</b>	<b>227,553</b>	<b>227,553</b>	<b>5,587,971</b>	<b>5,105,096</b>	<b>9,766,239</b>
<b>Operating contributions</b>								
<b>Governance</b>								
OTH GOV - Reimbursements	0	0	0	0	0	0	0	1,023
<b>General purpose funding</b>								
RATES - Reimbursement of Debt Collection Costs	0	0	0	0	0	0	0	72,714
<b>Law, order, public safety</b>								
ANIMAL - Reimbursements	0	0	0	0	0	1,000	913	145
ANIMAL - Other Fees & Charges	0	0	0	0	0	0	0	80
FIRE - Reimbursements	0	0	0	0	0	0	0	14,026
<b>Health</b>								
HEALTH - Reimbursements	0	0	0	0	0	5,000	4,576	0
OTH HEALTH - Reimbursements	0	0	0	0	0	2,080	1,903	1,739
OTH HEALTH - Contributions & Donations	0	0	0	0	0	0	0	4,000
<b>Education and welfare</b>								
WELFARE - Other Income	0	0	0	0	0	180,400	165,363	0
<b>Housing</b>								
OTH HOUSE - Rental Reimbursements	0	0	0	0	0	0	0	2,946
<b>Recreation and culture</b>								
HERITAGE - Contributions & Donations	0	0	0	0	0	1,000	913	1,843
OTH CUL - Contributions & Donations - Other Culture	0	0	0	0	0	50,000	45,826	3,410
REC - Reimbursements - Other Recreation	0	0	0	0	0	130,000	119,163	133,738
SWIM AREAS - Reimbursements	0	0	0	0	0	0	0	5,850
<b>Transport</b>								
AERO - Other Income Relating to Aerodromes	0	0	0	0	0	0	0	100
AERO - Reimbursements - Aerodromes	0	0	0	0	0	0	0	5,051
WATER - Reimbursements	0	0	0	0	0	0	0	9,478
<b>Economic services</b>								
TOUR - Grants	0	0	0	0	0	0	0	13,636
<b>Other property and services</b>								
PRIVATE - Private Works Income	0	0	0	0	0	10,000	9,163	11,525
ADMIN - Reimbursements	0	0	0	0	0	0	0	145
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>379,480</b>	<b>347,820</b>	<b>281,449</b>
<b>TOTALS</b>	<b>227,553</b>	<b>0</b>	<b>0</b>	<b>227,553</b>	<b>227,553</b>	<b>5,967,451</b>	<b>5,452,916</b>	<b>10,047,688</b>

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 22

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022

NOTE 13  
NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2021			31 May 2022	31 May 2022			
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Law, order, public safety</b>								
OLOPS - Grants	66,557	0	(40,319)	26,238	26,238	160,215	146,861	66,819
<b>Education and welfare</b>								
WELFARE - Grants	50,000	0	0	50,000	50,000	50,000	45,826	10,000
<b>Community amenities</b>								
COM AMEN - Grants	56,331	0	(800)	55,531	55,531	339,863	311,531	800
<b>Recreation and culture</b>								
REC - Grants	0	0	0	0	0	45,000	41,250	0
HERITAGE - Grants	136,856	0	(136,856)	0	0	244,263	223,894	136,856
<b>Transport</b>								
ROADC - Regional Road Group Grants (MRWA)	0	0	0	0	0	750,000	687,500	544,328
ROADC - Roads to Recovery Grant	0	0	0	0	0	1,020,000	1,020,000	0
ROADC - Other Grants - Roads/Streets	229,116	0	0	229,116	229,116	230,158	210,969	0
ROADC - Other Grants - Footpaths	92,734	0	(75,660)	17,074	17,074	290,387	266,178	75,660
ROADC - Other Grants - Aboriginal Roads	0	0	0	0	0	268,332	245,971	57,733
ROADC - Other Grants - Flood Damage	0	0	0	0	0	13,500,000	12,375,000	3,543,641
ROADM - Other Income	0	0	0	0	0	150,000	137,500	0
AERO - Grants - Aerodromes	1,978	0	0	1,978	1,978	375,000	343,750	0
WATER - Grants	104,864	0	(50,530)	54,334	54,334	101,130	92,686	50,530
<b>Economic services</b>								
TOUR - Grants	17,481	0	(17,481)	0	0	282,480	258,940	17,481
	<b>755,917</b>	<b>0</b>	<b>(321,646)</b>	<b>434,271</b>	<b>434,271</b>	<b>17,806,828</b>	<b>16,407,856</b>	<b>4,503,848</b>

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 23

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 14  
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2021	Received	Paid	31 May 2022
	\$	\$	\$	\$
Public open spaces	295,981	0	0	295,981
	<b>295,981</b>	<b>0</b>	<b>0</b>	<b>295,981</b>

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 24

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 15  
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$
	<b>Budget adoption</b>		Opening surplus	202,849		202,849
4120110	Construction - Street, Roads, Bridges & Depots	OCM Res. 129/21	Capital Expenses	0	(20,000)	182,849
2050104	FIRE - Training & Development	OCM Res. 129/21	Operating Expenses	0	(500)	182,349
2050109	FIRE - Travel & Accommodation	OCM Res. 129/21	Operating Expenses	0	(1,500)	180,849
2050113	FIRE - Fire Prevention and Planning	OCM Res. 129/21	Operating Expenses	0	(8,000)	172,849
2050140	FIRE - Advertising & Promotion	OCM Res. 129/21	Operating Expenses	0	(2,000)	170,849
2050204	ANIMAL - Training & Development	OCM Res. 129/21	Operating Expenses	0	(3,500)	167,349
2050207	ANIMAL - Protective Clothing	OCM Res. 129/21	Operating Expenses	0	(1,000)	166,349
2050212	ANIMAL - Animal Destruction	OCM Res. 129/21	Operating Expenses	0	(1,000)	165,349
2050240	ANIMAL - Advertising & Promotion	OCM Res. 129/21	Operating Expenses	0	(1,000)	164,349
2050241	ANIMAL - Subscriptions & Memberships	OCM Res. 129/21	Operating Expenses	0	(500)	163,849
2050286	Animal Control	OCM Res. 129/21	Operating Expenses	0	(2,500)	161,349
4050230	Animal Control	OCM Res. 129/21	Capital Expenses	0	(25,000)	136,349
2070404	Preventative Services - Inspections/Admin	OCM Res. 129/21	Operating Expenses	0	(1,500)	134,849
2070416	Preventative Services - Inspections/Admin	OCM Res. 129/21	Operating Expenses	0	(5,500)	129,349
2070703	Uniforms	OCM Res. 129/21	Operating Expenses	0	(2,500)	126,849
2070715	Printing and Stationery	OCM Res. 129/21	Operating Expenses	0	(1,200)	125,649
2070786	Expensed Minor Asset Purchases	OCM Res. 129/21	Operating Expenses	0	(2,200)	123,449
2100252	Sanitation - Other	OCM Res. 129/21	Operating Expenses	0	(6,000)	117,449
3100620	Town Planning & Regional Development	OCM Res. 129/21	Operating Revenue	25,000	0	142,449
2110488	TV RADIO Facilities Building Operations	OCM Res. 129/21	Operating Expenses	0	(500)	141,949
2120213	Maintenance - Streets, Roads, Bridges & Depots	OCM Res. 129/21	Operating Expenses	0	(10,000)	131,949
3110711	Other Culture	OCM Res. 129/21	Operating Revenue	160,000	0	291,949
2110744	Other Culture	OCM Res. 129/21	Operating Expenses	0	(160,000)	131,949
3030130	Rates	OCM Res. 129/21	Operating Revenue	0	(55,145)	76,804
	GEN PUR - Financial Assistance Grant-Aboriginal Access					
3030215	Roads	AC Res. 02/22	Operating Revenue	63,000	0	139,804
3110711	Other Culture	AC Res. 02/22	Operating Revenue	0	(160,000)	(20,196)
2110744	Other Culture	AC Res. 02/22	Operating Expenses	160,000	0	139,804
3130210	TOUR - Grants	AC Res. 02/22	Capital Revenue	160,000	0	299,804
4130290	TOUR - Infrastructure Other (Capital)	AC Res. 02/22	Capital Expenses	0	(160,000)	139,804
4040130	Members of Council	AC Res. 02/22	Capital Expenses	104,000	0	243,804
4040110	Members of Council	AC Res. 02/22	Capital Expenses	0	(104,000)	139,804
3100720	Other Community amenities	AC Res. 02/22	Operating Revenue	0	(277,000)	(137,196)
3100201	SAN OTH - Commercial Collection Charge (Additional)	AC Res. 02/22	Operating Revenue	95,000	0	(42,196)
3050310	OLOPS - Grant	AC Res. 02/22	Capital Revenue	40,319	0	(1,877)
2050105	FIRE - Recruitment	AC Res. 02/22	Operating Expenses	0	(2,500)	(4,377)
2050117	FIRE - Relief Ranger Services	AC Res. 02/22	Operating Expenses	0	(5,000)	(9,377)
2050200	ANIMAL - Employee Costs	AC Res. 02/22	Operating Expenses	15,000	0	5,623
2050204	ANIMAL - Training & Development	AC Res. 02/22	Operating Expenses	0	(10,000)	(4,377)
2050209	ANIMAL - Travel & Accommodation	AC Res. 02/22	Operating Expenses	10,000	0	5,623
2050212	ANIMAL - Animal Destruction	AC Res. 02/22	Operating Expenses	0	(2,570)	3,053
2050216	ANIMAL - Relief Ranger Services	AC Res. 02/22	Operating Expenses	0	(10,000)	(6,947)
2050387	OLOPS - Other Expenditure	AC Res. 02/22	Operating Expenses	0	(2,786)	(9,733)
2050530	ESL BFB - Insurances	AC Res. 02/22	Operating Expenses	0	(1,600)	(11,333)
3070421	HEALTH - Health Regulatory Licenses	AC Res. 02/22	Operating Revenue	0	(10,000)	(21,333)
3070510	PEST - Grants	AC Res. 02/22	Operating Revenue	1,050	0	(20,283)
2070400	HEALTH - Employee Costs	AC Res. 02/22	Operating Expenses	15,731	0	(4,552)
2070405	HEALTH - Recruitment	AC Res. 02/22	Operating Expenses	0	(1,711)	(6,263)
2070409	HEALTH - Travel & Accommodation	AC Res. 02/22	Operating Expenses	1,750	0	(4,513)
2070410	HEALTH - Motor Vehicle Expenses	AC Res. 02/22	Operating Expenses	5,150	0	637
2070411	HEALTH - Contract EHO	AC Res. 02/22	Operating Expenses	0	(15,000)	(14,363)
2070705	OTH HEALTH - Recruitment	AC Res. 02/22	Operating Expenses	0	(3,077)	(17,440)
2070706	OTH HEALTH - Fringe Benefits Tax (FBT)	AC Res. 02/22	Operating Expenses	0	0	(17,440)
2070709	OTH HEALTH - Travel & Accommodation	AC Res. 02/22	Operating Expenses	0	0	(17,440)
2070710	OTH HEALTH - Motor Vehicle Expenses	AC Res. 02/22	Operating Expenses	0	0	(17,440)

Please refer to the compilation report

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 15  
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Increase in	Decrease in	Amended
				Available Cash	Available Cash	Budget Running Balance
				\$	\$	\$
2070721	OTH HEALTH - Information Technology	AC Res. 02/22	Operating Expenses	0	0	(17,440)
2070786	OTH HEALTH - Expensed Minor Asset Purchases	AC Res. 02/22	Operating Expenses	0	0	(17,440)
2070787	OTH HEALTH - Other Expenses	AC Res. 02/22	Operating Expenses	0	(25,195)	(42,635)
2080700	WELFARE - Employee Costs	AC Res. 02/22	Operating Expenses	0	(90,170)	(132,805)
2080653	AGED OTHER - Events	AC Res. 02/22	Operating Expenses	2,000	0	(130,805)
2080704	WELFARE - Training & Development	AC Res. 02/22	Operating Expenses	0	(5,000)	(135,805)
2080720	WELFARE - Communication Expenses	AC Res. 02/22	Operating Expenses	4,500	0	(131,305)
2080754	WELFARE - Other Programs	AC Res. 02/22	Operating Expenses	0	(27,500)	(158,805)
2080789	WELFARE - Building Maintenance	AC Res. 02/22	Operating Expenses	0	(10,000)	(168,805)
2090189	STF HOUSE - Staff Housing Building Maintenance	AC Res. 02/22	Operating Expenses	0	(14,000)	(182,805)
3100120	SAN - Domestic Refuse Collection Charges	AC Res. 02/22	Operating Revenue	197,866	0	15,061
3100121	SAN - Domestic Services (Additional)	AC Res. 02/22	Operating Revenue	94,924	0	109,985
2100117	SAN - General Tip Maintenance	AC Res. 02/22	Operating Expenses	35,000	0	144,985
2100120	SAN - Communication Expenses	AC Res. 02/22	Operating Expenses	0	(2,000)	142,985
3100200	SAN OTH - Commercial Collection Charge	AC Res. 02/22	Operating Revenue	4,442	0	147,427
3100201	SAN OTH - Commercial Collection Charge (Additional)	AC Res. 02/22	Operating Revenue	51,996	0	199,423
3100202	SAN OTH - Commercial Tipping Charge	AC Res. 02/22	Operating Revenue	124,500	0	323,923
2100652	PLAN - Consultants	AC Res. 02/22	Operating Expenses	0	(5,000)	318,923
2100711	COM AMEN - Cemetery Maintenance/Operations	AC Res. 02/22	Operating Expenses	0	(3,570)	315,353
3110610	HERITAGE - Grants	AC Res. 02/22	Capital Revenue	94,863	0	410,216
3110610	HERITAGE - Grants	AC Res. 02/22	Capital Revenue	54,400	0	464,616
3110220	SWIM AREAS - Admissions	AC Res. 02/22	Operating Revenue	20,000	0	484,616
2110520	LIBRARY - Communication Expenses	AC Res. 02/22	Operating Expenses	2,280	0	486,896
2110725	OTH CUL - Festival & Events	AC Res. 02/22	Operating Expenses	0	(19,717)	467,179
2110787	OTH CUL - Other Expenses	AC Res. 02/22	Operating Expenses	0	(10,000)	457,179
2110100	HALLS - Employee Costs	AC Res. 02/22	Operating Expenses	0	(21,000)	436,179
3110235	SWIM AREAS - Other Income	AC Res. 02/22	Operating Revenue	7,000	0	443,179
2110204	SWIM AREAS - Training & Conferences	AC Res. 02/22	Operating Expenses	0	(5,000)	438,179
3110510	LIBRARY - Grant - Regional Library Services	AC Res. 02/22	Operating Revenue	0	(2,872)	435,307
3110511	LIBRARY - Other Grants	AC Res. 02/22	Operating Revenue	4,923	0	440,230
2110509	LIBRARY - Travel & Accommodation	AC Res. 02/22	Operating Expenses	2,500	0	442,730
2110511	LIBRARY - Office Equipment Maintenance	AC Res. 02/22	Operating Expenses	0	(1,500)	441,230
2110512	LIBRARY - Book Purchases	AC Res. 02/22	Operating Expenses	1,500	0	442,730
2110521	LIBRARY - Information Technology	AC Res. 02/22	Operating Expenses	0	(2,280)	440,450
2110587	LIBRARY - Other Expenses	AC Res. 02/22	Operating Expenses	3,000	0	443,450
2110600	HERITAGE - Employee Costs	AC Res. 02/22	Operating Expenses	0	(19,000)	424,450
2110500	LIBRARY - Employee Costs	AC Res. 02/22	Operating Expenses	20,000	0	444,450
2110689	HERITAGE - Building Maintenance	AC Res. 02/22	Operating Expenses	0	(4,321)	440,129
2110189	HALLS - Town Halls and Public Bldg Maintenance	AC Res. 02/22	Operating Expenses	3,200	0	443,329
2110200	SWIM AREAS - Salaries	AC Res. 02/22	Operating Expenses	21,000	0	464,329
2110209	SWIM AREAS - Travel & Accommodation	AC Res. 02/22	Operating Expenses	0	(3,500)	460,829
2110216	SWIM AREAS - Postage and Freight	AC Res. 02/22	Operating Expenses	1,000	0	461,829
2110252	SWIM AREAS - Consultants	AC Res. 02/22	Operating Expenses	18,000	0	479,829
2110288	SWIM AREAS - Building Operations	AC Res. 02/22	Operating Expenses	0	(8,000)	471,829
2110289	SWIM AREAS - Building Maintenance	AC Res. 02/22	Operating Expenses	0	(14,000)	457,829
4110210	SWIM AREAS - Building (Capital)	AC Res. 02/22	Capital Expenses	0	(8,196)	449,633
2110316	REC - Postage and Freight	AC Res. 02/22	Operating Expenses	0	(3,295)	446,338
2110364	REC - Trails & Tracks Maintenance/Operations	AC Res. 02/22	Operating Expenses	0	(9,502)	436,836
2110365	REC - Parks & Gardens Maintenance/Operations	AC Res. 02/22	Operating Expenses	0	(22,900)	413,936
2110588	LIBRARY - Library Building Operations	AC Res. 02/22	Operating Expenses	3,000	0	416,936
2110665	HERITAGE - Maintenance/Operations	AC Res. 02/22	Operating Expenses	3,188	0	420,124
3110700	OTH CUL - Contributions & Donations - Other Culture	AC Res. 02/22	Operating Revenue	0	(45,000)	375,124
3110710	OTH CUL - Grants - Other Culture	AC Res. 02/22	Operating Revenue	0	(25,000)	350,124
3110735	OTH CUL - Other Income	AC Res. 02/22	Operating Revenue	0	(15,000)	335,124
2110704	OTH CUL - Training & Conferences	AC Res. 02/22	Operating Expenses	0	(2,500)	332,624
2110741	OTH CUL - Subscriptions & Memberships	AC Res. 02/22	Operating Expenses	0	(3,000)	329,624

Please refer to the compilation report

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 15  
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Increase in	Decrease in	Amended
				Available Cash	Available Cash	Budget Running Balance
				\$	\$	\$
4110610	HERITAGE - Building (Capital)	AC Res. 02/22	Capital Expenses	0	(107,136)	222,488
3120114	ROADC - Other Grants - Footpaths	AC Res. 02/22	Capital Revenue	75,660	0	298,148
3120710	WATER - Grants	AC Res. 02/22	Capital Revenue	50,530	0	348,678
3120130	ROADC - Other Grants - Flood Damage	AC Res. 02/22	Capital Revenue	0	(4,672,812)	(4,324,134)
4120158	ROADC - Roads Outside BUA - Gravel - Flood Damage	AC Res. 02/22	Capital Expenses	4,670,812	0	346,678
3120620	AERO - Airport Landing Fees & Charges	AC Res. 02/22	Operating Revenue	20,000	0	366,678
2120604	AERO - Training & Development	AC Res. 02/22	Operating Expenses	0	(24,750)	341,928
2120652	AERO - Consultants	AC Res. 02/22	Operating Expenses	0	(15,000)	326,928
2120685	AERO - Legal Expenses	AC Res. 02/22	Operating Expenses	0	(5,500)	321,428
2120665	AERO - Airstrip & Grounds Maintenance/Operations	AC Res. 02/22	Operating Expenses	5,000	0	326,428
4120690	AERO - Infrastructure Other (Capital) - Aerodromes	AC Res. 02/22	Capital Expenses	369,864	0	696,292
3120710	WATER - Grants	AC Res. 02/22	Capital Revenue	0	(54,400)	641,892
3120720	WATER - Fees & Charges	AC Res. 02/22	Operating Revenue	190,000	0	831,892
2120752	WATER - Consultants	AC Res. 02/22	Operating Expenses	0	(20,000)	811,892
4120790	WATER - Infrastructure Other (Capital)	AC Res. 02/22	Capital Expenses	3,804	0	815,696
4120190	ROADC - Infrastructure Other (Capital)	AC Res. 02/22	Capital Expenses	0	(200,000)	615,696
2120234	ROADM - Street Lighting	AC Res. 02/22	Operating Expenses	0	(45,000)	570,696
2120235	ROADM - Traffic Signs/Equipment (Safety)	AC Res. 02/22	Operating Expenses	0	(7,000)	563,696
3120620	AERO - Airport Landing Fees & Charges	AC Res. 02/22	Operating Revenue	20,000	0	583,696
2120689	AERO - Building Maintenance	AC Res. 02/22	Operating Expenses	0	(20,000)	563,696
4120610	AERO - Building (Capital)	AC Res. 02/22	Capital Expenses	25,000	0	588,696
4120170	ROADC - Footpaths and Cycleways (Capital)	AC Res. 02/22	Capital Expenses	0	(70,933)	517,763
4120165	ROADC - Drainage Built Up Area (Capital)	AC Res. 02/22	Capital Expenses	0	(278,372)	239,391
2130289	TOUR - Building Maintenance	AC Res. 02/22	Operating Expenses	16,000	0	255,391
3130210	TOUR - Grants	AC Res. 02/22	Capital Revenue	17,480	0	272,871
2140219	ADMIN - Information Technology Contract Services	AC Res. 02/22	Operating Expenses	0	(20,000)	252,871
2140221	ADMIN - Information Technology Other	AC Res. 02/22	Operating Expenses	0	(34,400)	218,471
2140252	ADMIN - Consultants	AC Res. 02/22	Operating Expenses	0	(136,318)	82,153
2140285	ADMIN - Legal Expenses	AC Res. 02/22	Operating Expenses	15,000	0	97,153
2140286	ADMIN - Expensed Minor Asset Purchases	AC Res. 02/22	Operating Expenses	0	(35,000)	62,153
2140288	ADMIN - Building Operations	AC Res. 02/22	Operating Expenses	57,650	0	119,803
2140289	ADMIN - Building Maintenance	AC Res. 02/22	Operating Expenses	4,000	0	123,803
4140210	ADMIN - Building (Capital)	AC Res. 02/22	Capital Expenses	17,000	0	140,803
2140400	POC - Internal Plant Repairs - Wages & O/Head	AC Res. 02/22	Operating Expenses	0	(109,997)	30,806
2140411	POC - External Parts & Repairs	AC Res. 02/22	Operating Expenses	0	(195,500)	(164,694)
2140418	POC - Expendable Tools / Consumables	AC Res. 02/22	Operating Expenses	10,000	0	(154,694)
2140328	PWO - Supervision	AC Res. 02/22	Operating Expenses	154,694	0	0
4090110	STF HOUSE - Building (Capital)	OCM Res. 63/22	Capital Expenses	0	(94,851)	(94,851)
2090165	STF HOUSE - Maintenance/Operations	OCM Res. 63/22	Operating Expenses	84,597	0	(10,254)
				<b>7,641,022</b>	<b>(7,651,276)</b>	<b>(10,254)</b>

Please refer to the compilation report

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 16  
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 2021-22 year is \$30,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
<b>Revenue from operating activities</b>						
General purpose funding - other	4,543,571	144.15%	▲	FAGs Early Payment FY22/23		
Law, order and public safety	(110,522)	(73.58%)	▼		Timing	
Health	(85,964)	(13.82%)	▼		Timing	
Education and welfare	(482,800)	(48.33%)	▼		Timing	
Recreation and culture	(98,959)	(26.41%)	▼		Timing	
Transport	603,286	26.17%	▲	Timing		
Economic services	39,840	76.26%	▲	Timing		
<b>Expenditure from operating activities</b>						
Governance	293,232	19.16%	▲	Timing		
General purpose funding	108,439	26.86%	▲	Timing		
Law, order and public safety	214,723	29.18%	▲	Timing		
Health	343,601	25.04%	▲	Timing		
Education and welfare	98,095	10.87%	▲	Timing		
Housing	181,908	37.71%	▲	Timing		
Community amenities	1,073,992	28.83%	▲	Timing		
Recreation and culture	1,457,464	25.23%	▲	Timing		
Transport	5,580,048	60.50%	▲	Timing		
Economic services	257,189	21.45%	▲	Timing		
Other property and services	354,158	90.03%	▲	Timing		
<b>Investing activities</b>						
Proceeds from non-operating grants, subsidies and contributions	(11,904,008)	(72.55%)	▼			Timing of Anticipated Grants such as Flood, Damage and other roads not expended yet
Payments for property, plant and equipment and infrastructure	13,180,651	69.24%	▲	Timing of Anticipated Grants such as Flood, Damage and other roads not expended yet		

Please refer to the compilation report

**7.2 ACCOUNTS FOR PAYMENT - MAY 2022****File Number:** 5110 - Accounts Payable**Author:** Somya Chaudhary, Finance Officer**Responsible Officer:** Alan Thornton, Acting Director of Corporate Services**Authority/Discretion:** Information**SUMMARY**

For the Audit Committee to note the list of accounts paid under delegated authority during the month of May 2022.

**DISCLOSURE OF ANY INTEREST**

Nil.

**BACKGROUND**

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's municipal and trust funds. In accordance with regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Office is to be provided to Council.

**STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

12. Payments from municipal fund or trust fund, restrictions on making

12(1) A payment may only be made from the municipal fund or a trust fund –

- (a) if the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from those funds – by the CEO: or
- (b) otherwise, if the payment is authorised in advance by a resolution of the Council.

The Chief Executive Officer has delegated authority to make payments from the municipal and trust funds.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –

- (a) the payee's name; and
- (b) the amount of the payment; and



- (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
- (a) for each account which requires Council authorisation in that month —
    - (i) the payee’s name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the Council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

All expenditure from the municipal fund was included in the annual budget as adopted or revised by Council.

**STRATEGIC IMPLICATIONS**

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance

**RISK MANAGEMENT CONSIDERATIONS**

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
<p><b>Legal &amp; Compliance:</b></p> <p>In accordance with section 6.8 of <i>the Local Government Act 1995</i>, a local government is not to incur expenditure from its municipal fund for an additional purpose</p>	Rare	Minor	Low	Expenditure to only be incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles.

except where the expenditure is authorised in advance by an absolute majority of Council.				
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**CONSULTATION**

Internal consultation within the Corporate Services Department.

**COMMENT**

All municipal fund expenditure included in the list of payments is incurred in accordance with the 2021-22 Annual Budget as adopted by Council at its meeting held 31 August 2021 (Minute No. 100/21 refers) and subsequently revised or has been authorised in advance by the President or by resolution of Council as applicable.

The table below summarises the payments drawn on the funds during the month. Lists detailing the payments made are appended as an attachment.

**REPORT TO COUNCIL  
MAY 2022**

<b>FUND</b>	<b>DETAILS</b>	<b>AMOUNT</b>
<b>MUNICIPAL ACCOUNT</b>		
EFT Payments	EFT 53398 - 53596	\$2,231,575.02
Municipal Cheques	CHQ 54853	\$36,773.38
Direct Debits	Fees & Charges, Credit Card Payments, Payroll, Payroll Liabilities	\$894,967.27
Manual Cheques		Nil
<b>TRUST ACCOUNT</b>		
EFT Payments		Nil
Trust Cheques		Nil
<b>TOTAL</b>		<b>\$3,163,315.67</b>

*Creditors Outstanding as at 31/05/2022*

*\$1,724,992.30*

**VOTING REQUIREMENT**

Simple majority

**ATTACHMENTS**

1. **May 2022 - List of Accounts**  
2. **May 2022 - Credit Card Reconciliation**  

**RECOMMENDATION**

**That the Audit Committee recommends that Council notes the list of accounts for May 2022 paid under Delegated Authority in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 attached to this report, totalling \$3,163,315.67.**

**REPORT TO COUNCIL – MAY 2022****EFT PAYMENTS – MUNI ACCOUNT**

<b>PAYMENT ID</b>	<b>DATE</b>	<b>CREDITOR / INVOICE DETAILS</b>	<b>AMOUNT</b>
<b>EFT53459</b>	<b>13/05/2022</b>	<b>A &amp; B TYRES</b>	<b>\$900.00</b>
INV 42210	12/04/2022	TYRE FOR KUBOTA FRONT OUT MOWER	\$75.00
INV 42222	12/04/2022	2X BF GOODRICH 235/85R TYRES FOR 18KW	\$790.00
INV 42280	19/04/2022	REPAIR TYRE PUNCTURE FOR VEHICLE 7KW	\$35.00
<b>EFT53506</b>	<b>20/05/2022</b>	<b>A &amp; B TYRES</b>	<b>\$1,470.00</b>
INV 42306	20/04/2022	FIT/ALIGN 2X TYRES TO VEHICLE 1EDC 966	\$120.00
INV 42383	27/04/2022	4X BUSHMATE TYRES FOR KUBOTA FRONT OUT MOWER	\$580.00
INV 42429	29/04/2022	2XYRES ON TRAILER 1TOF415	\$770.00
<b>EFT53508</b>	<b>20/05/2022</b>	<b>AERODROME MANAGEMENT SERVICES PTY LTD</b>	<b>\$4,257.00</b>
INV AMSINV-06765	27/04/2022	TRANSITION TO NEW PART 139 MOS FOR THE DERBY AND FX AERODROMES	\$4,257.00
<b>EFT53398</b>	<b>06/05/2022</b>	<b>AK EVANS GROUP AUSTRALIA PTY LTD</b>	<b>\$9,597.58</b>
INV 24348	31/03/2022	SUTHERLAND ST, DERBY DRAIN WORKS	\$9,597.58
<b>EFT53507</b>	<b>20/05/2022</b>	<b>AK EVANS GROUP AUSTRALIA PTY LTD</b>	<b>\$607,591.81</b>
INV 24528	30/04/2022	FLOOD DAMAGE REPAIRS FOR EVENT AGRN 907	\$607,591.81
<b>EFT53461</b>	<b>13/05/2022</b>	<b>ALTHAM PLUMBING CONTRACTORS</b>	<b>\$11,504.59</b>
INV 13432	22/04/2022	RECTIFICATION OF MYALLS BORE DERBY	\$5,808.00
INV 13436	26/04/2022	MAKE REPAIRS TO 50MM SUPPLY LINE AT MYALLS BORE, DERBY	\$2,971.01
INV 13467	02/05/2022	INVESTIGATION OF HOT WATER UNIT AT 1/20 CLARENDON ST	\$165.00
INV 13514	09/05/2022	INSTALLATION OF CARAVAN DUMP POINT CONNECTION TO DERBY YOUTH CENTRE ABLUTION LOCATION	\$2,378.83
INV 13518	10/05/2022	DISCONNECT WATER TO OLD TRANSPORTABLE BUILDING AT DERBY DEPOT	\$181.75
<b>EFT53510</b>	<b>20/05/2022</b>	<b>ALTHAM PLUMBING CONTRACTORS</b>	<b>\$10,920.39</b>
INV 13431	22/04/2022	RECTIFICATION OF MYALLS BORE DERBY	\$8,472.75
INV 13542	12/05/2022	INVESTIGATION OF HOT WATER UNIT AT 3/20 CLARENDON ST	\$165.00
INV 13546	13/05/2022	SUPPLY AND INSTALL 1X 125L HWU AT 3/20 CLARENDON ST	\$2,282.64
<b>EFT53558</b>	<b>27/05/2022</b>	<b>AMY ROUGHTON</b>	<b>\$39.04</b>
INV REIMB1905	19/05/2022	UTILITY SUBSIDY	\$39.04
<b>EFT53453</b>	<b>06/05/2022</b>	<b>ANDREW JAMES TWADDLE</b>	<b>\$1,554.83</b>
INV ALLOW3004	30/04/2022	APRIL 2022 COUNCILLOR SITTING FEES	\$1,554.83
<b>EFT53511</b>	<b>20/05/2022</b>	<b>ARAC REFRIGERATION &amp; AIR CONDITIONING</b>	<b>\$3,172.19</b>
INV 6500	01/05/2022	INSPECT THE AIR-CONDITIONING UNITS AT STAFF HOUSING	\$489.28
INV 5971	09/05/2022	INSTALLATION OF 1X NEW 5.0KW DAIKIN AIR-CONDITIONING UNIT AT STAFF HOUSING	\$2,682.91
<b>EFT53509</b>	<b>20/05/2022</b>	<b>ARCHER BUILDERS PTY LTD</b>	<b>\$2,469.50</b>
INV 6554	04/03/2022	MAKE REPAIRS TO DOORS AND WALLS AT DERBY SHIRE PRESIDENTS OFFICE	\$2,469.50
<b>EFT53557</b>	<b>27/05/2022</b>	<b>ARCHIVAL SURVIVAL PTY LTD</b>	<b>\$560.81</b>
INV 59725	02/05/2022	ARCHIVING MATERIAL FOR DERBY LIBRARY	\$560.81
<b>EFT53454</b>	<b>06/05/2022</b>	<b>ASSETVAL PTY LTD</b>	<b>\$4,620.00</b>

INV 062-212374	22/04/2022	ASSESSMENT FOR THE REMOVAL OF DEBRIS AT THE DERBY WHARF CAFE	\$4,620.00
<b>EFT53399</b>	<b>06/05/2022</b>	<b>AUSCIVIL WA PTY LTD</b>	<b>\$300.00</b>
INV REIMB1404	14/04/2022	REIMBURSEMENT OF FOOD ACT LICENSE RECEIPT # 87977	\$300.00
<b>EFT53559</b>	<b>27/05/2022</b>	<b>AUSTRALIA POST</b>	<b>\$48.54</b>
INV 1011498135	03/05/2022	POSTAGE FOR APRIL 2022	\$48.54
<b>EFT53460</b>	<b>13/05/2022</b>	<b>AUSTRALIAN FLAG MAKERS</b>	<b>\$2,722.50</b>
INV 46788	25/03/2022	TABLECLOTHS FOR FX EVENTS	\$2,722.50
<b>EFT53462</b>	<b>13/05/2022</b>	<b>AUSTRALIAN PUMP INDUSTRIES PTY LTD</b>	<b>\$233.20</b>
INV Q13605	22/04/2022	SUPPLY 2X 5 PACK SPRAY NOZZLES	\$233.20
<b>EFT53463</b>	<b>13/05/2022</b>	<b>AUSTRALIAN SERVICES UNION</b>	<b>\$284.90</b>
INV DEDUCTION	10/05/2022	PAYROLL DEDUCTIONS	\$284.90
<b>EFT53560</b>	<b>27/05/2022</b>	<b>AUSTRALIAN SERVICES UNION</b>	<b>\$284.90</b>
INV DEDUCTION	24/05/2022	PAYROLL DEDUCTIONS	\$284.90
<b>EFT53482</b>	<b>13/05/2022</b>	<b>BASS TECHNOLOGY GROUP T/AS FX COMM &amp; AV</b>	<b>\$851.40</b>
INV 220036	01/04/2022	SUPPLY 3X5W UHF DASH TRANSCEIVER KITS	\$851.40
<b>EFT53527</b>	<b>20/05/2022</b>	<b>BASS TECHNOLOGY GROUP T/AS FX COMM &amp; AV</b>	<b>\$41,551.40</b>
INV 220039	02/05/2022	SUPPLY AND INSTALL WIRED SECURITY SYSTEMS FOR FX STAFF HOUSING	\$41,256.60
INV 220042	02/05/2022	SITE VISIT FXVC TO REPAIR VANDALISED DATA CABLE	\$294.80
<b>EFT53512</b>	<b>20/05/2022</b>	<b>BELINDA ROBERTS</b>	<b>\$554.29</b>
INV REIMB1705	17/05/2022	UTILITY SUBSIDY	\$554.29
<b>EFT53401</b>	<b>06/05/2022</b>	<b>BOAB FESTIVAL DERBY INC</b>	<b>\$8,250.00</b>
INV GRANT	28/04/2022	SPONSORSHIP BOAB FESTIVAL MARDI GRAS 2022	\$8,250.00
<b>EFT53468</b>	<b>13/05/2022</b>	<b>BOC LIMITED</b>	<b>\$268.04</b>
INV 5005717213	30/04/2022	MONTHLY GAS CYLINDER CHARGES	\$268.04
<b>EFT53465</b>	<b>13/05/2022</b>	<b>BOOKEASY PTY LTD</b>	<b>\$438.90</b>
INV 21086	08/05/2022	BOOKINGS MONTHLY FEE - APRIL 2022	\$438.90
<b>EFT53590</b>	<b>27/05/2022</b>	<b>BRAYCO COMMERCIAL PTY LTD</b>	<b>\$10,990.00</b>
INV 116482	16/03/2022	SUPPLY INDUSTRIAL EQUIPMENT FOR DERBY YOUTH CENTRE KITCHEN UPGRADE	\$10,990.00
<b>EFT53467</b>	<b>13/05/2022</b>	<b>BROOME TOYOTA NORTH WEST MOTOR GROUP</b>	<b>\$96,966.60</b>
INV RI11001605	14/03/2022	2022 TOYOTA PRADO DSL WGN GXL - 01 KW	\$45,363.11
INV RI11001638	30/03/2022	2021 TOYOTA HILUX 2.8L DSL D/CAB - 1HMJ736	\$51,603.49
<b>EFT53514</b>	<b>20/05/2022</b>	<b>BROOME TOYOTA NORTH WEST MOTOR GROUP</b>	<b>\$1,820.50</b>
INV PI13065753	12/04/2022	SUPPLY TRANSMITTER FOB & MIRROR ASSEMBLY FOR 6KW	\$881.36
INV PI13065818	21/04/2022	SUPPLY FUEL & OIL FILTERS	\$939.14
<b>EFT53400</b>	<b>06/05/2022</b>	<b>BUCKLEYS EARTHWORKS &amp; PAVING PTY LTD</b>	<b>\$175,039.71</b>
INV C2-2020	21/04/2022	CONTRACT C2-2020 RETENTION RELEASE	\$99,482.75
INV C3-2020	21/04/2022	CONTRACT C3-2020 RETENTION RELEASE	\$24,766.18
INV C1-2020	30/04/2022	CONTRACT C1-2020 RETENTION RELEASE	\$50,790.78
<b>EFT53464</b>	<b>13/05/2022</b>	<b>BUCKLEYS EARTHWORKS &amp; PAVING PTY LTD</b>	<b>\$78,699.75</b>
INV 2598	31/03/2022	C2021-01 AREA 1 OPENING UP GRADE	\$78,699.75
<b>EFT53561</b>	<b>27/05/2022</b>	<b>BUCKLEYS EARTHWORKS &amp; PAVING PTY LTD</b>	<b>\$296,084.58</b>
INV 2611	30/04/2022	C1 - 2021 AREA 1 OPEN GRADE	\$133,268.08
INV 2604	30/04/2022	2X 1.5T BULK CEMENT FOR DERBY WHARF CAFE WORKS	\$990.00

INV 2612	01/05/2022	FLOOD DAMAGE REINSTATEMENT WORKS FOR AGRN 907	\$161,826.50
<b>EFT53402</b>	<b>06/05/2022</b>	<b>BUILDING AND ENERGY</b>	<b>\$230.23</b>
INV PERMIT3004	30/04/2022	BSL LEVY - APRIL 2022	\$230.23
<b>EFT53406</b>	<b>06/05/2022</b>	<b>CAPTIVATE CONNECT</b>	<b>\$656.70</b>
INV 12468	13/04/2022	QUARTERLY CHARGE FOR CAPTIVATE CONNECT SERVICES	\$656.70
<b>EFT53403</b>	<b>06/05/2022</b>	<b>CHRIS HAMMER</b>	<b>\$553.70</b>
INV REIMB0305	03/05/2022	UTILITY SUBSIDY	\$553.70
<b>EFT53404</b>	<b>06/05/2022</b>	<b>CIVIC LEGAL</b>	<b>\$5,335.00</b>
INV 509489	28/03/2022	PROFESSIONAL FEES - ADVICE ON LOCAL GOVERNMENT ACT	\$5,335.00
<b>EFT53516</b>	<b>20/05/2022</b>	<b>CIVIC LEGAL</b>	<b>\$6,252.13</b>
INV 509727	30/04/2022	PROFESSIONAL FEES - LEASE AT DERBY AIRPORT	\$5,977.13
INV 509728	30/04/2022	PROFESSIONAL FEES	\$275.00
<b>EFT53564</b>	<b>27/05/2022</b>	<b>CIVIC LEGAL</b>	<b>\$1,815.00</b>
INV 509729	30/04/2022	PROFESSIONAL FEES - LEASE AT DERBY AIRPORT	\$1,815.00
<b>EFT53475</b>	<b>13/05/2022</b>	<b>CLARENDON UNIT TRUST (DERBY LODGE &amp; BACKPACKERS)</b>	<b>\$615.00</b>
INV 1643	29/04/2022	COUNCILLOR ACCOMMODATION	\$205.00
INV 1644	29/04/2022	COUNCILLOR ACCOMMODATION	\$205.00
INV 1648	29/04/2022	COUNCILLOR ACCOMMODATION	\$205.00
<b>EFT53551</b>	<b>20/05/2022</b>	<b>CLEANAWAY CO PTY LTD</b>	<b>\$14,438.11</b>
INV 19078210	31/01/2022	PUBLIC BIN COLLECTION - JANUARY 2022	\$7,006.14
INV 19086220	28/02/2022	PUBLIC BIN COLLECTION - FEBRUARY 2022	\$7,431.97
<b>EFT53469</b>	<b>13/05/2022</b>	<b>CMT BUILDING WA PTY LTD</b>	<b>\$140.98</b>
INV 0155	22/04/2022	MAKE REPAIRS TO TOILET GATE AND SLIDING FRONT DOOR AT FXVC	\$140.98
<b>EFT53424</b>	<b>06/05/2022</b>	<b>CONNECT CALL CENTRE SERVICES</b>	<b>\$459.03</b>
INV 110660	15/04/2022	AFTER HOURS CALL CENTRE CHARGES - MARCH 2022	\$459.03
<b>EFT53571</b>	<b>27/05/2022</b>	<b>CONNECT CALL CENTRE SERVICES</b>	<b>\$454.03</b>
INV 111046	15/05/2022	AFTER HOURS CALL CENTRE CHARGES - APRIL 2022	\$454.03
<b>EFT53405</b>	<b>06/05/2022</b>	<b>CROSSING AUTOMOTIVE SERVICES</b>	<b>\$3,082.95</b>
INV 22601	22/12/2021	REPAIRS TO VEHICLE KW31	\$916.50
INV 25195	07/01/2022	BATTERY FOR MF TRACTOR 1EMD 380	\$308.00
INV 25695	28/02/2022	1X REPLACEMENT TYRE FOR PAPAS TRAILER KW 797	\$175.45
INV 25807	11/03/2022	BATTERIES FOR MITSUBISHI TRUCK 1EBB758	\$836.00
INV 25929	24/03/2022	RETRIEVAL OF 7 X ABANDONED VEHICLES	\$847.00
<b>EFT53517</b>	<b>20/05/2022</b>	<b>CROSSING AUTOMOTIVE SERVICES</b>	<b>\$286.00</b>
INV 26174	22/04/2022	BATTERY FOR 1GLH-120	\$286.00
<b>EFT53476</b>	<b>13/05/2022</b>	<b>DAIMLER TRUCKS</b>	<b>\$463.07</b>
INV XA980001694-01	28/03/2022	SUPPLY MIRROR ASSY. & SUN VISOR FOR VEHICLE 1EIU738	\$317.88
INV XA980001749-01	29/03/2022	1X SENSOR AIR FLOW FOR CANTER 1EIQ-598	\$145.19
<b>EFT53520</b>	<b>20/05/2022</b>	<b>DAIMLER TRUCKS</b>	<b>\$146.29</b>
INV XA980003390-01	26/04/2022	SUPPLY REAR VIEW MIRROR FOR CANTER 1EIU-738	\$146.29
<b>EFT53503</b>	<b>13/05/2022</b>	<b>DEAN WILSON TRANSPORT PTY LTD</b>	<b>\$25.30</b>
INV 20210634	24/04/2022	FREIGHT FOR PO 74556	\$25.30
<b>EFT53473</b>	<b>13/05/2022</b>	<b>DEPARTMENT OF DEFENCE</b>	<b>\$143,260.76</b>

INV LEASE INSTALLMENT-1	01/12/2020	RAAF CURTIN CIVILIAN AIRPORT TERMINAL LAND LEASE	\$143,260.76
<b>EFT53471</b>	<b>13/05/2022</b>	<b>DEPUTY CHILD SUPPORT REGISTRAR</b>	<b>\$295.83</b>
INV DEDUCTION	10/05/2022	PAYROLL DEDUCTIONS	\$295.83
<b>EFT53565</b>	<b>27/05/2022</b>	<b>DEPUTY CHILD SUPPORT REGISTRAR</b>	<b>\$295.83</b>
INV DEDUCTION	24/05/2022	PAYROLL DEDUCTIONS	\$295.83
<b>EFT53408</b>	<b>06/05/2022</b>	<b>DERBY 4X4 &amp; MARINE</b>	<b>\$1,123.19</b>
INV 29276-50947	05/04/2022	1X RYCO Z148A OIL FILTER FOR KUBOTA F3690	\$43.12
INV 29301-50837	07/04/2022	1X HDA5950 AIR FILTER FOR KW37	\$58.41
INV 29303-50983	07/04/2022	2X OB&S BATTERY CABLES FOR 01KW	\$29.59
INV 29315-50994	08/04/2022	2X MT-UNDERBODY COATING FOR KUBOTA F3690	\$23.96
INV 29319-50969	08/04/2022	2X 5 L TITAN GT1 FLEX 5W-30 OIL	\$164.03
INV 29325-50972	11/04/2022	SUPPLY PARTS FOR 18KW	\$774.87
INV 29331-51008	12/04/2022	PUMP GEAR LUBE 1LTR	\$29.21
<b>EFT53407</b>	<b>06/05/2022</b>	<b>DERBY BUILDING SUPPLIES</b>	<b>\$817.27</b>
INV 510255	11/04/2022	1X KINCROME 17MM SOCKET	\$16.20
INV 510229	11/04/2022	50 X 20KG BAGS COCKBURN GP CEMENT	\$667.50
INV 510335	12/04/2022	4X 20L BARACUDA LIQUID CHLORINE	\$133.57
<b>EFT53472</b>	<b>13/05/2022</b>	<b>DERBY BUILDING SUPPLIES</b>	<b>\$835.86</b>
INV 510398	13/04/2022	3X STIHL NYLON LINE CF3 PRO	\$360.00
INV 510397	13/04/2022	1X LOPPER BYPASS RATCHET	\$70.93
INV 510595	19/04/2022	1X JIFFY BROOME & 1X 3PK M/FIBRE CLEANING CLOTHS	\$12.48
INV 510619	19/04/2022	10X STENS EZI REACHER PICK-UP TOOLS	\$392.45
<b>EFT53518</b>	<b>20/05/2022</b>	<b>DERBY BUILDING SUPPLIES</b>	<b>\$636.97</b>
INV 510893	22/04/2022	8X BARACUDA LIQUID & GRANULAR CHLORINE PRODUCTS	\$443.50
INV 511072	26/04/2022	SUPPLY PARTS FOR REPAIRS TO STIHL BRUSHCUTTER	\$193.47
<b>EFT53409</b>	<b>06/05/2022</b>	<b>DERBY FUELS</b>	<b>\$701.68</b>
INV 901242	09/04/2022	59.99 L ULP 91 FOR 1HMJ-659	\$131.68
INV 901372	11/04/2022	CATERING FOR THURSDAY LATE NIGHT PROGRAM & WEEKEND	\$570.00
<b>EFT53474</b>	<b>13/05/2022</b>	<b>DERBY FUELS</b>	<b>\$760.00</b>
INV 903370	20/04/2022	CATERING FOR YOUTH SCHOOL HOLIDAY PROGRAM - 19/04/2022	\$760.00
<b>EFT53519</b>	<b>20/05/2022</b>	<b>DERBY FUELS</b>	<b>\$1,104.84</b>
INV 904734	25/04/2022	CATERING FOR YOUTH SCHOOL HOLIDAY PROGRAM - 21/04/2022	\$760.00
INV 905598	28/04/2022	100.03 L ULP FOR SMALL PLANT USE	\$215.56
INV 201967	28/04/2022	59.99 L ULP 91 FOR 1HMJ-659	\$129.28
<b>EFT53414</b>	<b>06/05/2022</b>	<b>DERBY HARDWARE MITRE10</b>	<b>\$4,906.13</b>
INV 10553614	07/04/2022	SUPPLY VARIOUS MATERIALS FOR DERBY POOL MAINTENANCE	\$967.15
INV 10553668	08/04/2022	1X (50 PK) 25MM TIMBER TYPE SCREWS	\$48.98
INV 10553835	11/04/2022	AUSSIE PUMP MONSOON SCUD 200-3 PHASE	\$3,890.00
<b>EFT53478</b>	<b>13/05/2022</b>	<b>DERBY HARDWARE MITRE10</b>	<b>\$165.09</b>
INV 10553918	13/04/2022	RETICULATION SUPPLIES	\$78.91
INV 10553989	14/04/2022	3X (50X PK) METAL TEK SCREWS	\$53.20
INV 10554072	19/04/2022	2X DUSTPANS ,1X BROOM FOR WORKSHOP	\$32.98
<b>EFT53524</b>	<b>20/05/2022</b>	<b>DERBY HARDWARE MITRE10</b>	<b>\$11.99</b>
INV 10554461	27/04/2022	SUPPLY 1X FILE S/EDGE 150MM	\$11.99

<b>EFT53410</b>	<b>06/05/2022</b>	<b>DERBY PROGRESSIVE SUPPLIES</b>	<b>\$2,521.99</b>
INV 040116	05/04/2022	PPE EQUIPMENT	\$1,410.75
INV 040117	05/04/2022	SUPPLY 5X (BOX OF 100) NITRILE EXTRA SHIELD GLOVES	\$121.64
INV 040413	08/04/2022	2X 15 KG WHITE RAGS	\$168.80
INV 040416	08/04/2022	16X 100 PACK ISOPROPYL SANITISING WIPES	\$820.80
<b>EFT53522</b>	<b>20/05/2022</b>	<b>DERBY PROGRESSIVE SUPPLIES</b>	<b>\$1,091.03</b>
INV 041076	21/04/2022	PROTECTIVE EQUIPMENT	\$447.89
INV 041518	28/04/2022	CLEANING SUPPLIES	\$643.14
<b>EFT53411</b>	<b>06/05/2022</b>	<b>DERBY REGIONAL HOSPITAL ( WA COUNTRY HEALTH SERVICE)</b>	<b>\$339.00</b>
INV N2114816	07/04/2022	PRE-EMPLOYMENT MEDICAL FOR NEW RECRUITMENT	\$339.00
<b>EFT53412</b>	<b>06/05/2022</b>	<b>DERBY STOCK SUPPLIES</b>	<b>\$165.00</b>
INV 13067637	26/04/2022	REMOVAL OF 1X ABANDONED VEHICLE FROM BOAB ST DERBY	\$165.00
<b>EFT53523</b>	<b>20/05/2022</b>	<b>DERBY STOCK SUPPLIES</b>	<b>\$550.00</b>
INV 13067700	15/05/2022	REMOVAL OF ABANDONED 1X JINKER TRAILER DERBY	\$550.00
<b>EFT53413</b>	<b>06/05/2022</b>	<b>DERBY TREE SERVICES</b>	<b>\$3,630.00</b>
INV 5803	26/04/2022	TREE LOPPING IN AND AROUND CLARENDON ST MEDIAN STRIP, DERBY	\$1,980.00
INV 5084	26/04/2022	TREE LOPPING NEAR AMBULANCE BAY, CLARENDON ST, DERBY	\$1,650.00
<b>EFT53477</b>	<b>13/05/2022</b>	<b>DIANE CHUNGALL (WALIBIRI)</b>	<b>\$12.00</b>
INV CSALE3004	30/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - APRIL 2022	\$12.00
<b>EFT53492</b>	<b>13/05/2022</b>	<b>DIVINE DROP ENTERPRISES PTY LTD T/AS MARSH PETROLEUM</b>	<b>\$18,480.00</b>
INV 0079	28/04/2022	10,000L DIESEL FOR MILLARD ST DEPOT	\$18,480.00
<b>EFT53415</b>	<b>06/05/2022</b>	<b>DWA INDUSTRIAL RESOURCES PTY LTD</b>	<b>\$3,599.20</b>
INV 02021556	08/04/2022	REPAIRS TO DERBY SWIMMING POOL COVER	\$1,597.20
INV 02021342	21/04/2022	FABRICATE GAS BOTTLE CRADLE FOR USE OF CO2 GAS FOR DRY ICE MAKING	\$2,002.00
<b>EFT53479</b>	<b>13/05/2022</b>	<b>DWA INDUSTRIAL RESOURCES PTY LTD</b>	<b>\$11,909.77</b>
INV 02021436	08/04/2022	REMOVAL OF OLD OFFICE DEMOUNTABLE BUILDING FROM DERBY DEPOT	\$3,784.00
INV 02021488	28/04/2022	REPAIRS TO 1ECX443 TEREX TRACTOR	\$8,125.77
<b>EFT53525</b>	<b>20/05/2022</b>	<b>DWA INDUSTRIAL RESOURCES PTY LTD</b>	<b>\$58,003.25</b>
INV 02021622	09/05/2022	CONSTRUCTION OF ACCESSIBLE RAMP AT WHARFINGER HOUSE	\$57,991.15
INV 02021624	11/05/2022	SUPPLY 1X1M FLAT BAR FOR 10KW	\$12.10
<b>EFT53500</b>	<b>13/05/2022</b>	<b>E &amp; MJ ROSHER PTY LTD</b>	<b>\$199.07</b>
INV 1442347	05/05/2022	SUPPLY PARTS FOR KUBOTA F3690 MOWER	\$199.07
<b>EFT53480</b>	<b>13/05/2022</b>	<b>ECO BEACH YARDOOGARRA</b>	<b>\$332.50</b>
INV CSALE3108	31/08/2021	CONSIGNMENT SALES - AUG 2021	\$332.50
<b>EFT53481</b>	<b>13/05/2022</b>	<b>ELDERS LIMITED (DERBY BRANCH)</b>	<b>\$5.39</b>
INV IY 78511	19/04/2022	2X ALLOY 50 MM CAMLOCKS	\$5.39
<b>EFT53567</b>	<b>27/05/2022</b>	<b>ELDERS LIMITED (DERBY BRANCH)</b>	<b>\$693.44</b>
INV IY 78406	07/04/2022	2X BAYER ROUNDUP ULTRAMAX 20L	\$693.44
<b>EFT53416</b>	<b>06/05/2022</b>	<b>EMILY CHEW</b>	<b>\$500.00</b>
INV REIMB2704	27/04/2022	BOND REFUND FOR HIRE OF FX GYM KEY	\$500.00
<b>EFT53417</b>	<b>06/05/2022</b>	<b>EVIE MOLSON</b>	<b>\$604.14</b>
INV REIMB0305	03/05/2022	UTILITY SUBSIDY	\$604.14
<b>EFT53418</b>	<b>06/05/2022</b>	<b>FITZROY HARDWARE PTY LTD</b>	<b>\$56.80</b>



INV 165200	12/04/2022	CLEANING SUPPLIES FOR COMMUNITY EVENTS BARBEQUE	\$56.80
<b>EFT53562</b>	<b>27/05/2022</b>	<b>G BISHOPS TRANSPORT SERVICES PTY LTD</b>	<b>\$150.68</b>
INV B167114	29/04/2022	FREIGHT FOR PO 75518	\$150.68
<b>EFT53419</b>	<b>06/05/2022</b>	<b>GEOFFREY ANDREW DAVIS</b>	<b>\$1,184.75</b>
INV ALLOW3004	30/04/2022	APRIL 2022 COUNCILLOR SITTING FEES	\$1,184.75
<b>EFT53421</b>	<b>06/05/2022</b>	<b>GEOFFREY CHARLES HAEREWA</b>	<b>\$8,050.54</b>
INV REIMB2804	28/04/2022	COUNCILLOR REIMBURSEMENT	\$776.29
INV ALLOW3004	30/04/2022	APRIL 2022 PRESIDENT SITTING FEES	\$7,274.25
<b>EFT53528</b>	<b>20/05/2022</b>	<b>GJ JOHNSON ELECTRICAL FITZROY CROSSING</b>	<b>\$748.00</b>
INV 1140	15/01/2022	REPAIRS TO POWER SUPPLY AT FITZROY CROSSING HANGERS ELECTRICAL PIT	\$748.00
<b>EFT53563</b>	<b>27/05/2022</b>	<b>GLASS CO KIMBERLEY</b>	<b>\$1,090.10</b>
INV 95526	29/04/2022	INSTALL SAFETY GLASS TO DOORS AT DERBY REC CENTRE	\$1,090.10
<b>EFT53529</b>	<b>20/05/2022</b>	<b>GREAT NORTHERN DEMOLITION PTY LTD</b>	<b>\$45,463.00</b>
INV 0353	26/04/2022	DEMOLITION COSTS OF DERBY WHARF CAFE	\$45,463.00
<b>EFT53484</b>	<b>13/05/2022</b>	<b>GREENFIELD TECHNICAL SERVICES</b>	<b>\$7,993.98</b>
INV 2424	18/04/2022	PROJECT MANAGEMENT AGRN907	\$1,625.80
INV 2425	18/04/2022	PROJECT MANAGEMENT AGRN907	\$2,203.03
INV 2426	18/04/2022	PROJECT MANAGEMENT AGRN907	\$2,198.90
INV 2429	18/04/2022	PROJECT MANAGEMENT AGRN951	\$1,966.25
<b>EFT53568</b>	<b>27/05/2022</b>	<b>GREENFIELD TECHNICAL SERVICES</b>	<b>\$3,865.41</b>
INV 2480	30/04/2022	SUBMISSION OF CLAIMS TO DFES FOR AGRN951	\$847.00
INV 2473	30/04/2022	PROJECT MANAGEMENT AGRN1013	\$3,018.41
<b>EFT53420</b>	<b>06/05/2022</b>	<b>GUNGALLA MACKAY PTY LTD (ATS ALL-CRETE)</b>	<b>\$9,218.00</b>
INV 34652	27/03/2022	SUPPLY AND DELIVER 150M3 BUSH GRAVEL	\$9,218.00
<b>EFT53566</b>	<b>27/05/2022</b>	<b>HARDMAN ENTERPRISES PL T/AS DERBY PLUMBING AND GAS</b>	<b>\$2,075.70</b>
INV 20404	16/05/2022	REPAIRED DAMAGED WATER FOUNTAIN AT DERBY YOUTH CENTRE	\$390.50
INV 20409	16/05/2022	REPAIRED GAS BOTTLE FITTING AT 13A HOLMAN ST DERBY	\$390.50
INV 20410	16/05/2022	REPAIRED WATER COOLER AT DERBY YOUTH CENTRE	\$434.50
INV 20411	16/05/2022	REPAIRED WATER LEAK AT DERBY SWIMMING POOL	\$489.50
INV 20435	17/05/2022	REPAIRED THE SHOWER AT 3/20 CLARENDON ST DERBY	\$370.70
<b>EFT53422</b>	<b>06/05/2022</b>	<b>HORIZON POWER - ACCOUNT PAYMENTS</b>	<b>\$113.38</b>
INV 416399	19/04/2022	11 CORKWOOD COURT, DERBY FOR 15/02/2022 TO 14/04/2022	\$113.38
<b>EFT53485</b>	<b>13/05/2022</b>	<b>HORIZON POWER - ACCOUNT PAYMENTS</b>	<b>\$31,721.66</b>
INV 523100	03/05/2022	CCTV AT BAOBAB WAY 01/04/2022 TO 30/04/2022	\$68.76
INV 220780	03/05/2022	1093 DERBY STREET LIGHTS - 01/04/2022 TO 30/04/2022	\$19,117.02
INV 517343	04/05/2022	LOC 26818 RESTAURANT & TOILETS AT WHARF RD, DERBY FOR 05/04/2022 TO 03/05/2022	\$124.24
INV 424950	04/05/2022	LOC 26818 WHARF RD, DERBY FOR 05/04/2022 TO 03/05/2022	\$54.43
INV 333902	04/05/2022	24 LOCH ST, DERBY FOR 05/04/2022 TO 03/05/2022	\$1,147.37
INV 166519	05/05/2022	ASHLEY ST, DERBY FOR THE PERIOD 06/04/2022 TO 04/05/2022	\$3,660.80
INV 312249	05/05/2022	LOT 143 DERBY HIGHWAY , DERBY FOR 06/04/2022 TO 04/05/2022	\$3,476.74
INV 321183	05/05/2022	30 CLARENDON ST, DERBY FOR 06/04/2022 TO 04/05/2022	\$4,072.30
<b>EFT53531</b>	<b>20/05/2022</b>	<b>HORIZON POWER - ACCOUNT PAYMENTS</b>	<b>\$6,862.77</b>
INV 172452	05/05/2022	199 FORREST RD, FX FOR 06/04/2022 TO 04/05/2022	\$3,942.14
INV 163546	11/05/2022	32 AIRPORT RD FITZROY CROSSING FOR 11/03/2022 TO 10/05/2022	\$2,404.47

INV 163224	11/05/2022	LOT 99999 FALLON RD FITZROY CROSSING FOR 11/03/2022 TO 10/05/2022	\$252.36
INV 203951	16/05/2022	3 LOCH STREET, DERBY FOR 16/03/2022 TO 13/05/2022	\$263.80
<b>EFT53569</b>	<b>27/05/2022</b>	<b>HORIZON POWER - ACCOUNT PAYMENTS</b>	<b>\$8,918.73</b>
INV 107820	02/05/2022	A/LOT 84 DURACK STREET CABBALLIN FOR 25/02/2022 TO 24/04/2022	\$328.68
INV 198764	10/05/2022	LOT 128 GN HIGHWAY FITZROY CROSSING FOR 09/04/2022 TO 09/05/2022	\$1,350.62
INV 401732	11/05/2022	UNIT 3/74 FALLON RD FITZROY CROSSING FOR 11/03/2022 TO 10/05/2022	\$530.14
INV 539113	11/05/2022	2/74 FALLON RD FITZROY CROSSING FOR 13/03/2022 TO 10/05/2022	\$677.37
INV 442971	18/05/2022	LOT 277(A) CLARENDON ST, DERBY FOR 18/03/2022 TO 17/05/2022	\$814.64
INV 104620	18/05/2022	LOT 277(B) CLARENDON ST, DERBY FOR 18/03/2022 TO 17/05/2022	\$174.37
INV 308420	18/05/2022	14 HARDMAN ST, DERBY FOR 18/03/2022 TO 17/05/2022	\$1,984.16
INV 328972	18/05/2022	30 JOHNSTON ST, DERBY FOR 18/03/2022 TO 17/05/2022	\$2,675.33
INV 406063	23/05/2022	20 CLARENDON ST, DERBY FOR 23/03/2022 TO 20/05/2022	\$67.61
INV 340889	23/05/2022	55 CLARENDON ST, DERBY FOR 23/03/2022 TO 20/05/2022	\$131.78
INV 416000	23/05/2022	UNIT 6/20 CLARENDON ST, DERBY FOR 23/03/2022 TO 20/05/2022	\$184.03
<b>EFT53530</b>	<b>20/05/2022</b>	<b>HUTCHINSON REAL ESTATE (RENT)</b>	<b>\$116.15</b>
INV REIMB1805	18/05/2022	PAYMENT MADE IN ERROR VIA B-PAY	\$116.15
<b>EFT53550</b>	<b>20/05/2022</b>	<b>ILLION TENDERLINK</b>	<b>\$180.40</b>
INV 4398609	21/04/2022	PUBLIC TENDER ADVERTISING SDWK-1016400	\$180.40
<b>EFT53423</b>	<b>06/05/2022</b>	<b>INTEGRITY COACHLINES (AUST) PTY LTD</b>	<b>\$395.76</b>
INV 13120	15/04/2022	BUS TICKETS	\$395.76
<b>EFT53570</b>	<b>27/05/2022</b>	<b>INTEGRITY COACHLINES (AUST) PTY LTD</b>	<b>\$115.60</b>
INV 13150	15/05/2022	BUS TICKET	\$115.60
<b>EFT53533</b>	<b>20/05/2022</b>	<b>IPEC PTY LTD</b>	<b>\$1,669.71</b>
INV P69062090	01/05/2022	TRANSPORTATION OF PUBLIC HEALTH MATERIALS	\$1,669.71
<b>EFT53532</b>	<b>20/05/2022</b>	<b>ISAAC BUCKLE</b>	<b>\$602.68</b>
INV REIMB1705	17/05/2022	UTILITY SUBSIDY	\$602.68
<b>EFT53572</b>	<b>27/05/2022</b>	<b>ITVISION</b>	<b>\$1,100.00</b>
INV 36729	30/04/2022	CHANGES TO SDWK INVOICE AND STATEMENT TEMPLATES	\$1,100.00
<b>EFT53586</b>	<b>27/05/2022</b>	<b>IXOM</b>	<b>\$163.68</b>
INV 6520830	30/04/2022	APRIL 2022 - MONTHLY CL2 GAS SERVICE FEE	\$163.68
<b>EFT53486</b>	<b>13/05/2022</b>	<b>JANICE PETERSEN</b>	<b>\$48.00</b>
INV CSALE3004	30/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - APRIL 2022	\$48.00
<b>EFT53487</b>	<b>13/05/2022</b>	<b>JESSICA JUBB</b>	<b>\$52.00</b>
INV CSALE3004	30/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - APRIL 2022	\$52.00
<b>EFT53534</b>	<b>20/05/2022</b>	<b>JIA CONTRACTING SERVICES</b>	<b>\$2,017.98</b>
INV 0420	28/04/2022	SUPPLY & INSTALL 1X HWU AT 2 HOLMAN ST DERBY	\$2,017.98
<b>EFT53535</b>	<b>20/05/2022</b>	<b>JILA PLUMBING</b>	<b>\$5,894.60</b>
INV 4465	29/04/2022	REPAIRED THE WATER LEAK ON FX OVAL	\$78.10
INV 4467	29/04/2022	REPAIRED AND RELOCATED EXTERNAL TAP AT FXVC	\$995.50
INV 4468	29/04/2022	SUPPLIED AND INSTALLED HWU AT FX REC CENTRE	\$2,909.50
INV 4478	30/04/2022	REPAIRED LEAKS TO FX PUBLIC TOILETS	\$1,911.50
<b>EFT53543</b>	<b>20/05/2022</b>	<b>JP GAULT PTY LTD</b>	<b>\$11,300.58</b>

INV 0323	30/04/2022	CLEANING OF DERBY CIVIC CENTRE FOR APRIL 2022	\$11,300.58
<b>EFT53488</b>	<b>13/05/2022</b>	<b>JULIE ANNE EVERSON</b>	<b>\$16.00</b>
INV CSALE3004	30/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - APRIL 2022	\$16.00
<b>EFT53489</b>	<b>13/05/2022</b>	<b>K. K. ANDERSON</b>	<b>\$57.60</b>
INV CSALE3004	30/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - APRIL 2022	\$57.60
<b>EFT53427</b>	<b>06/05/2022</b>	<b>KAREN MARIE RULE</b>	<b>\$500.00</b>
INV REIMB2704	27/04/2022	BOND REFUND FOR HIRE OF SDWK OVAL KEY	\$500.00
<b>EFT53425</b>	<b>06/05/2022</b>	<b>KEITH BEDFORD</b>	<b>\$2,097.27</b>
INV TRAVEL-1404	28/04/2022	TRAVEL REIMBURSEMENT	\$542.44
INV ALLOW3004	30/04/2022	APRIL 2022 COUNCILLOR SITTING FEES	\$1,554.83
<b>EFT53431</b>	<b>06/05/2022</b>	<b>KELSEY LAIRD</b>	<b>\$55.77</b>
INV REIMB2704	27/04/2022	UTILITY SUBSIDY	\$55.77
<b>EFT53575</b>	<b>27/05/2022</b>	<b>KENNEDY INVESTMENTS WA P/L (LANCELIN BOBCAT HIRE)</b>	<b>\$18,612.00</b>
INV 500	18/05/2022	REMOVAL OF DEBRIS AND CONSTRUCTION OF WHEELCHAIR ACCESS RAMP TO DERBY WHARF CAFE	\$18,612.00
<b>EFT53440</b>	<b>06/05/2022</b>	<b>KIMBERLEY COUNTRY DEPARTMENT STORE</b>	<b>\$984.19</b>
INV DB3122	12/04/2022	STAFF UNIFORMS	\$200.00
INV DB2701	21/04/2022	STAFF UNIFORMS	\$256.39
INV DB2804	21/04/2022	STAFF UNIFORMS	\$216.40
INV DB2865	21/04/2022	STAFF UNIFORMS	\$311.40
<b>EFT53585</b>	<b>27/05/2022</b>	<b>KIMBERLEY COUNTRY DEPARTMENT STORE</b>	<b>\$3,122.81</b>
INV DB2937	11/04/2022	STAFF UNIFORMS	\$891.50
INV DB2640	02/05/2022	STAFF UNIFORMS	\$406.92
INV DB2765	02/05/2022	STAFF UNIFORMS	\$563.99
INV DB3603	10/05/2022	STAFF UNIFORMS	\$195.00
INV DB3605	10/05/2022	STAFF UNIFORMS	\$240.00
INV DB2805	16/05/2022	STAFF UNIFORMS	\$221.40
INV DB3854	19/05/2022	STAFF UNIFORMS	\$240.00
INV DB2864	21/05/2022	STAFF UNIFORMS	\$364.00
<b>EFT53536</b>	<b>20/05/2022</b>	<b>KIMBERLEY HOME ELECTRICAL</b>	<b>\$159.85</b>
INV 22-00023760	03/05/2022	SUPPLY 2X 128GB ULTRA MICRO SD & 1X 12PK AA BATTERIES	\$159.85
<b>EFT53573</b>	<b>27/05/2022</b>	<b>KIMBERLEY HOME ELECTRICAL</b>	<b>\$447.95</b>
INV 22-00026484	16/05/2022	SUPPLY 2X TELSTRA NOKIA G20 PHONES & 1X NOKIA G20 COVER	\$447.95
<b>EFT53513</b>	<b>20/05/2022</b>	<b>KIMBERLEY PHARMACY SERVICES PTY LTD</b>	<b>\$1,956.92</b>
INV 4839	09/02/2022	SUPPLIES FOR YOUTH SERVICES	\$198.15
INV 5234	15/02/2022	SUPPLY GROOMING AND MAKE UP ITEMS FOR GIRLS PROGRAM	\$1,663.90
INV 12352	05/05/2022	SUPPLY INSECT REPELLENT PRODUCTS FOR DERBY YOUTH SERVICES	\$94.87
<b>EFT53574</b>	<b>27/05/2022</b>	<b>KIMBERLEY RENAL SERVICES PTY LTD</b>	<b>\$300.00</b>
INV REIMB2405	24/05/2022	BOND REFUND FOR HIRE OF SDWK COUNCIL CHAMBERS	\$300.00
<b>EFT53426</b>	<b>06/05/2022</b>	<b>KMART AUSTRALIA LIMITED</b>	<b>\$2,831.40</b>
INV 016742	14/01/2022	GAMING CONSOLES, APPAREL AND MISC. GOODS FOR YOUTH SERVICES, DERBY	\$679.40
INV 016768	14/01/2022	GAMING CONSOLES, APPAREL AND MISC. GOODS FOR YOUTH SERVICES, DERBY	\$941.00
INV 016750	14/01/2022	GAMING CONSOLES, APPAREL AND MISC. GOODS FOR YOUTH SERVICES, DERBY	\$873.00

INV 016776	14/01/2022	GAMING CONSOLES, APPAREL AND MISC. GOODS FOR YOUTH SERVICES, DERBY	\$12.00
INV 016734	14/01/2022	GAMING CONSOLES, APPAREL AND MISC. GOODS FOR YOUTH SERVICES, DERBY	\$326.00
<b>EFT53538</b>	<b>20/05/2022</b>	<b>KW REFRIGERATION &amp; A/C</b>	<b>\$180.00</b>
INV 2061	26/04/2022	SERVICE AIR CONDITIONING UNITS AT DERBY LIBRARY	\$180.00
<b>EFT53539</b>	<b>20/05/2022</b>	<b>KW TILT &amp; TOW</b>	<b>\$880.00</b>
INV T117	09/05/2022	RETRIEVAL OF ABANDONED VEHICLE	\$880.00
<b>EFT53521</b>	<b>20/05/2022</b>	<b>LANDGATE (WA LAND INFORMATION AUTHORITY)</b>	<b>\$111.70</b>
INV 374275	28/04/2022	MINIMUM CHARGE - MINING TENEMENT	\$41.30
INV 374326	28/04/2022	MINIMUM CHARGE - GROSS RENTAL VALUATION	\$70.40
<b>EFT53576</b>	<b>27/05/2022</b>	<b>LINDA DEHAAN</b>	<b>\$70.00</b>
INV REIMB2405	24/05/2022	REFUND OF BOND FOR CAT TRAP	\$70.00
<b>EFT53430</b>	<b>06/05/2022</b>	<b>LO-GO APPOINTMENTS</b>	<b>\$735.86</b>
INV 425680	12/04/2022	RANGER CONTRACTING SERVICES FOR THE WEEK ENDING 09/04/2022	\$735.86
<b>EFT53428</b>	<b>06/05/2022</b>	<b>LOOMA COMMUNITY INCORPORATED</b>	<b>\$21,879.00</b>
INV 3704	20/01/2022	HOUSEHOLD RUBBISH COLLECTION - CAMBALLIN FOR JULY - DEC 2021	\$14,586.00
INV 3726	11/04/2022	HOUSEHOLD RUBBISH COLLECTION - CAMBALLIN FOR JAN - MARCH 2022	\$7,293.00
<b>EFT53504</b>	<b>13/05/2022</b>	<b>LYNDA COBB-MARTIN</b>	<b>\$20.00</b>
INV CSALE3004	30/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - APRIL 2022	\$20.00
<b>EFT53432</b>	<b>06/05/2022</b>	<b>LYNETTE EVANS</b>	<b>\$2,351.93</b>
INV TRAVEL-3103	28/04/2022	TRAVEL REIMBURSEMENT	\$797.10
INV ALLOW3004	30/04/2022	APRIL 2022 COUNCILLOR SITTING FEES	\$1,554.83
<b>EFT53577</b>	<b>27/05/2022</b>	<b>MAJOR MOTORS PTY LTD</b>	<b>\$522.50</b>
INV 1195536	02/05/2022	1X MAGTRONIC 24V COIL FOR CANTER 1EIQ598	\$522.50
<b>EFT53433</b>	<b>06/05/2022</b>	<b>MANAGED IT PTY LTD</b>	<b>\$9,724.88</b>
INV 134185	22/03/2022	4X MICROSOFT SURFACE 4 FOR BUSINESS LAPTOPS	\$9,724.88
<b>EFT53491</b>	<b>13/05/2022</b>	<b>MANAGED IT PTY LTD</b>	<b>\$27,125.97</b>
INV 136149	01/05/2022	SERVER ESSENTIALS MONTHLY SUBSCRIPTION COVERAGE - MAY 2022	\$21,068.08
INV 136150	01/05/2022	MANAGED LICENSES FOR MAY 2022	\$6,057.89
<b>EFT53580</b>	<b>27/05/2022</b>	<b>MANAGED IT PTY LTD</b>	<b>\$698.76</b>
INV 136565	11/05/2022	FORTIGATE-60E UTP LICENSE RENEWAL	\$698.76
<b>EFT53490</b>	<b>13/05/2022</b>	<b>MANGKAJA ARTS RESOURCE AGENCY</b>	<b>\$80.00</b>
INV CSALE3004	30/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - APRIL 2022	\$80.00
<b>EFT53578</b>	<b>27/05/2022</b>	<b>MARAMARA (WA) PTY LTD</b>	<b>\$199,230.37</b>
INV 24450	30/04/2022	AREA 4 MAINTENANCE GRADING AS PER CONTRACT C01-2021	\$199,230.37
<b>EFT53448</b>	<b>06/05/2022</b>	<b>MARIA MATTHEWS T/AS MR &amp; MRS POTATO HEAD</b>	<b>\$1,920.00</b>
INV 62	25/04/2022	CATERING FOR LATE NIGHT PROGRAM 20/04/2022	\$960.00
INV 63	25/04/2022	CATERING FOR LATE NIGHT PROGRAM 22/04/2022	\$960.00
<b>EFT53549</b>	<b>20/05/2022</b>	<b>MARIA MATTHEWS T/AS MR &amp; MRS POTATO HEAD</b>	<b>\$1,920.00</b>
INV 64	16/05/2022	CATERING FOR LATE NIGHT PROGRAM 06/05/2022	\$720.00
INV 65	16/05/2022	CATERING FOR LATE NIGHT PROGRAM 13/05/2022	\$1,200.00
<b>EFT53579</b>	<b>27/05/2022</b>	<b>MARKET CREATIONS AGENCY PTY LTD</b>	<b>\$2,310.00</b>

INV II35-2	29/04/2022	ADDITIONAL WEBSITE MAINTENANCE AND SUPPORT HOURS	\$2,310.00
<b>EFT53542</b>	<b>20/05/2022</b>	<b>MARKETFORCE</b>	<b>\$1,536.07</b>
INV 43317	27/04/2022	T3-2022 ADVERTISING OF TENDERS	\$273.90
INV 43320	27/04/2022	T3-2022 ADVERTISING OF TENDERS	\$376.11
INV 43321	27/04/2022	T1-2022 ADVERTISING OF DERBY TOWN SITE RESEALS	\$328.15
INV 43318	27/04/2022	T1-2022 ADVERTISING OF DERBY TOWN SITE RESEALS	\$239.36
INV 43319	27/04/2022	LOT 536 DELEWARR ST, DERBY IN THE WEST AUSTRALIAN 11/04/2022	\$318.55
<b>EFT53494</b>	<b>13/05/2022</b>	<b>MARNINWARNTIKURA WOMEN'S RESOURCE CENTRE</b>	<b>\$56.00</b>
INV CSALE3004	30/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - APRIL 2022	\$56.00
<b>EFT53434</b>	<b>06/05/2022</b>	<b>MAVERICK HARVEY</b>	<b>\$46.68</b>
INV REIMB2704	27/04/2022	STAFF REIMBURSEMENT	\$46.68
<b>EFT53435</b>	<b>06/05/2022</b>	<b>MCLEODS BARRISTERS &amp; SOLICITORS</b>	<b>\$3,268.83</b>
INV 123545	30/03/2022	LEGAL ADVICE FOR SALE OF LAND FOR UNPAID RATES	\$778.60
INV 123844	31/03/2022	LEGAL SUPPORT IN THE CASE OF DOG ATTACK	\$2,490.23
<b>EFT53581</b>	<b>27/05/2022</b>	<b>MCLEODS BARRISTERS &amp; SOLICITORS</b>	<b>\$4,132.11</b>
INV 124196	29/04/2022	SUB LEASE OF DERBY WHARF	\$2,606.61
INV 124210	29/04/2022	LEGAL ADVICE FOR SALE OF LAND FOR UNPAID RATES	\$516.65
INV 124294	29/04/2022	LEGAL SUPPORT IN THE CASE OF DOG ATTACK	\$1,008.85
<b>EFT53526</b>	<b>20/05/2022</b>	<b>MEGAN NESHODA</b>	<b>\$451.35</b>
INV REIMB1705	17/05/2022	UTILITY SUBSIDY	\$451.35
<b>EFT53483</b>	<b>13/05/2022</b>	<b>MOODS OF THE KIMBERLEY</b>	<b>\$178.12</b>
INV CSALE3004	30/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - APRIL 2022	\$178.12
<b>EFT53582</b>	<b>27/05/2022</b>	<b>MOORE AUSTRALIA (TAX)</b>	<b>\$2,860.00</b>
INV 423969	30/04/2022	COMPILATION OF FINANCIAL STATEMENTS AND BAS - MARCH 2022	\$2,860.00
<b>EFT53438</b>	<b>06/05/2022</b>	<b>NEIL HARTLEY</b>	<b>\$274.80</b>
INV REIMB0305	03/05/2022	STAFF REIMBURSEMENT	\$274.80
<b>EFT53437</b>	<b>06/05/2022</b>	<b>NGIYALI ROADHOUSE</b>	<b>\$765.70</b>
INV 1235034	08/04/2022	155.17 L ULP FOR SMALL PLANT	\$347.43
INV 1235440	11/04/2022	SUPPLY 99.99 L DIESEL FOR 11KW	\$219.88
INV 654424	11/04/2022	SUPPLY 5.65 L DIESEL FOR TRACTOR 1DUN903	\$12.42
INV 654420	11/04/2022	SUPPLY 85.57 L DIESEL FOR KW31	\$185.97
<b>EFT53537</b>	<b>20/05/2022</b>	<b>NORTH REGIONAL TAFE</b>	<b>\$345.24</b>
INV I0017692	28/04/2022	STAFF TRAINING	\$278.30
INV I0017693	28/04/2022	STAFF TRAINING	\$66.94
<b>EFT53495</b>	<b>13/05/2022</b>	<b>NORTH WEST LOCKSMITH</b>	<b>\$160.00</b>
INV 25375	26/04/2022	1X KEY CUT TO CODE AND SERVICE LOCKS FOR 12KW	\$160.00
<b>EFT53496</b>	<b>13/05/2022</b>	<b>NORWESCOM TELECOMMUNICATIONS</b>	<b>\$132.00</b>
INV 50084	06/05/2022	ALARM MONITORING FOR FITZROY CROSSING - APRIL 2022	\$66.00
INV 50085	06/05/2022	ALARM MONITORING FOR DERBY - APRIL 2022	\$66.00
<b>EFT53466</b>	<b>13/05/2022</b>	<b>OFFICE NATIONAL BROOME ( THE BOSS SHOP)</b>	<b>\$219.58</b>
INV 1035241	21/04/2022	SERVICE CONTRACT FOR KONICA C360I AND CANON IRADVXC5840I	\$219.58
<b>EFT53441</b>	<b>06/05/2022</b>	<b>OFFICE STAR</b>	<b>\$568.56</b>
INV 58668	21/03/2022	TRAVEL CHARGE FOR SERVICE TO RICOH C2000 ID 790	\$167.50
INV 58646	30/03/2022	SERVICE AGREEMENT FOR RICOH IM C2000 ID 790	\$401.06

<b>EFT53497</b>	<b>13/05/2022</b>	<b>OFFICE STAR</b>	<b>\$827.12</b>
INV 58361	11/03/2022	1X RICOH SP 3710 BLACK TONER	\$293.40
INV 58868	02/05/2022	SERVICE AGREEMENT FOR RICOH IM 2000 ID 791	\$533.72
<b>EFT53592</b>	<b>27/05/2022</b>	<b>OPTIC SECURITY GROUP NORWEST</b>	<b>\$3,008.50</b>
INV 213127	17/05/2022	REPAIR WORKS TO FITZROY CROSSING STREETS CCTV	\$3,008.50
<b>EFT53439</b>	<b>06/05/2022</b>	<b>ORD AGRICULTURAL EQUIPMENT</b>	<b>\$1,425.27</b>
INV OA12077	12/04/2022	SUPPLY BLADES FOR KUBOTA F3690 FRONT OUT MOWER	\$1,425.27
<b>EFT53584</b>	<b>27/05/2022</b>	<b>ORD AGRICULTURAL EQUIPMENT</b>	<b>\$2,205.47</b>
INV OA12291	01/05/2022	SUPPLY 12X GASKETS AND PLUGS FOR KUBOTA F3690	\$104.60
INV OA12258	01/05/2022	SUPPLY PARTS FOR KUBOTA F3690 FRONT OUT MOWER	\$2,100.87
<b>EFT53436</b>	<b>06/05/2022</b>	<b>OUTBACK ELECTRICAL &amp; AIRCON SERVICES</b>	<b>\$137.50</b>
INV 4944	12/04/2022	REPAIRED FAULTY RETIC CONTROL BOX EXTERNAL TO DERBY ADMIN	\$137.50
<b>EFT53493</b>	<b>13/05/2022</b>	<b>OUTBACK ELECTRICAL &amp; AIRCON SERVICES</b>	<b>\$275.00</b>
INV 4880	18/03/2022	EMERGENCY CALL OUT AND MINOR REPAIRS AT DERBY RODEO GROUNDS	\$275.00
<b>EFT53583</b>	<b>27/05/2022</b>	<b>OUTBACK ELECTRICAL &amp; AIRCON SERVICES</b>	<b>\$137.50</b>
INV 4989	04/05/2022	REPAIRED OPTI-DRIVE POOL CONTROLLER AT DERBY SWIMMING POOL	\$137.50
<b>EFT53443</b>	<b>06/05/2022</b>	<b>PATRICIA LISA RILEY</b>	<b>\$1,554.83</b>
INV ALLOW3004	30/04/2022	APRIL 2022 COUNCILLOR SITTING FEES	\$1,554.83
<b>EFT53544</b>	<b>20/05/2022</b>	<b>PAUL BETAMBEAU</b>	<b>\$88.00</b>
INV 1753	12/05/2022	REPAIRS TO DOOR NEAR ENTRANCE OF DERBY CIVIC CENTRE	\$88.00
<b>EFT53444</b>	<b>06/05/2022</b>	<b>PAUL LESLIE WHITE</b>	<b>\$1,554.83</b>
INV ALLOW3004	30/04/2022	APRIL 2022 COUNCILLOR SITTING FEES	\$1,554.83
<b>EFT53545</b>	<b>20/05/2022</b>	<b>PEARL COAST DISTRIBUTORS</b>	<b>\$488.20</b>
INV SI117619	09/05/2022	11X CTNS PETERS ICE CREAMS FOR DERBY SWIMMING POOL KIOSK	\$488.20
<b>EFT53442</b>	<b>06/05/2022</b>	<b>PETER JOHN MCCUMSTIE</b>	<b>\$2,861.66</b>
INV ALLOW3004	30/04/2022	APRIL 2022 COUNCILLOR SITTING FEES	\$2,861.66
<b>EFT53587</b>	<b>27/05/2022</b>	<b>PILA GROUP PTY LTD</b>	<b>\$181.50</b>
INV 28669	02/05/2022	SUPPLY 3X FLAGPOLE DOOR & KEY SET	\$181.50
<b>EFT53498</b>	<b>13/05/2022</b>	<b>PILBARA FISH TRUCK - SCOTTJENNY PTY LTD</b>	<b>\$535.00</b>
INV REIMB1105	11/05/2022	REIMBURSEMENT OF TRADERS PERMIT APPLICATION	\$535.00
<b>EFT53546</b>	<b>20/05/2022</b>	<b>R D A KIMBERLEY (REGIONAL DEVELOPMENT AUSTRALIA)</b>	<b>\$2,200.00</b>
INV 0200	16/05/2022	ID ECONOMIC PLATFORM 2022-2023	\$2,200.00
<b>EFT53588</b>	<b>27/05/2022</b>	<b>RALSTON BAY HOLDINGS PTY LTD</b>	<b>\$3,978.00</b>
INV A105390	20/05/2022	RATES REFUND FOR ASSESSMENT A105390	\$3,978.00
<b>EFT53445</b>	<b>06/05/2022</b>	<b>RED SAND SPARES</b>	<b>\$330.00</b>
INV 22-00000080	05/04/2022	2X HEAVY DUTY 20-60L DRUM TROLLEYS	\$330.00
<b>EFT53499</b>	<b>13/05/2022</b>	<b>RED SAND SPARES</b>	<b>\$35.00</b>
INV 22-00000124	14/04/2022	1X MCNAUGHT PUMP FILTER FUEL/WATER CARTRIDGE FOR FX DEPOT	\$35.00
<b>EFT53589</b>	<b>27/05/2022</b>	<b>ROBERT SIMONS</b>	<b>\$694.18</b>
INV REIMB1905	19/05/2022	UTILITY SUBSIDY	\$694.18
<b>EFT53447</b>	<b>06/05/2022</b>	<b>ROWENA MOUDA</b>	<b>\$1,554.83</b>
INV ALLOW3004	30/04/2022	APRIL 2022 COUNCILLOR SITTING FEES	\$1,554.83
<b>EFT53446</b>	<b>06/05/2022</b>	<b>RUVIMBO MUKUCHAMANO</b>	<b>\$57.75</b>

INV REIMB2704	27/04/2022	STAFF REIMBURSEMENT	\$57.75
<b>EFT53547</b>	<b>20/05/2022</b>	<b>RUVIMBO MUKUCHAMANO</b>	<b>\$623.21</b>
INV REIMB1705	17/05/2022	UTILITY SUBSIDY	\$623.21
<b>EFT53501</b>	<b>13/05/2022</b>	<b>SCANDALOUS SCENTS</b>	<b>\$27.20</b>
INV CSALE3004	30/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - APRIL 2022	\$27.20
<b>EFT53548</b>	<b>20/05/2022</b>	<b>SKIPPERS CLEANING SERVICES</b>	<b>\$17,626.40</b>
INV 1443	30/04/2022	CLEANING OF VARIOUS SHIRE OFFICES - APRIL 2022	\$10,560.00
INV 1444	30/04/2022	CLEANING OF PRESIDENT'S OFFICE - APRIL 2022	\$484.00
INV 1449	30/04/2022	CLEANING OF VARIOUS SHIRE OFFICES - APRIL 2022	\$6,582.40
<b>EFT53591</b>	<b>27/05/2022</b>	<b>SPORTSPOWER BROOME</b>	<b>\$570.00</b>
INV 22-00011376	19/05/2022	SPORTING EQUIPMENT FOR THE FITZROY CROSSING YOUTH PROGRAMS	\$570.00
<b>EFT53515</b>	<b>20/05/2022</b>	<b>STACEY DAVIES</b>	<b>\$765.73</b>
INV REIMB1705	17/05/2022	UTILITY SUBSIDY	\$765.73
<b>EFT53540</b>	<b>20/05/2022</b>	<b>STATE LIBRARY OF WA</b>	<b>\$1,500.00</b>
INV RI031865	06/05/2022	REPAYMENT OF LIBRARY PRIORITY ALLOCATION 2021/22	\$1,500.00
<b>EFT53449</b>	<b>06/05/2022</b>	<b>TANIA FROMONT</b>	<b>\$111.00</b>
INV REIMB0305	03/05/2022	STAFF REIMBURSEMENT	\$111.00
<b>EFT53451</b>	<b>06/05/2022</b>	<b>TARUNDA SUPERMARKET</b>	<b>\$389.84</b>
INV 40139129	01/04/2022	STAFF AMENITIES FOR FXVC	\$100.00
INV 30136835	27/04/2022	FX YOUTH FUSION HOLIDAY PROGRAM 28/04/2022 TO 30/04/2022	\$289.84
<b>EFT53502</b>	<b>13/05/2022</b>	<b>TARUNDA SUPERMARKET</b>	<b>\$596.45</b>
INV 10165112	03/05/2022	MORNING TEA - STAFF FAREWELL	\$119.92
INV 40140664	05/05/2022	SUPPLIES FOR FX YOUTH FUSION PROGRAM	\$74.23
INV 30138555	05/05/2022	SUPPLIES FOR FX YOUTH FUSION PROGRAM	\$308.80
INV 30138667	06/05/2022	STAFF AMENITIES FOR FXVC	\$93.50
<b>EFT53594</b>	<b>27/05/2022</b>	<b>TARUNDA SUPERMARKET</b>	<b>\$187.99</b>
INV 40141330	18/05/2022	SUPPLIES FOR FX NATIONAL VOLUNTEERS WEEK APPRECIATION DINNER	\$187.99
<b>EFT53450</b>	<b>06/05/2022</b>	<b>TELSTRA CORPORATION</b>	<b>\$18,319.35</b>
INV 0463459000	12/03/2022	LANDLINE AND INTERNET - MARCH 2022	\$2,443.35
INV 1718873800	27/03/2022	SERVICES AND EQUIPMENT RENTAL TO 19/04/2022	\$74.94
INV 4275260810	27/03/2022	SATELLITE PHONE BILL - MARCH 2022	\$405.00
INV 0463459000	12/04/2022	LANDLINE AND INTERNET - APRIL 2022	\$14,916.12
INV 1718873800	27/04/2022	SERVICES AND EQUIPMENT RENTAL TO 19/05/2022	\$74.94
INV 4275260810	27/04/2022	SATELLITE PHONE BILL - APRIL 2022	\$405.00
<b>EFT53593</b>	<b>27/05/2022</b>	<b>TELSTRA CORPORATION</b>	<b>\$16,940.49</b>
INV 0463459000	12/05/2022	LANDLINE AND INTERNET - MAY 2022	\$16,940.49
<b>EFT53429</b>	<b>06/05/2022</b>	<b>THE PIER GROUP PTY LTD T/AS CS LEGAL</b>	<b>\$3,007.90</b>
INV 030785	22/03/2022	PROFESSIONAL FEES FOR RATES ARREARS	\$500.50
INV 030976	29/04/2022	PROFESSIONAL FEES FOR LGA SALE	\$440.00
INV 030978	29/04/2022	PROFESSIONAL FEES FOR LGA SALE	\$363.00
INV 030980	29/04/2022	PROFESSIONAL FEES FOR LGA SALE	\$1,594.40
INV 030995	29/04/2022	PROFESSIONAL FEES FOR RATES ARREARS	\$110.00
<b>EFT53552</b>	<b>20/05/2022</b>	<b>TOTALLY WORK WEAR - BROOME</b>	<b>\$2,775.00</b>
INV 21-00016399	25/03/2022	SUPPLY PROMOTIONAL HEADWEAR FOR DERBY HEALTH SERVICES	\$2,775.00

<b>EFT53452</b>	<b>06/05/2022</b>	<b>TRAVELWORLD BROOME</b>	<b>\$738.00</b>
INV I000034108	26/04/2022	STAFF RETURN FLIGHTS - PTH TO BME	\$738.00
<b>EFT53553</b>	<b>20/05/2022</b>	<b>VANDERFIELD - RDO EQUIPMENT PTY LTD</b>	<b>\$1,411.39</b>
INV PE6885	29/04/2022	SERVICE OF JOHN DEERE TRACTOR KW9	\$1,328.89
INV PE6886	29/04/2022	FREIGHT EX RDO EQUIPMENT FOR KW9 TRACTOR PARTS	\$82.50
<b>EFT53455</b>	<b>06/05/2022</b>	<b>VISION POWER PTY LTD</b>	<b>\$1,337.60</b>
INV 13439	09/04/2022	ELECTRICAL REPAIRS TO EMERGENCY & SMOKE ALARMS AT DERBY YOUTH CENTRE	\$1,337.60
<b>EFT53554</b>	<b>20/05/2022</b>	<b>VISION POWER PTY LTD</b>	<b>\$214.50</b>
INV 13555	28/04/2022	DIAGNOSE OVEN FAULT FOR REPAIRS AT FX REC. CENTRE KITCHEN	\$214.50
<b>EFT53595</b>	<b>27/05/2022</b>	<b>VISION POWER PTY LTD</b>	<b>\$264.00</b>
INV 13580	02/05/2022	ELECTRICAL REPAIRS ON DERBY WHARF LINE	\$264.00
<b>EFT53457</b>	<b>06/05/2022</b>	<b>WATTLEUP TRACTORS</b>	<b>\$1,410.77</b>
INV 1284008	29/03/2022	SUPPLY PARTS FOR REPAIRS OF KW37 MF 5420	\$1,410.77
<b>EFT53456</b>	<b>06/05/2022</b>	<b>WATTNOW ELECTRICAL</b>	<b>\$209.00</b>
INV 10471	24/03/2022	INVESTIGATION OF PHONE AND PRINTER ISSUES AT SDWK LIBRARY	\$209.00
<b>EFT53555</b>	<b>20/05/2022</b>	<b>WATTNOW ELECTRICAL</b>	<b>\$287.28</b>
INV 10578	27/04/2022	INVESTIGATE LIGHT SENSOR ISSUES TOILET AT DERBY LIBRARY	\$132.00
INV 10616	09/05/2022	REPAIRED DOWNLIGHT AT 3/20 CLARENDON ST DERBY	\$155.28
<b>EFT53541</b>	<b>20/05/2022</b>	<b>WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION</b>	<b>\$3,300.00</b>
INV I3093005	28/04/2022	WALGA ELEARNING SUBSCRIPTION FOR SDWK COUNCILLORS	\$3,300.00
<b>EFT53470</b>	<b>13/05/2022</b>	<b>WINC</b>	<b>\$47.65</b>
INV 9038988518	13/04/2022	STATIONARY ITEMS FOR DERBY DEPOT	\$47.65
<b>EFT53458</b>	<b>06/05/2022</b>	<b>WOOLWORTHS PTY LIMITED</b>	<b>\$353.14</b>
INV 4451657	11/03/2022	SUPPLIES FOR SUGAR SCRUB AND ICE ACTIVITY DERBY YOUTH CENTRE	\$299.24
INV 4451835	22/04/2022	MORNING TEA SUPPLIES FOR APRIL 22 JUNIOR SCHOOL HOLIDAY PROGRAM	\$53.90
<b>EFT53556</b>	<b>20/05/2022</b>	<b>WOOLWORTHS PTY LIMITED</b>	<b>\$434.18</b>
INV 4451427	06/05/2022	DERBY SWIMMING POOL SUPPLIES	\$235.70
INV 4451437	09/05/2022	SUPPLIES FOR DERBY YOUTH CENTRE DERBY	\$198.48
<b>EFT53596</b>	<b>27/05/2022</b>	<b>WURTH AUSTRALIA PTY LTD</b>	<b>\$344.71</b>
INV 4320029101	07/04/2022	SUPPLY 1X SOLVENT PUMP SPRAY BOTTLE	\$344.71
<b>EFT53505</b>	<b>13/05/2022</b>	<b>YVONNE BAUER</b>	<b>\$32.00</b>
INV CSALE3004	30/04/2022	FITZROY CROSSING COMMISSION ARTIST SALES - APRIL 2022	\$32.00
		<b>TOTAL</b>	<b>\$2,231,575.02</b>

### CHQ PAYMENTS – MUNI ACCOUNT

CHEQUE NO	DATE	INVOICE DESCRIPTION	AMOUNT
<b>54853</b>	<b>16/05/2022</b>	<b>WATER CORPORATION</b>	<b>\$36,773.38</b>
INV 9018700655	05/01/2022	CENTRE AT FLYNN DRIVE FX FOR 01/01/22 TO 28/02/2022,	-\$6.31
INV 9018700655	02/03/2022	CENTRE AT FLYNN DRIVE FX FOR 01/03/22 TO 30/04/2022	\$238.92
INV 9006973744	16/03/2022	RESTAURANT AT JETTY ROAD, DERBY FOR 18/01/2021 TO 15/03/2022	\$1,819.56



INV 9006973840	16/03/2022	24 LOCH ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$754.15
INV 9017886750	16/03/2022	AMENITIES AT JETTY RD, DERBY FOR 17/01/2022 TO 14/03/2022	\$2.73
INV 9021175409	16/03/2022	1 / 20 CLARENDON ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$323.16
INV 9021175433	16/03/2022	2 / 20 CLARENDON ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$285.98
INV 9021175417	16/03/2022	3 / 20 CLARENDON ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$269.25
INV 9021175425	16/03/2022	4 / 20 CLARENDON ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$347.33
INV 9021175396	16/03/2022	5 / 20 CLARENDON ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$287.84
INV 9021175329	16/03/2022	6 / 20 CLARENDON ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$256.24
INV 9022168905	16/03/2022	ADD SERVICE RES AT 20 CLARENDON ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$89.57
INV 9006973699	16/03/2022	MUSEUM AT 3 LOCH ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$119.12
INV 9006972290	16/03/2022	TOILETS AT JETTY RD, DERBY FOR 17/01/2022 TO 14/03/2022	\$512.92
INV 9006973875	16/03/2022	30 LOCH ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$2,173.04
INV 9006973883	16/03/2022	11 JOHNSTON ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$2,368.12
INV 9006973891	16/03/2022	INFANT HEALTH CENTRE AT 36 LOCH ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$48.17
INV 9006973904	16/03/2022	LIBRARY AT 30-34 LOCH ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$149.14
INV 9006973947	16/03/2022	YOUTH CENTRE AT HARDMAN ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$1,805.54
INV 9006975053	16/03/2022	TOILETS AT 49-55 CLARENDON ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$93.92
INV 9006985833	16/03/2022	MEDIUM STRIP ROAD VERGE AT 1 CLARENDON ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$46.39
INV 9006985841	16/03/2022	MEDIUM STRIP GARDEN AT 1 CLARENDON ST, DERBY FOR 17/01/2022 TO 14/03/2022	\$251.07
INV 9006978422	17/03/2022	11 HANSON ST, DERBY FOR 18/01/2022 TO 15/03/2022	\$285.98
INV 9009765414	17/03/2022	4A ROWELL CT, DERBY FOR 18/01/2022 TO 15/03/2022	\$408.67
INV 9009765422	17/03/2022	4B ROWELL CT, DERBY FOR 18/01/2022 TO 15/03/2022	\$284.12
INV 9006986051	18/03/2022	A / 20 MACDONALD WAY, FITZROY CROSSING FOR 20/01/2022 TO 17/03/2022	\$250.66
INV 9017391475	18/03/2022	3/74 FALLON RD, FITZROY CROSSING FOR 20/01/2022 TO 17/03/2022	\$268.23
INV 9006986414	18/03/2022	101 FALLON RD, FITZROY CROSSING FOR 20/01/2022 TO 17/03/2022	\$7,196.60
INV 9006986481	18/03/2022	TOILETS AT FLYNN DR, FITZROY CROSSING FOR 20/01/2022 TO 17/03/2022	\$1,978.14
INV 9006986908	18/03/2022	175L EMANUEL WAY, FITZROY CROSSING FOR 20/01/2022 TO 17/03/2022	\$92.79
INV 9006987783	18/03/2022	TOURIST BUREAU AT FLYNN DR, FITZROY CROSSING FOR 20/01/2022 TO 17/03/2022	\$251.07
INV 9011140114	18/03/2022	TRICKLE IRRIGATION AT FORREST RD, FITZROY CROSSING FOR 20/01/2022 TO 17/03/2022	\$47.77
INV 9015670665	18/03/2022	B/20 MACDONALD WAY, FITZROY CROSSING FOR 20/01/2022 TO 17/03/2022	\$248.80
INV 9017391459	18/03/2022	1/74 FALLON RD, FITZROY CROSSING FOR 20/01/2022 TO 17/03/2022	\$256.24
INV 9017391467	18/03/2022	2/74 FALLON RD, FITZROY CROSSING FOR 20/01/2022 TO 17/03/2022	\$317.58
INV 9008757359	21/03/2022	8 KURRAJONG LOOP, DERBY FOR 21/01/2022 - 18/03/2022	\$825.03
INV 9020549317	21/03/2022	19 WOOLLYBUTT CRN, DERBY (STRATA LOT 1) FOR 21/01/2022 - 18/03/2022	\$276.69
INV 9008757615	21/03/2022	19 WOOLLYBUTT CRN, DERBY (STRATA LOT 2) FOR 21/01/2022 - 18/03/2022	\$338.03

INV 9008757703	21/03/2022	4 WOOLLYBUTT CRN, DERBY FOR 21/01/2022 - 18/03/2022	\$250.66
INV 9012616903	21/03/2022	14A (16) BLOODWOOD CR, DERBY FOR 21/01/2022 - 18/03/2022	\$391.86
INV 9012616911	21/03/2022	14B BLOODWOOD CR, DERBY FOR 21/01/2022 - 18/03/2022	\$621.60
INV 9018685299	21/03/2022	RESERVE AT CORKWOOD CT, DERBY FOR 21/01/2022 - 18/03/2022	\$1,268.99
INV 9018007711	21/03/2022	RESERVE AT PANDANAS WAY, DERBY FOR 21/01/2022 - 18/03/2022	\$442.10
INV 9006974368	22/03/2022	153 LOCH ST, DERBY FOR 22/01/2022 - 19/03/2022	\$48.17
INV 9006974376	22/03/2022	SPORTS COMPLEX AT 153 LOCH ST, DERBY FOR 22/01/2022 - 19/03/2022	\$1,131.12
INV 9006978123	22/03/2022	CEMETERY AT 27017 WODEHOUSE ST, DERBY FOR 22/01/2022 - 19/03/2022	\$941.51
INV 9006981445	22/03/2022	7 TOWER PL, DERBY FOR 22/01/2022 - 19/03/2022	\$670.04
INV 9006981517	22/03/2022	6 TOWER PL, DERBY FOR 22/01/2022 - 19/03/2022	\$276.69
INV 9006981541	22/03/2022	2 WODEHOUSE ST, DERBY FOR 22/01/2022 - 19/03/2022	\$269.25
INV 9006983547	22/03/2022	63-65 ASHLEY ST, DERBY FOR 22/01/2022 - 19/03/2022	\$2,584.03
INV 9006983598	22/03/2022	53 ASHLEY ST, DERBY FOR 22/01/2022 - 19/03/2022	\$47.77
INV 9006984048	22/03/2022	1-7 MILLARD ST, DERBY FOR 22/01/2022 - 19/03/2022	\$199.22
INV 9006984507	22/03/2022	SPEEDWAY AT DERBY HIGHWAY FOR 22/01/2022 - 19/03/2022	\$96.89
INV 9009945968	22/03/2022	A/13 HOLMAN ST, DERBY FOR 22/01/2022 - 19/03/2022	\$321.30
INV 9009945976	22/03/2022	B/13 HOLMAN ST, DERBY FOR 22/01/2022 - 19/03/2022	\$345.47
INV 9016645795	22/03/2022	8 COOLIBAH WAY, DERBY FOR 22/01/2022 - 19/03/2022	\$1,304.46
		<b>TOTAL</b>	<b>\$36,773.38</b>

### FEE PAYMENTS

PAYMENT ID	DATE	CREDITOR / INVOICE DETAILS	AMOUNT
932	12/05/2022	ASF - ACCOUNT SERVICE FEE	\$105.50
932	19/05/2022	ASF - ACCOUNT SERVICE FEE	-\$105.00
932	26/05/2022	ASF - ACCOUNT SERVICE FEE	-\$0.50
932	23/05/2022	BAS4 - ATO - BAS PAYMENT - PAYG WITHHOLDING	\$127,168.00
932	31/05/2022	BAS4 - ATO - BAS PAYMENT - PAYG WITHHOLDING	\$145,843.00
932	16/05/2022	BEX - BPOINT FEES	\$33.18
932	05/05/2022	BPY - BPAY FEES	\$83.16
518	01/05/2022	CBA - CBA POS FEE	\$5.00
518	01/05/2022	CBA - CBA POS FEE	\$39.00
932	02/05/2022	CMD - CHEQUE OR MERCHANT DEPOSITS FEE	\$6.60
932	24/05/2022	DOT - DOT PAYMENT	\$789.95
932	25/05/2022	DOT - DOT PAYMENT	\$971.40
932	16/05/2022	DOT - DOT PAYMENT	\$1,261.25
932	04/05/2022	DOT - DOT PAYMENT	\$1,372.30
932	10/05/2022	DOT - DOT PAYMENT	\$1,494.80
932	18/05/2022	DOT - DOT PAYMENT	\$1,810.80

932	30/05/2022	DOT - DOT PAYMENT	\$1,948.35
932	23/05/2022	DOT - DOT PAYMENT	\$1,986.05
932	20/05/2022	DOT - DOT PAYMENT	\$2,509.70
932	03/05/2022	DOT - DOT PAYMENT	\$2,511.55
932	17/05/2022	DOT - DOT PAYMENT	\$2,681.95
932	27/05/2022	DOT - DOT PAYMENT	\$3,422.35
932	02/05/2022	DOT - DOT PAYMENT	\$3,520.05
932	19/05/2022	DOT - DOT PAYMENT	\$3,531.15
932	05/05/2022	DOT - DOT PAYMENT	\$3,550.25
932	11/05/2022	DOT - DOT PAYMENT	\$3,618.95
932	12/05/2022	DOT - DOT PAYMENT	\$4,228.55
932	31/05/2022	DOT - DOT PAYMENT	\$4,312.20
932	13/05/2022	DOT - DOT PAYMENT	\$4,717.45
932	09/05/2022	DOT - DOT PAYMENT	\$5,134.25
932	26/05/2022	DOT - DOT PAYMENT	\$5,457.60
932	06/05/2022	DOT - DOT PAYMENT	\$7,868.55
932	02/05/2022	EXC - EXCESS TRANSACTIONS FEE	\$0.60
932	02/05/2022	EXC - EXCESS TRANSACTIONS FEE	\$13.20
932	02/05/2022	EXC - EXCESS TRANSACTIONS FEE	\$31.35
932	02/05/2022	EXC - EXCESS TRANSACTIONS FEE	\$46.00
932	05/05/2022	EXC - EXCESS TRANSACTIONS FEE	\$77.00
932	19/05/2022	GHA - GREYHOUND AUSTRALIA	\$1,349.00
932	26/05/2022	GHA - GREYHOUND AUSTRALIA	\$1,711.00
932	05/05/2022	GHA - GREYHOUND AUSTRALIA	\$2,866.00
932	12/05/2022	GHA - GREYHOUND AUSTRALIA	\$2,971.00
932	09/05/2022	IINET - IINET 225211599	\$109.99
932	02/05/2022	MER - MERCHANT FEES	\$32.00
932	03/05/2022	MER - MERCHANT FEES	\$162.46
932	02/05/2022	MER - MERCHANT FEES	\$176.98
932	03/05/2022	MER - MERCHANT FEES	\$300.93
<b>DD20076.1</b>	<b>09/05/2022</b>	<b>ANZ COMMERCIAL CARD SERVICES CENTRE</b>	<b>\$12,264.55</b>
INV ANZ AOH	09/05/2022	COMMERCIAL CREDIT CARD FOR 14.03.2022 - 12.04.2022	\$10,276.18
INV ANZ WNE	09/05/2022	COMMERCIAL CREDIT CARD FOR 14.03.2022 - 12.04.2022	\$1,543.30
INV ANZ CM	09/05/2022	COMMERCIAL CREDIT CARD FOR 14.03.2022 - 12.04.2022	\$445.07
<b>DD20032.12</b>	<b>10/05/2022</b>	<b>AUSTRALIAN SUPER</b>	<b>\$3,464.95</b>
INV DEDUCTION	10/05/2022	PAYROLL DEDUCTIONS	\$852.45
INV SUPER	10/05/2022	SUPERANNUATION	\$2,612.50
<b>DD20060.13</b>	<b>24/05/2022</b>	<b>AUSTRALIAN SUPER</b>	<b>\$3,093.31</b>
INV DEDUCTION	24/05/2022	PAYROLL DEDUCTIONS	\$795.49
INV SUPER	24/05/2022	SUPERANNUATION	\$2,297.82
<b>DD20032.1</b>	<b>10/05/2022</b>	<b>AWARE SUPER</b>	<b>\$28,931.65</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$22,372.97
INV DEDUCTION	10/05/2022	PAYROLL DEDUCTIONS	\$6,558.68
<b>DD20032.2</b>	<b>10/05/2022</b>	<b>GUILD SUPER</b>	<b>\$236.40</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$236.40

<b>DD20053.1</b>	<b>10/05/2022</b>	<b>AWARE SUPER</b>	<b>\$221.78</b>
INV SUPER - RM	10/05/2022	SUPERANNUATION	\$221.78
<b>DD20060.1</b>	<b>24/05/2022</b>	<b>AWARE SUPER</b>	<b>\$29,074.61</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$22,514.11
INV DEDUCTION	24/05/2022	PAYROLL DEDUCTIONS	\$6,560.50
<b>DD20071.1</b>	<b>20/05/2022</b>	<b>BOND ADMINISTRATOR</b>	<b>\$1,000.00</b>
INV 30482/22	20/05/2022	RENTAL BOND LODGEMENT - 13B HOLMAN STREET DERBY	\$1,000.00
<b>DD20071.2</b>	<b>23/05/2022</b>	<b>BOND ADMINISTRATOR</b>	<b>\$540.00</b>
INV 30544/22	23/05/2022	RENTAL BOND LODGEMENT - 13A HOLMAN STREET DERBY	\$540.00
<b>DD20032.8</b>	<b>10/05/2022</b>	<b>CBUS SUPERANNUATION</b>	<b>\$875.52</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$620.16
INV DEDUCTION	10/05/2022	PAYROLL DEDUCTIONS	\$255.36
<b>DD20060.8</b>	<b>24/05/2022</b>	<b>CBUS SUPERANNUATION</b>	<b>\$875.52</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$620.16
INV DEDUCTION	24/05/2022	PAYROLL DEDUCTIONS	\$255.36
<b>DD20032.7</b>	<b>10/05/2022</b>	<b>ESSENTIAL SUPER</b>	<b>\$278.98</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$278.98
<b>DD20060.7</b>	<b>24/05/2022</b>	<b>ESSENTIAL SUPER</b>	<b>\$278.98</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$278.98
<b>DD20032.3</b>	<b>10/05/2022</b>	<b>FIRSTWRAP PLUS SUPER AND PENSION</b>	<b>\$2,008.63</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$1,237.39
INV DEDUCTION	10/05/2022	PAYROLL DEDUCTIONS	\$771.24
<b>DD20060.3</b>	<b>24/05/2022</b>	<b>FIRSTWRAP PLUS SUPER AND PENSION</b>	<b>\$2,008.63</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$1,237.39
INV DEDUCTION	24/05/2022	PAYROLL DEDUCTIONS	\$771.24
<b>DD20017.1</b>	<b>06/05/2022</b>	<b>FLEETCARE PTY LTD</b>	<b>\$3,212.19</b>
INV 715913	06/05/2022	NOVATED LEASE	\$3,212.19
<b>DD20032.15</b>	<b>10/05/2022</b>	<b>FORMULAE1 PTY LTD ATF ISAIAH4110 SUPERANNUATION FUND</b>	<b>\$435.91</b>
INV DEDUCTION	10/05/2022	PAYROLL DEDUCTIONS	\$127.14
INV SUPER	10/05/2022	SUPERANNUATION	\$308.77
<b>DD20060.16</b>	<b>24/05/2022</b>	<b>FORMULAE1 PTY LTD ATF ISAIAH4110 SUPERANNUATION FUND</b>	<b>\$435.91</b>
INV DEDUCTION	24/05/2022	PAYROLL DEDUCTIONS	\$127.14
INV SUPER	24/05/2022	SUPERANNUATION	\$308.77
<b>DD20060.2</b>	<b>24/05/2022</b>	<b>GUILD SUPER</b>	<b>\$236.41</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$236.41
<b>DD20032.14</b>	<b>10/05/2022</b>	<b>HOST PLUS SUPERANNUATION FUND</b>	<b>\$2,939.44</b>
INV DEDUCTION	10/05/2022	PAYROLL DEDUCTIONS	\$800.00
INV SUPER	10/05/2022	SUPERANNUATION	\$2,139.44
<b>DD20060.15</b>	<b>24/05/2022</b>	<b>HOST PLUS SUPERANNUATION FUND</b>	<b>\$2,442.12</b>
INV DEDUCTION	24/05/2022	PAYROLL DEDUCTIONS	\$800.00
INV SUPER	24/05/2022	SUPERANNUATION	\$1,642.12
<b>DD20032.11</b>	<b>10/05/2022</b>	<b>IOOF PORTOFOLIO SERVICE SUPERANNUATION FUND</b>	<b>\$1,159.81</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$930.38
INV DEDUCTION	10/05/2022	PAYROLL DEDUCTIONS	\$229.43
<b>DD20060.12</b>	<b>24/05/2022</b>	<b>IOOF PORTOFOLIO SERVICE SUPERANNUATION FUND</b>	<b>\$1,159.82</b>

INV SUPER	24/05/2022	SUPERANNUATION	\$930.39
INV DEDUCTION	24/05/2022	PAYROLL DEDUCTIONS	\$229.43
<b>DD20060.4</b>	<b>24/05/2022</b>	<b>MACQUARIE WRAP EMPLOYER SUPERANNUATION</b>	<b>\$635.61</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$635.61
<b>DD20032.4</b>	<b>10/05/2022</b>	<b>MACQUARIE WRAP EMPLOYER SUPERANNUATION</b>	<b>\$635.61</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$635.61
<b>DD20032.16</b>	<b>10/05/2022</b>	<b>MLC MASTERKEY SUPER</b>	<b>\$310.25</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$310.25
<b>DD20060.17</b>	<b>24/05/2022</b>	<b>MLC MASTERKEY SUPER</b>	<b>\$310.25</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$310.25
<b>DD20032.10</b>	<b>10/05/2022</b>	<b>MLC SUPER FUND</b>	<b>\$59.38</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$59.38
<b>DD20060.10</b>	<b>24/05/2022</b>	<b>MLC SUPER FUND</b>	<b>\$329.40</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$329.40
<b>DD20032.5</b>	<b>10/05/2022</b>	<b>PRIME SUPER P/L</b>	<b>\$264.09</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$264.09
<b>DD20060.5</b>	<b>24/05/2022</b>	<b>PRIME SUPER P/L</b>	<b>\$264.09</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$264.09
<b>DD20032.6</b>	<b>10/05/2022</b>	<b>Q SUPER</b>	<b>\$275.17</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$275.17
<b>DD20060.6</b>	<b>24/05/2022</b>	<b>Q SUPER</b>	<b>\$206.94</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$206.94
<b>DD20032.13</b>	<b>10/05/2022</b>	<b>REST SUPERANNUATION</b>	<b>\$1,523.37</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$1,523.37
<b>DD20060.14</b>	<b>24/05/2022</b>	<b>REST SUPERANNUATION</b>	<b>\$1,588.78</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$1,588.78
<b>DD20064.1</b>	<b>12/05/2022</b>	<b>SHERIFF'S OFFICE PERTH</b>	<b>\$318.00</b>
INV 29342854	12/05/2022	LODGEMENT FEE FOR REGISTERING 1 UNPAID INFRINGEMENT	\$79.50
INV 29342910	12/05/2022	LODGEMENT FEE FOR REGISTERING 1 UNPAID INFRINGEMENT	\$79.50
INV 29342961	12/05/2022	LODGEMENT FEE FOR REGISTERING 1 UNPAID INFRINGEMENT	\$79.50
INV 29342966	12/05/2022	LODGEMENT FEE FOR REGISTERING 1 UNPAID INFRINGEMENT	\$79.50
<b>DD20032.9</b>	<b>10/05/2022</b>	<b>STUDENT SUPER PROFESSIONAL SUPER</b>	<b>\$236.01</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$236.01
<b>DD20060.9</b>	<b>24/05/2022</b>	<b>STUDENT SUPER PROFESSIONAL SUPER</b>	<b>\$236.01</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$236.01
<b>DD20032.17</b>	<b>10/05/2022</b>	<b>SUNSUPER SUPERANNUATION FUND</b>	<b>\$757.65</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$757.65
<b>DD20060.18</b>	<b>24/05/2022</b>	<b>SUNSUPER SUPERANNUATION FUND</b>	<b>\$757.65</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$757.65
<b>DD20060.11</b>	<b>24/05/2022</b>	<b>SUPERESTATE</b>	<b>\$58.98</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$58.98
<b>DD20072.1</b>	<b>20/05/2022</b>	<b>THE SHELL COMPANY OF AUSTRALIA LIMITED</b>	<b>\$930.42</b>
INV FUEL - APR22	20/05/2022	SHELL CARD FUEL USAGE - APRIL 2022	\$930.42
<b>DD20032.18</b>	<b>10/05/2022</b>	<b>THE TRUSTEE FOR SUPER DIRECTIONS FUND</b>	<b>\$349.37</b>
INV SUPER	10/05/2022	SUPERANNUATION	\$349.37

<b>DD20060.19</b>	<b>24/05/2022</b>	<b>THE TRUSTEE FOR SUPER DIRECTIONS FUND</b>	<b>\$349.36</b>
INV SUPER	24/05/2022	SUPERANNUATION	\$349.36
<b>DD20082.1</b>	<b>30/05/2022</b>	<b>WESTERN AUSTRALIAN TREASURY CORPORATION</b>	<b>\$13,993.19</b>
INV LOAN	30/05/2022	LOAN 136 (49507) - REPAYMENT	\$13,993.19
<b>NET PAY</b>	<b>10/05/2022</b>	<b>PAYROLL</b>	<b>\$229,573.75</b>
<b>NET PAY</b>	<b>24/05/2022</b>	<b>PAYROLL</b>	<b>\$192,103.92</b>
		<b>TOTAL</b>	<b>\$894,967.27</b>

**The Shire Of Derby / West Kimberley  
ANZ Corporate Credit Card Reconciliation  
Period Reporting: 14/03/2022 - 12/04/2022**

**Card Holder : Amanda O'Halloran**

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
11/04/2022	QANTAS AIRWAYS LTD [EC Mascot	Y	\$ 286.96	\$ 28.69	\$ 315.65	120401090.2100	Yes	Return flight from Perth for Geoff Haerewa - Meeting with Ministers and key stakeholders
7/04/2022	CALTEX DERBY - WILLAR DERBY	Y	\$ 22.07	\$ 2.21	\$ 24.28	P201.261.2261	Yes	Fuel KW01
4/04/2022	FITZROY RIVER LODGE FITZROY CROSS	Y	\$ 56.36	\$ 5.64	\$ 62.00	120401650.2101	Yes	Breakfast - Council Meeting
4/04/2022	FITZROY RIVER LODGE FITZROY CROSS	Y	\$ 345.09	\$ 34.51	\$ 379.60	120401650.2101	Yes	Dinner - Council Meeting Fitzroy Crossing
1/04/2022	T & K MIN'S PTY LTD DERBY	Y	\$ 38.18	\$ 3.82	\$ 42.00	120401650.2101	Yes	Refreshment council meeting Fitzroy Crossing
1/04/2022	Hotel at Booking.com Sydney	Y	\$ 180.91	\$ 18.09	\$ 199.00	AD080-297-2100	Yes	Accommodation for Tenille Parasiliti
1/04/2022	DERBY FUELS DERBY	Y	\$ 26.59	\$ 1.91	\$ 28.50	EX06-298-2101	Yes	Refreshment - Executive Team Meeting (7.50 GST Free)
1/04/2022	QANTAS AIRWAYS LTD [EC Mascot	Y	\$ 561.86	\$ 56.19	\$ 618.05	AD08-297-2100	Yes	Flights for Tenille Parasiliti
31/03/2022	DERBY FUELS DERBY	Y	\$ 69.09	\$ 6.91	\$ 76.00	EP0019-298-2101	Yes	Refreshment - Juvinille Youth Meeting
31/03/2022	POST DERBY LPO DE DERBY	Y	\$ 22.73	\$ 2.27	\$ 25.00	121403150.2101	Yes	A4 Diary -Wayne Neate
28/03/2022	CANVA* I03371-0984982 HTTPSCANVA.CO 53.97 USD 2.16 AU	N	\$ 74.19	0	\$ 74.19	121402870.2100	Yes	Member Subscription (INTERNATIONAL TXN)
28/03/2022	SHIRE OF DERBY WEST KI DERBY	Y	\$ 231.27	\$ 23.13	\$ 254.40	141403300.2101	Yes	Remake of Special Series Shire plates
28/03/2022	DERBY'S SAKURA RESTA DERBY	Y	\$ 155.73	\$ 15.57	\$ 171.30	120402110.2100	Yes	Dinner for Councilors Meeting
24/03/2022	Vistaprint Australia PTY Derrimut	Y	\$ 309.09	\$ 30.91	\$ 340.00	121402100.2101	Yes	Shire Vehicle Magnets
21/03/2022	MAILCHIMP *MISC MAILCHIMP.COM	N	\$ 49.15	0	\$ 49.15	121402410.2100	Yes	Order MC10629113 - Essentials plan + cc fee (INTERNATIONAL TXN)
18/03/2022	NEAPSBISTRO Derby	Y	\$ 42.74	\$ 4.26	\$ 47.00	120402110.2700	Yes	Breakfast with Howard Pedersen KMS
18/03/2022	AVIAIR PTY LTD KUNUNURRA	Y	\$ 108.18	\$ 10.82	\$ 119.00	AD08-297-2100	Yes	Flights for Tenille Parasiliti
18/03/2022	QANTAS AIRWAYS LTD [EC Mascot	Y	\$ 395.05	\$ 39.51	\$ 434.56	AD08-297-2100	Yes	Flights for Tenille Parasiliti
16/03/2022	WANEWSDTI Osborne Park	Y	\$ 76.36	\$ 7.64	\$ 84.00	121402410.2100	Yes	Everyday Digital Subscription for 1 year
14/03/2022	SHIRE OF DERBY WEST KI DERBY	N	\$ 30.50	0	\$ 30.50	P201.261.2261	Yes	Replacement plates for KW01
14/03/2022	DWER - WATER PERTH	N	\$ 6,902.00	0	\$ 6,902.00	121002650.2100	Yes	2023LF
<b>TOTAL</b>					<b>\$ 10,276.18</b>			

**Card Holder : Wayne Neate**

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
25/03/2022	GAMA ELECTRONICS INC. #153569600 324.90 USD 13.09 AUD	N	\$ 449.31	0	\$ 449.31	121404110.2101	Yes	Remote Control for Water Cart Tank P78 (INTERNATIONAL TXN)
24/03/2022	CHES POWER GROUP BIBRA LAKE	Y	\$ 309.72	\$ 30.97	\$ 340.69	121404180.2101	Yes	Derby Airport Generator Building - Building Maintenance
24/03/2022	BROOME BOAT SHOP BROOME	Y	\$ 314.82	\$ 31.48	\$ 346.30	121403070.2101	Yes	ADMIN - Protective Clothing
21/03/2022	SP * ORANGE DOG BRUNSWICK	Y	\$ 170.00	\$ 17.00	\$ 187.00	121404180.2101	Yes	Mechanic service stickers
18/03/2022	Autopro Broome Broome	Y	\$ 200.00	\$ 20.00	\$ 220.00	121404110.2101	Yes	Brake drums for 11KW
<b>TOTAL</b>					<b>\$ 1,543.30</b>			

**Card Holder : Christie Mildenhall**

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
16/03/2022	BOOKTOPIA PTY LTD LIDCOMBE	Y	\$ 268.25	\$ 26.82	\$ 295.07	121105040.2100	Yes	Books for Derby Library
15/03/2022	EZIMEDIA DEAKIN	Y	\$ 136.36	\$ 13.64	\$ 150.00	121105120.2102	Yes	Online Copyright Course - Kath Hithersay
<b>TOTAL</b>					<b>\$ 445.07</b>			

**TOTAL PURCHASES FOR ABOVE STATED PERIOD \$ 12,264.55**  
**PAYMENTS AND OTHER CREDITS \$ -**  
**INTEREST CHARGES \$ -**  
**CLOSING BALANCE \$ 12,264.55**

Australia and New Zealand Banking Group Limited (ANZ) ABN 11 005 357 522. Australian Credit Licence No. 234527.



**ANZ BUSINESS ONE**

STATEMENT PERIOD: 14/03/22 to 12/04/22

ACCOUNT NUMBER:

📞 Cards Enquiries: 13 10 06 Lost/Stolen Cards: 1800 033 844

SHIRE OF DERBY WEST KIMBERLEY  
 SHIRE OF DERBY  
 THE DIRECTOR  
 C/O SHIRE OF DERBY  
 PO BOX 94  
 DERBY WA 6728

PAYMENT SUMMARY	
Monthly Payment	<b>\$246.00</b>
Due Date	<b>09/05/2022</b>
Minimum Amount Due	<b>\$246.00</b>

**YOUR ANZ ACCOUNT SUMMARY**

Opening Balance	<b>\$15,126.95</b>
Purchases, Cash Advances & Other Debits	<b>\$12,264.55</b>
Interest Charges	<b>\$0.00</b>
Payments & Other Credits	<b>\$15,126.95</b>
<b>Closing balance</b>	<b>\$12,264.55</b>

<b>Facility Limit</b>	<b>\$50,000.00</b>
Available Account Credit at Statement Date	<b>\$37,735.45</b>

**YOUR PAYMENT OPTIONS**

-  **ANZ Internet Banking**  
www.anz.com Payments made after 10pm (EST) will be processed the next business day.
-  **BPAY Payments - Biller Code 6007**  
BPAY payments from ANZ accounts made after 6pm (EST) will be processed the next business day. Check with your institution for cut-off times. Your bill reference number is your ANZ account number.
-  **ANZ Phone Banking**  
13 22 73 Payments made after 10pm (EST) will be processed the next business day.

-  **By Mail**  
Tear off this slip and mail to PO BOX 607, Melbourne, VIC 3001
-  **CardPay Direct**  
To ask about setting up a convenient direct debt payment please call 13 22 73.
-  **Direct Credit via EFT**  
Payments to your Account can be made via Electronic Funds Transfer (EFT) from your nominated account.

<b>Account Number</b>	
<b>Account Name</b>	SHIRE OF DERBY
<b>Amount Paid</b>	
<b>Due Date</b>	09/05/2022

ID:00001-5082493007  
XPRN/P10004-22041310149



# ANZ BUSINESS ONE

ACCOUNT NUMBER:

Interest Rates

<b>Purchases</b>	Interest Rate 17.74% p.a (0.0486% daily)
<b>Cash Advances</b>	Interest Rate 19.24% p.a (0.0527% daily)

**Opening Account Balance** **\$15,126.95**

Cardholder Name: WAYNE NEATE  
 Cardholder Number:  
 Spend Cap: \$5,000.00

Date	Description	Amount	Default GST*
17/03/2022	AUTOPRO BROOME BROOME	220.00	20.00
18/03/2022	SP * ORANGE DOG BRUNSWICK	187.00	17.00
22/03/2022	BROOME BOAT SHOP BROOME	346.30	31.48
22/03/2022	CHES POWER GROUP BIBRA LAKE	340.69	30.97
24/03/2022	GAMA ELECTRONICS, INC. 8153569600	449.31	
	324.90 USD		
	INCL OVERSEAS TXN FEE 13.09 AUD		
Sub-total		1,543.30	99.45

Cardholder Name: AMANDA O'HALLORAN  
 Cardholder Number:  
 Spend Cap: \$9,999,999.00

Date	Description	Amount	Default GST*
10/03/2022	DWER - WATER PERTH	6,902.00	627.45
11/03/2022	SHIRE OF DERBY WEST KI DERBY	30.50	2.77
14/03/2022	WANEWSDTI OSBORNE PARK	84.00	7.63
16/03/2022	QANTAS AIRWAYS LTD (EC MASCOT	434.56	39.50
16/03/2022	AVIAIR PTY LTD KUNUNURRA	119.00	10.81
17/03/2022	NEAPSBISTRO DERBY	47.00	4.27
17/03/2022	MAILCHIMP *MISC MAILCHIMP.COM	49.15	4.46

\*The calculation is an estimate amount only and is not to be relied upon as an actual GST calculation.

**Cheque Particulars:** Proceeds not available until cleared. Please make cheques payable to ANZ. Do not staple, pin or fold your payment.

Drawer	Bank	Branch	Amount
			\$
			\$
			\$
<b>Teller Stamp</b>	<b>Signature</b>		<b>Subtotal</b> \$
			<b>Notes</b> \$
			<b>Coins</b> \$
			<b>Total</b> \$

## ANZ BUSINESS ONE

ACCOUNT NUMBER:

Date	Description	Amount	Default GST*
	INCL OVERSEAS TXN FEE 1.43 AUD		
22/03/2022	VISTAPRINT AUSTRALIA PTY DERRIMUT	340.00	30.90
24/03/2022	DERBY S SAKURA RESTA DERBY	171.30	15.57
25/03/2022	SHIRE OF DERBY WEST KI DERBY	254.40	23.12
26/03/2022	CANVA* I03371-0984982 HTTPSCANVA.CO 53.97 USD	74.19	
	INCL OVERSEAS TXN FEE 2.16 AUD		
29/03/2022	POST DERBY LPO DE DERBY	25.00	2.27
29/03/2022	DERBY FUELS DERBY	76.00	6.90
30/03/2022	QANTAS AIRWAYS LTD (EC MASCOT	618.05	56.18
30/03/2022	DERBY FUELS DERBY	28.50	2.59
30/03/2022	HOTEL AT BOOKING.COM SYDNEY	199.00	18.09
31/03/2022	T & K MIN'S PTY LTD DERBY	42.00	3.81
31/03/2022	FITZROY RIVER LODGE FITZROY CROSS	379.60	34.50
01/04/2022	FITZROY RIVER LODGE FITZROY CROSS	62.00	5.63
03/04/2022	CALTEX DERBY - WILLAR DERBY	24.28	2.20
07/04/2022	QANTAS AIRWAYS LTD (EC MASCOT	315.65	28.69
<b>Sub-total</b>		<b>10,276.18</b>	<b>927.34</b>

Cardholder Name: C MILDENHALL  
 Cardholder Number:  
 Spend Cap: \$5,000.00

Date	Description	Amount	Default GST*
11/03/2022	EZI*ALIA DEAKIN	150.00	13.63
14/03/2022	BOOKTOPIA PTY LTD LIDCOMBE	295.07	26.82
<b>Sub-total</b>		<b>445.07</b>	<b>40.45</b>

Account Number:

Date	Description	Amount	Default GST*
07/04/2022	AUTOREPAYMENT - THANK YOU	15,126.95CR	
<b>Sub-total</b>		<b>15,126.95CR</b>	

Total GST payable this statement\* \$1,067.24

**Closing Account Balance \$12,264.55**

### IMPORTANT MESSAGES

\* The calculation is an estimate amount only and is not to be relied upon as an actual GST calculation.

## ANZ BUSINESS ONE

ACCOUNT NUMBER:

YOUR AGREED PAYMENT WILL BE DEBITED FROM YOUR ACCOUNT ON 09/05/22  
ENSURE THAT YOUR ACCOUNT HAS SUFFICIENT FUNDS AT START OF BUSINESS ON YOUR DUE DATE AS SHOWN ON YOUR STATEMENT.  
FOR ADVICE ON YOUR TAX AFFAIRS,INCLUDING PREVIOUS REWARDS FEES CHARGED TO YOUR ACCOUNT,PLEASE CONSULT YOUR TAX  
ADVISER.  
ANY QUESTIONS: PLEASE CALL 1800 032 481, MONDAY TO FRIDAY, 8AM TO 8PM(AET)

\* The calculation is an estimate amount only and is not to be relied upon as an actual GST calculation.

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**7.3 LGIS / ROYAL LIFE-SAVING WA SAFETY ASSESSMENT AND IMPROVEMENT AUDIT****File Number:** RM/030/1**Author:** Christie Mildenhall, Acting Director of Community Services**Responsible Officer:** Amanda Dexter, Chief Executive Officer**Authority/Discretion:** Information**SUMMARY**

This report is to advise the Audit Committee of the outcome of the compliance audit conducted by Royal Life-Saving WA on behalf of LGIS at the Derby Memorial Swimming Pools in April 2022, and for the Committee to note the improvement plan to be implemented by Officers to meet areas identified for improvement.

**DISCLOSURE OF ANY INTEREST**

Nil by Author or Responsible Officer.

**BACKGROUND**

As part of LGIS's commitment to reducing risk within the Shire's insurance scheme they recommend aquatic facilities complete a compliance inspection every four years. The inspection is undertaken by Royal Life-saving WA and assesses the compliance of the pool operations with the *Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatics Facilities* and the *Guidelines for Safe Pool Operations*.

The safety assessment was due to be undertaken in December 2021, however this was delayed by Royal Life-saving WA due to COVID. The audit was conducted 8 April 2022, with the Shire being provided the audit report on 19 April 2022 (provided as Attachment 1).

**STATUTORY ENVIRONMENT**

Aquatics facilities are required to comply with the *Health (Miscellaneous Provisions) Act 1911*, *Health (Aquatic Facilities) Regulations 2007* and the *Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatics Facilities*.

**POLICY IMPLICATIONS**

Whilst there is not an overarching policy related to the operation of the Derby Memorial Swimming Pool the following policies relate to aspects of the management and therefore should be considered;

- C2- Elected Member and Employee Training and Professional Development;
- F2- Asset Management;
- PC1- Risk and Opportunity Management Policy; and
- PC2- Occupational Safety and Health Policy.

**FINANCIAL IMPLICATIONS**

The majority of the financial costs associated with addressing the issues identified in the Safety Plan are fairly minor and are able to be dealt with through the operational budget of the pool.

Fault 1.1 had been identified as an area of concern through previous inspections of the pool and has been included in the scope of works being undertaken later this year as part of the works being funded through the Local Roads and Community Infrastructure Fund. If this job was being undertaken independent of those works it would be expected to cost between \$15,000 and \$20,000.

Fault 1.2 can be dealt with the annual servicing of the pool filter system which is now due. This service is included as an item in the operational maintenance budget each year and costs between \$17,000 and \$20,000 per annum. By having this undertaken at the time of the pool filter service the Shire is able to make cost savings, as there are limited contractors who are able to undertake the work and there would be substantial travel expenses associated with getting a contractor on site.

### STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
2. Community	2.2 Healthy Communities	2.2.1 Build, maintain and maximise the use of community facilities
2. Community	2.4 Sustainable Communities	2.4.2 Collaborate with key agencies, groups and service providers to improve community services, programs and facilities

### RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
<b>Business Interruption:</b> Failure to rectify issues identified may result in the Shire being unable to provide a facility that complies with the Code of Practice and is therefore unable to operate.	Possible	Severe	High	Address issues identified in the Safety Report as outlined in the Improvement Plan.
<b>Financial:</b> The Shire may experience a financial impact should the pool be closed due to non-compliance or an incident occurs as the result of failing to rectify identified issues.	Likely	Severe	Extreme	Address issues identified in the Safety Report as outlined in the Improvement Plan.
<b>Legal &amp; Compliance:</b> Failure to rectify issues	Possible	Moderate	Medium	Address issues identified in the Safety Report as

will result in aspects of the pools operation not being compliant with legislation, code of practice and Australian Standards.				outlined in the Improvement Plan.
<b>Organisation's Operations:</b> Risks identified in the report include those identified relating to day-to-day business practices and systems.	Likely	Moderate	High	Address issues related to operational processes as identified in the Safety Report.
<b>People Health &amp; Safety:</b> The report identifies safety risks which may result in accident, injury or illness to facility users and staff.	Unlikely	Severe	High	Address issues identified in the Safety Report as outlined in the Improvement Plan.
<b>Reputation:</b> Failure to address identified safety issues may be viewed by the community as failing to provide a safe facility for the community.	Likely	Major	High	Address issues identified in the Safety Report as outlined in the Improvement Plan.

Detailed risk assessment of the individual issues identified in the safety assessment are provided in the Action Plan (Attachment 2).

### CONSULTATION

The safety assessment was undertaken in consultation with Royal Life-saving WA and Shire of Derby / West Kimberley Aquatics and Recreation staff.

### COMMENT

The safety assessment was conducted based on the requirements outlined within the *Guidelines for Safe Pool Operations* and the *Code of Practice for the Design, Construction, Operation and Maintenance of Aquatic Facilities* and considers the compliance in 12 areas.

The findings of the assessment were outlined in the Safety Assessment and Improvement Plan provided to the Shire. The Shire's overall scores in the compliance areas are outlined below. It should be noted 'Special feature' refers to pool inflatable devices of which the Shire has two. The Derby Memorial Swimming Pool does not have a spa pool, water slide or hydrotherapy so was not assessed on these areas;

ITEM	CENTRE SCORE	TOTAL SCORE	SAFETY SCORE
General Administration	8	9	88.89%
Design and Construction	41	43	95.35%
Circulation and Water Treatment	17	18	94.44%
Chemical Safety	40	47	85.11%
Water Quality and Testing	8	8	100.00%
Qualification for Aquatic Facility Personnel	4	4	100.00%
General Sanitation and Operation	22	27	81.48%
Special Feature	8	12	66.67%
Spa Pools	0	0	N/A
Water Slides	0	0	N/A
Hydrotherapy	0	0	N/A
Spray Park Water Feature	14	16	87.50%
<b>OVERALL RATING</b>	<b>162</b>	<b>184</b>	<b>88.04%</b>

The Safety Assessment and Improvement Plan provided details of issues identified or areas of concern, as well as providing advice on the rectification of the issue.

Two issues of significant concern were identified as requiring immediate action to eliminate risk.

- It is recommended that the Pool engage an Electrician to conduct Equipotential Bonding testing at the facility and install earth bonding to all metallic objects greater than 100mm within the pool zone – refer to AS/NZS 3000-2018.*

Simply described equipotential bonding is a process undertaken by a qualified electrician to 'earth' any and all potentially dangerous conductive materials within the pool area. In the pool environment items such as handrails, lane rope anchor points, deck sockets and shade sail structures would typically require equipotential bonding.

The possible lack of equipotential bonding was raised in separate pool inspections recently used to inform the planning of refurbishment works being undertaken at the Derby Memorial Swimming Pool. It has therefore been included in the scope of works being undertaken as part of the Local Roads and Community Infrastructure (LRCI) Funding project. These works also include the replacement of lane rope sockets and works to repair shade structure and light poles which will need to be earthed. Works dates are to be confirmed, however expected to take place in August.

If undertaken independently equipotential bonding would expect to cost approximately \$15,000 - \$20,000.

- It is recommended that the pool engage a certified technician to service and repair the chlorine auto shut down system – ref to AS2927:2019.*

The safety inspection identified that there is an issue with the chlorine auto shutdown system. This system result in the closure of the chlorine gas cylinders should a gas leak be identified.

The annual service of the pool filter system is now due and the contractor engaged for this service will also inspect the issue with the chlorine auto shutdown system whilst onsite. Contractors working on the system must have a chlorine chemical licence which limits the number of contractors available to undertake this work. Utilising the same contractor to inspect the chlorine auto shutdown system at the same time will provide substantial cost savings as contractors will be travelling from Perth to complete this service.

Advice has been received from the contractor that it is best to undertake the pool filter system service after the refurbishment works have been completed. The date is to be confirmed but works are likely to take place in September.

All risks identified in the report have been translated in to an Action Plan which is currently being implemented. The action plan provides;

- Details of the risk;
- A risk rating (utilising the Shire's Risk & Opportunity Management Framework);
- Details of proposed fault rectification;
- Information on any legislation or Australian Standards which apply;
- Estimated cost and funding source;
- Estimated completion date; and
- Progress of works.

Most of these items have been classed as requiring measures, such as signage or indicators to reduce risk, or where procedures and other documents are not up to date. Whilst some tasks will be labour intensive in terms of staff time the majority of items will be relatively simple and easy to achieve.

#### **VOTING REQUIREMENT**

Simple majority

#### **ATTACHMENTS**

1. **Derby Memorial Swimming Pool Safety Assessment and Improvement Plan - April 2022** 
2. **Action Plan**  

#### **RECOMMENDATION**

**That the Audit Committee;**

1. **Receives the information contained in the report detailing the Royal Life-Saving Safety Assessment and Improvement Plan.**
2. **Notes the proposed Action Plan as outlined in Attachment 2 to address the issues identified in the Royal Life-Saving WA Safety Assessment and Improvement Plan.**





**ROYAL LIFE SAVING**  
WESTERN AUSTRALIA

# **SAFETY ASSESSMENT AND IMPROVEMENT PLAN**

## **DERBY SWIMMING POOL APRIL 2022**





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## PART 1: IDENTIFIED FAULTS

An aquatic safety assessment was conducted at the Derby Swimming Pool on 8 April 2022. The assessment was based on the requirements outlined within the Guidelines for Safe Pool Operations and the Department of Health Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities.

<b>Facility:</b>	Derby Swimming Pool
<b>Safety Assessment Date:</b>	8 April 2022
<b>Lead Assessor:</b>	Eddie Gibbs
<b>Venue Staff:</b>	Madison Church

<b>Immediate Recommendations:</b>	<ol style="list-style-type: none"> <li>1. It is recommended that the Pool engage an Electrician to conduct Equipotential Bonding testing at the facility and install earth bonding to all metallic objects greater than 100mm within the pool zone – ref to AS/NZS 3000-2018.</li> <li>2. It is recommended that the Pool engage a certified technician to service and repair the chlorine auto shut down system – ref to AS2927:2019.</li> </ol>
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The following faults were identified which require improvement to fully meet safety standards.

### Areas where measures are needed to eliminate the associated risk.

- 1.1 No evidence that metallic objects greater than 100mm in size are earthed.
- 1.2 Chlorine auto shut down system non-operational at time of assessment, due to maintenance breakdown.

### Areas where measures are needed to control/modify the associated risk.

- 2.1 No specific "Emergency Exit" signage in front main exit point from facility, No specific "Emergency Exit" signage at side gate exit.
- 2.2 Automated chlorine gas, and soda ash auto dosing systems currently non-operational at time of this assessment, undergoing repairs.
- 2.3 No wind direction indicators are installed.
- 2.4 Current gate entry to chlorine gas storage area cannot be secured open.
- 2.5 No "Chlorine Gas" warning placard signage in place external gate entry to chlorine gas storage area.
- 2.6 Minimal "Watch Around Water" resources displayed around internal areas at the facility at time of assessment.
- 2.7 No Inflatable rules usage signage displayed when inflatable devices are in use, consultation with facility management.
- 2.8 It was not clear if the spray pad consisted of a drain diversion to waste connection.

### Areas where procedures and/or personal protection are needed to address the associated risk.

- 3.1 The current site plan requires updating to reflect specific Exit, and designated "Emergency Exit" points from the facility.
- 3.2 Training required in chlorine gas handling.


1

- 3.3 No updated chemical manifest sighted at time of assessment.
- 3.4 No risk assessment for the storage and handling of chlorine gas.
- 3.5 Current operations manual requires updating.
- 3.6 The Emergency Action Plan is not specific for a major chlorine leak.
- 3.7 There is no record that Emergency Action Plan is being practised.
- 3.8 There is no evacuation kit prepared.
- 3.9 There is no user manual sighted or obtained for both inflatables.
- 3.10 There is no risk assessment completed for the intended use of inflatables.
- 3.11 Inflatable air blowers are not secure / tethered when in use.
- 3.12 No certification for water spray ground sighted at time of assessment.

## PART 2: IMPROVEMENT PLAN

### Eliminate Risk



Are metallic objects >100mm in size earthed?	
<b>Safety Assessment Reference</b>	Design and Construction – Section 2.43
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li>• <b>FAULT 1.1</b> - No evidence that metallic objects greater than 100mm in size are earthed.</li> </ul>	
	
<b>Improvement Plan</b>	
<p>It is recommended that the facility undertake a review to determine and document if current handrails, shade structures and light poles are earthed to prevent injury due to electric shock. The following items must be equipotentially bonded in accordance with the method prescribed in Section 5 of AS/NZS 3000:2000 - Electrical installations (Wiring rules):</p> <ul style="list-style-type: none"> <li>• Metallic lane Rope Anchor Points</li> <li>• Deck sockets</li> <li>• Handrails</li> <li>• Shade sail structures</li> <li>• Any other metallic objects with a dimension greater than 100mm in locations accessible to the public that are likely to become wet whilst the public are in attendance.</li> </ul> <p>The facility should keep and maintain documentation as evidence of equipotential bonding. This should include:</p> <ul style="list-style-type: none"> <li>• Aquatic Facility Electrical Compliance Certification</li> <li>• Records of regular inspection of equipotential bonding</li> <li>• Records of regular testing and tagging and RCD testing</li> </ul>	


Is there an automatic shutdown system installed?	
<b>Safety Assessment Reference</b>	Chemical Safety – Section 4.09
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li><b>FAULT 1.2</b> – There is an automatic shutdown system installed, but it is not functional.</li> </ul>	
	
<b>Improvement Plan</b>	
<p>It is recommended that the facility service and repair the automatic shutdown mechanism as soon as possible to ensure the cylinder/drum valve is closed off in the event of a chlorine leak. This is an Australian Standard 2927:2019 section 5.3.1 requirement.</p>	

Control/Modify Risk

Are emergency exit signs clear in any lighting conditions?	
<b>Safety Assessment Reference</b>	Design and Construction – Section 2.33
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li><b>FAULT 2.1</b> – Exit signs are not appropriately illuminated/reflective. No specific "Emergency Exit" signage in front main exit point from facility, No specific "Emergency Exit" signage at side gate exit.</li> </ul>	
 	
<b>Improvement Plan</b>	
<p>It is recommended that the facility install 'Emergency Exit' signs in compliance with AS 2293.3 at external gates pictured above. As an outdoor facility, it is recommended that reflective exit signage indicating to patrons the most appropriate exit points is displayed (see examples below). Externally illuminated exit signs should only be used in areas that have appropriate means for automatically exhausting or excluding smoke.</p>	
  	

Is the facility installed with an operational automatic dosing system?	
<b>Safety Assessment Reference</b>	Circulation and Water Treatment – Section 3.16
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li><b>FAULT 2.2</b> – Automated chlorine gas, and soda ash auto dosing systems currently non-operational at time of this assessment, undergoing repairs. Opti power system non-operational.</li> </ul>	
	
<b>Improvement Plan</b>	
<p>It is recommended that the facility undertake work to repair current automatic dosing system to ensure it is operational and can maintain continuous and effective disinfection / treatment of the water under all conditions of use. The equipment should be capable of maintaining the water chemistry in compliance with the requirements of this Code.</p> <p>Chemical dosing equipment should be designed and installed to comply with the following requirements:</p>	
<ul style="list-style-type: none"> <li>Dosing pumps should be regulated to accommodate varying supply or back pressures and ensure feed rate remains constant.</li> <li>Substitution systems with graduated and clearly marked dosage adjustments should be provided, which can provide flows from full capacity to 10% of such capacity.</li> <li>Chemicals shouldn't feed into the water if pumping equipment or power supply fails.</li> <li>Operation of the system should cease if there is inadequate flow of water through the filtration system that would prevent chemicals from being properly dispersed throughout the water body.</li> <li>Water should not be permitted to siphon from the recirculation system to the water treatment solution container. Water treatment chemicals shall not be permitted to siphon from the solution container into the water body.</li> <li>Make-up water supply lines installed on chemical solution feeder tanks should have an air gap or other backflow prevention device.</li> </ul>	

Does the site have a windsock/wind direction indicator located near the installation?	
<b>Safety Assessment Reference</b>	Chemical Safety – Section 4.12
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li><b>FAULT 2.3</b> No wind direction indicators are installed.</li> </ul>	
	
<b>Improvement Plan</b>	
<p>It is recommended that the facility install windsock/wind indicator where chlorine containers are connected for use (pictured above). Multiple wind direction indicators may be required to assist with emergency management and to overcome any visual obstructions (e.g., tall trees, buildings etc.). An AS 2927:2019 Section 5.3.2 requirement.</p>	
	

Can access doors be secured open to prevent them closing when room is occupied?	
<b>Safety Assessment Reference</b>	Chemical Safety – Section 4.22
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li><b>FAULT 2.4</b> - Current gate entry to chlorine gas storage area cannot be secured open.</li> </ul>	
	
<b>Improvement Plan</b>	
<p>It is recommended that the facility fit all hinged doors for personnel (see above) with a device that will secure the door in the open position when a person is inside the storage area. Signage indicating that the door must be kept open when a person is inside should also be displayed and be visible when the door is in the open position. An AS 2927:2019 Section 6.5.2 requirement.</p>	

**Depending on the type of chemical stored (packaged goods or bulk) is the facility correctly placarded?**

<b>Safety Assessment Reference</b>	Chemical Safety – Section 4.35
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li><b>FAULT 2.5</b> - No "Chlorine Gas" warning placard signage in place external gate entry to chlorine gas storage area.</li> </ul>	
	
<b>Improvement Plan</b>	
<p>As this facility is a packaged goods site, it is recommended that the facility install Chlorine Gas placard on external fence. Packaged stores require a Composite Hazchem placard that details the Hazchem code and Dangerous Goods Class label (and subsidiary risk if any) such as the following: Please refer to Dangerous Goods Safety (Storage and Handling on Non-explosives) Regulations 2007.</p>	
	
<p>Bulk Storage placard can also be used for Package quantities (i.e.&lt; 500kg) such as the following:</p>	
	



Does the facility use and display "Watch-Around-Water" resources and strategies to encourage parental supervision around the facility?	
Safety Assessment Reference	General Sanitation and Operation – Section 7.08
Faults Identified	
<ul style="list-style-type: none"> <li><b>FAULT 2.6</b> – Minimal "Watch Around Water" resources displayed around internal areas at the facility at time of assessment.</li> </ul>	
	
Improvement Plan	
<p>It is recommended that the facility review current parental supervision signage/resources and consider additional strategies promoting supervision policies. Signage should be placed (where appropriate) in areas regularly frequented by parents with young children including facility entrance, reception, changerooms, toddler pool and café/seating areas. Examples of signage options available to Watch Around Water registered facilities are provided below. Customised signage is also available upon request.</p> <p>Resources and information such as information brochures, posters and television displays should be placed (where appropriate) at the pool entry, reception area and other key locations throughout the centre.</p>	
	
Posters (A4, A3, A2 size)	Wind Wave signage



Are the inflatable device 'rules of play' displayed at or near to the point of entry?	
<b>Safety Assessment Reference</b>	Special Features (Inflatables) – Section 8.37
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li><b>FAULT 2.7</b> - There is no appropriate 'Rules of Play' signage displayed near or at the point of entry of the inflatable device.</li> </ul>	
<b>Improvement Plan</b>	
<p>It is recommended that the facility develop 'Rule of Play' signage and display near or at the point of entry to the inflatable when in use (see example). Signage should provide instructions on the safe use of the equipment and may include the following rules of play:</p> <ul style="list-style-type: none"> <li>Comply with age, weight, height restrictions.</li> <li>Ensure users only access the inflatable when instructed to do so by the supervisor.</li> <li>Ensure users listen to the supervisors and obey instructions.</li> <li>Ensure that when users fall off, they do not try to climb back on, but swim to edge of pool.</li> <li>After using a slide exit, ensure users must swim to the nearest side, leave the pool, and re-join the queue.</li> <li>Permit users to go down the slide feet first only.</li> <li>Do not permit users to wear shoes and ensure they remove jewellery, watches etc. that may cause damage. If locker keys are worn, care should be taken to ensure that the key is retained completely within its plastic strap.</li> <li>Swim wear with toggles should not be worn.</li> <li>Do not allow children to play in a boisterous manner, which is likely to cause harm to themselves or others.</li> <li>Prevent diving from the inflatable device.</li> <li>DO NOT PERMIT SWIMMING UNDER THE INFLATABLE.</li> <li>Ensure users do not pull or swing on the tethering ropes, nor attempt to lift the structure.</li> <li>There may be a limit to the number of users at any one time. Users should not be permitted to form chains at any time.</li> <li>Ensure the landing area is clear before the next person uses the slide to avoid collision between users.</li> <li>Do not permit users to run or dive headfirst or otherwise launch themselves aggressively onto the inflatable.</li> <li>Ensure users do not hang onto any ropes or inflatable tubes used to designate the landing area.</li> </ul>	



Does the spray pad drainage system incorporate a means to divert all spray pad water for discharge to waste?	
<b>Safety Assessment Reference</b>	Water Spray Grounds – Section 12.13
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li> <b>FAULT 2.8</b> – It was not clear at the time of assessment that spray pad had a drain diversion connection.                     </li> </ul>	
	
<b>Improvement Plan</b>	
<p>It is recommended that the facility review current drainage system to ensure it incorporates a means to divert all spray pad water for discharge to waste when not operating. Spray pad drains should be diverted to waste for cleaning purposes prior to use and whenever the facility is not open to patrons. All top-up water must be filtered and treated before it may be used/reused to spray pad features.</p> <p>The design of spray pad, drainage diversion and return drainage plumbing system should be graded and designed so all water will be drained from the system and at no time contain trapped water.</p>	




Procedures and/or Personal Protection

Does the centre have a documented location map and site plan?	
<b>Safety Assessment Reference</b>	Administration – Section 1.02
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li><b>FAULT 3.1</b> - There is a documented site map attached to the wall, but it is not up to date. Current site map requires updating to reflect specific Exit, and designated "Emergency Exit" points from the facility.</li> </ul>	
	
<b>Improvement Plan</b>	
<p>It is recommended that the facility review current location map to help staff direct public to safe muster areas and assist emergency personnel. The location map should include evacuation points, plant room and chlorine gas storage area locations and be placed in an appropriate locations within the facility. The site plan should outline the following:</p> <ul style="list-style-type: none"> <li>• Facility floor plan</li> <li>• Pool dimensions</li> <li>• Maximum number of patrons including bather loads</li> <li>• Location of alarms, exits, assembly areas, firefighting equipment, first aid areas/rooms.</li> <li>• Location of hazardous goods</li> </ul>	
	
<p>In accordance with AS 3745 - Planning for Emergencies in Facilities: section 3.5.1 and GSPO Emergency Planning 4.16.4, 4.16.5, 4.16.7</p>	

Have technical pool operators been appropriately trained in chlorine gas storage and handling within the last three years	
<b>Safety Assessment Reference</b>	Chemical Safety – Section 4.10
Faults Identified	
<ul style="list-style-type: none"> <li>• <b>FAULT 3.2</b> – Operators have not been appropriately trained in chemical storage and handling in the last three years.</li> </ul>	
Improvement Plan	
<p>All technical pool operators that are required to handle pool hazardous substances including chlorine gas should be trained in correct techniques prior to handling chemicals. It is recommended that the facility deliver training to relevant staff on chlorine gas storage and handling safety which should include the following:</p> <ul style="list-style-type: none"> <li>• The nature of the work and safe methods of operation.</li> <li>• Properties of, and hazards associated with, the storage and handling of chlorine and its associated equipment on the site.</li> <li>• Site safety regulations, including restrictions on movement, access, and activities.</li> <li>• Location of first aid equipment, and first aid measures to be taken.</li> <li>• Correct use of personal protective equipment, including its care and maintenance.</li> <li>• Emergency procedures covering leaks, fires, and explosions, in consultation with the appropriate authorities and chlorine supplier/s.</li> <li>• Conditions and obligations of work permits, including confined space entry permits.</li> <li>• Any changes made to plant, equipment, or operating procedures.</li> </ul> <p>Training should be carried out under a formalised system, documented, and kept for future reference. Australian Standard 2927:2019</p>	

Has a manifest listing all types and maximum quantities of each chemical stored been developed and stored in a suitable remote location?	
<b>Safety Assessment Reference</b>	Chemical Safety – Section 4.28
Faults Identified	
<ul style="list-style-type: none"> <li>• <b>FAULT 3.3</b> – No updated chemical manifest sighted at time of assessment.</li> </ul>	
Improvement Plan	
<p>It is recommended that that facility develop and appropriately store a chemical manifest that details (at a minimum):</p> <ul style="list-style-type: none"> <li>• General information (name of operator, address, date manifest was prepared etc)</li> <li>• Emergency contacts</li> <li>• Chemical types stored (including Dangerous Good type and packing group type)</li> <li>• Maximum quantities of each chemical likely to be stored within the whole facility</li> <li>• Site map with storage locations, points of entry, essential services (fire services) and isolation points for gas, water, power.</li> </ul> <p>The manifest should include all hazardous substances (including those used for cleaning) and be provided in ascending order of the most dangerous to the least.</p> <p>A copy of the manifest should be maintained in a remote location for possible future reference in the event of an emergency. Please note that a chemical manifest is a legal required where the quantities of those hazardous chemicals exceed prescribed threshold amounts. Refer to Dangerous Goods Safety (Storage and Handling of Non-Explosive) Regulations 2007, however it would be considered industry best practice to have a chemical manifest on site even if chemicals did not exceed prescribed threshold amounts.</p>	




Has a risk assessment been conducted on the storage and handling of the chlorine gas cylinders?	
<b>Safety Assessment Reference</b>	Chemical Safety – Section 4.42
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li>• <b>FAULT 3.4</b> – No evidence the facility has completed a risk assessment for the storage and handling of chlorine gas cylinders.</li> </ul>	
	
<b>Improvement Plan</b>	
<p>It is recommended that the facility undertake a risk assessment for the storage and handling of chlorine gas cylinders.</p> <p>The operator must review and, if necessary, prepare a revised version of the risk assessment —</p> <ul style="list-style-type: none"> <li>• If there is a significant change to any process or system of work in relation to the storage and handling of dangerous goods; or</li> <li>• If there is any other evidence to indicate that the risk assessment no longer adequately assesses the risks; or</li> <li>• If a reportable situation under regulation 121(1) occurs at the dangerous goods site; or</li> <li>• In any event, at intervals of not more than 5 years from the assessment or last review.</li> </ul> <p>The risk assessment should be documented, and a copy kept onsite for future reference.</p>	

Is the Operations Manual reviewed annually?	
<b>Safety Assessment Reference</b>	General Sanitation and Operation – Section 7.18
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li>• <b>FAULT 3.5</b> - Operations Manual has not been reviewed in the past year and requires updating.</li> </ul>	
<b>Improvement Plan</b>	
<p>It is recommended that the Operations Manual be reviewed and updated to ensure information is up to date with current operations. Key elements of the Operations Manual should be reviewed at least <b>annually</b> to validate the appropriateness of the procedures. The review should consider internal and external influences that may affect performance. The process used and outcomes of the review should be recorded.</p>	

<b>Has an Emergency Action Plan (EAP) that includes sections for different scenarios and locations been developed? Does the site have an Emergency Plan covering chlorine gas, with detailed site layout lodged with the emergency services?</b>	
<b>Safety Assessment Reference</b>	General Sanitation and Operation – Section 7.19
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li>• <b>FAULT 3.6</b> - The Emergency Action Plan is not specific for a major chlorine leak.</li> </ul>	
<b>Improvement Plan</b>	
<p>It is recommended that the facility create an Emergency Action Plan which includes procedures for various scenarios including:</p> <ul style="list-style-type: none"> <li>• Overcrowding</li> <li>• Disorderly Behaviour</li> <li>• Lack of Water Clarity</li> <li>• Building Evacuation</li> <li>• Fire</li> <li>• Lighting/Power Failure</li> <li>• Structural Failure</li> <li>• Toxic Gases Emissions / Chemical Spills</li> <li>• Bomb Threat</li> <li>• Injured Guest (Minor)</li> <li>• Injured Guests (Major)</li> <li>• Critical Incident Stress Debriefing</li> </ul>	

<b>Have all parts of the Emergency Action Plan (EAP) been practiced/tested through an incident scenario either as a desktop review or a field exercise in the last 12 months and has been documented and dated?</b>	
<b>Safety Assessment Reference</b>	General Sanitation and Operation – Section 7.20
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li>• <b>FAULT 3.7</b> – There is no record that Emergency Action Plan is being practised.</li> </ul>	
<b>Improvement Plan</b>	
<p>It is recommended and best practice that key elements of the Emergency Action Plan should be practiced at least annually to validate the appropriateness of the procedures. The review should consider internal and external influences that may affect performance. The process used and outcomes of the review should be recorded.</p>	



Has an evacuation kit been prepared?	
<b>Safety Assessment Reference</b>	General Sanitation and Operation – Section 7.21
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li>• <b>FAULT 3.8</b> - The facility doesn't have an evacuation kit prepared.</li> </ul>	
<b>Improvement Plan</b>	
<p>It is recommended and best practice that facility should prepare an evacuation kit. It should be in a container that is easily transported, be located at the main entry, and include the following items:</p> <ul style="list-style-type: none"> <li>• Copy of the Emergency Action Plans</li> <li>• Warden identification</li> <li>• Area warden checklists</li> <li>• First aid kit</li> <li>• Communication system (i.e. loud hailer, mobile phone)</li> <li>• Torch</li> <li>• Blankets</li> <li>• First Aid and Incident report forms</li> </ul>	
	

Has the manufacturer provided a User Manual and Certification regarding the design and use of the inflatable device (particularly in relation to health and safety)?	
<b>Safety Assessment Reference</b>	Special Features (Inflatables) – Section 8.26
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li>• <b>FAULT 3.9</b> - There is no user manual present for inflatable device/s.</li> </ul>	
<b>Improvement Plan</b>	
<p>It is recommended that the facility obtain copies of the manufacturer's User Manual and Certification for all inflatable devices. The manufacturer of the inflatable device should provide a User Manual for each device at the time of purchase. The User Manual should fully explain the limits to use (e.g., numbers on the device at any one time, height/weight restrictions, use of water spray, minimum/maximum depths, max wind speed, number of supervisors, height &amp; space required, intended use) and risks associated with the installation and use of the inflatable device. The manufacturer's instructions should be followed, particularly in relation to installation, operation, maintenance, and inspection.</p> <ul style="list-style-type: none"> <li>• The device should be set up according to the manufacturer's instructions with all device anchor points connected to secure anchorages in the correct positions. Where the manufacturer's instructions are not clear or cannot be complied with, the anchorage system should be designed by a competent person.</li> <li>• The anchorage points should be tested to ensure they can withstand the horizontal force specified by the manufacturer, (or 1.6kN).</li> <li>• For external use, weather conditions should be continuously monitored and, if the wind velocity approaches the maximum permitted by the manufacturer or supplier, the device should be cleared and deflated immediately.</li> <li>• The patrons should be instructed in the safe use of the equipment and signs setting out the rules of play should be prominently displayed at the entrance to the device.</li> </ul> <p>In the absence of such information, the inflatable device should not be used until the information has been sought from the manufacturer/supplier or a competent person has provided the necessary information.</p> <p>The recommended measures in the User Manual should be incorporated into the facility's Operation Manual and staff induction/training.</p>	



Has the centre completed a risk assessment of the inflatable device and its intended use?	
<b>Safety Assessment Reference</b>	Special Features (Inflatables) – Section 8.27
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li><b>FAULT 3.10</b> - The centre has not completed a risk assessment for inflatable devices and their intended use.</li> </ul>	
<b>Improvement Plan</b>	
<p>It is recommended that the facility undertake a risk assessment for all inflatable devices and their intended use. In accordance with AS 3533.3.5:2017 / Possible hazards that operators may need to consider include:</p>	
<ul style="list-style-type: none"> <li>Drowning</li> <li>Supervision of underside of water-based inflatable can be obscured</li> <li>Patron getting stuck under water-based inflatable</li> <li>Patron falling off and panicking if not a strong swimmer</li> <li>Swimming ability of younger patrons</li> <li>Impact with the edge of the pool</li> <li>Impact with the pool bottom by a user falling off into an insufficient depth of water</li> <li>Insufficient depth of water at the exits from the device</li> <li>Inadequate tethering</li> <li>Injury caused by impact with a tethering device</li> <li>Injury caused by using an electrical blower in a wet environment</li> <li>Inadequate supervision of the structure</li> <li>Injury caused by inappropriate behaviour</li> <li>Overloading or exceptional use leading to the structure splitting, deflating, and causing possible entrapment within the structure</li> <li>Patrons pushing water-based inflatable from side to dislodge other users</li> </ul>	<ul style="list-style-type: none"> <li>Patron’s swimming under the water-based inflatable</li> <li>Patrons entering water headfirst from slide</li> <li>Patrons trying to climb up slide</li> <li>Friction burns from water-based inflatable material</li> <li>Water on pool concourse making it slippery</li> <li>Position of anchor ropes at deep end may cause entrapment</li> <li>Anchor ropes coming loose</li> <li>Unintended deflation while in use</li> <li>Blower installation not secure</li> <li>Poor water quality leading to introduction to Pseudomonas organisms and other possible forms of bacteria leading to the development of an itchy rash</li> <li>Injury caused by outdoor use in high winds or bad weather</li> <li>Weak swimmers out of their depth</li> <li>Impact with the pool bottom as a result of insufficient depth of water at the exit from the device</li> <li>Impact with another user as a result of inappropriately sized and sectioned off landing area</li> <li>Effect of exhaust fumes if using a petrol blower in confined spaces</li> </ul>



Are air pumps and air hoses appropriately positioned?	
<b>Safety Assessment Reference</b>	Special Features (Inflatables) – Section 8.35
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li>• <b>FAULT 3.11</b> - Air pumps/blowers used for inflatable device/s are not secure / tethered when in use.</li> </ul>	
<b>Improvement Plan</b>	
<p>It is recommended that the facility undertake a review of current air pumps/blowers used for inflatable device/s and ensure that they are tethered into place during use. Specifically:</p> <ul style="list-style-type: none"> <li>• Air hoses, air pumps and electrical cords should be positioned to avoid the risk of trips and falls.</li> <li>• Blower tubes should be designed to enable the positioning of the blower to minimise the risk to patrons.</li> <li>• Blowers should be positioned externally to the inflatable device, in a dry and safe position, unable to be tampered with and fixed in a manner that prevents them being pulled into the water under any circumstances. Blower tubes should be protected from being throttled by people or objects.</li> <li>• Blowers must have a prohibition notice to warn public from touching them.</li> <li>• Blowers should have a power loss system alarm set in place (if required by manufacturer of blower unit). In the event of power failure to the blower an alarm will sound to warn that immediate action to evacuate the inflatable must be taken to avoid entrapment.</li> <li>• The blower unit or any other electrical equipment associated with the device should be located and guarded / barricaded to prevent contact by patrons or other members of the public and protected through a residual current device (RCD). Blowers and power leads should comply with the electrical requirements be tested and tagged in accordance with AS 3533.3.5:2017</li> </ul> <p>Guarding should be provided to ensure air volume to the intake of the blower cannot be affected by foreign debris.</p>	



<b>Has the manufacturer provided Certification and a User Manual regarding the design, operation, maintenance, supervision, and use of the playground equipment, particularly in respect to staff training/induction and occupational health and safety?</b>	
<b>Safety Assessment Reference</b>	Water Spray Grounds – Section 12.01
<b>Faults Identified</b>	
<ul style="list-style-type: none"> <li><b>FAULT 3.12</b> - There is no user manual and/or certification present for water spray ground equipment sighted at time of assessment.</li> </ul>	
	
<b>Improvement Plan</b>	
<p>It is recommended that the facility obtain copies of the manufacturer’s User Manual and Certification for all spray ground features. The manufacturer should provide a User Manual for each feature at the time of purchase. The User Manual should fully explain the operation, supervision, and maintenance requirements.</p> <p>The instructions for maintenance should include the frequency with which the equipment or its components should be inspected or maintained and should include guidance on the following, where relevant:</p> <ul style="list-style-type: none"> <li>Routine visual inspection (cleanliness, equipment clearances, surface finishes, exposed foundations, sharp edges, missing parts, excessive wear and structural integrity). For spray grounds subject to heavy use or vandalism, daily inspection of this type may be necessary.</li> <li>Operation Inspection carried out as indicated by manufacturer’s instruction.</li> </ul> <p>In the absence of such information, the spray ground features should not be used until the information has been sought from the manufacturer/supplier or a competent person has provided the necessary information.</p> <p>The recommended measures in the User Manual should be incorporated into the facility’s Operation Manual and staff induction/training.</p>	



### PART 3: OVERALL SAFETY SCORE

ITEM	CENTRE SCORE	TOTAL SCORE	SAFETY SCORE
General Administration	8	9	88.89%
Design and Construction	41	43	95.35%
Circulation and Water Treatment	17	18	94.44%
Chemical Safety	40	47	85.11%
Water Quality and Testing	8	8	100.00%
Qualification for Aquatic Facility Personnel	4	4	100.00%
General Sanitation and Operation	22	27	81.48%
Special Feature	8	12	66.67%
Spa Pools	0	0	N/A
Water Slides	0	0	N/A
Hydrotherapy	0	0	N/A
Spray Park Water Feature	14	16	87.50%
<b>OVERALL RATING</b>	<b>162</b>	<b>184</b>	<b>88.04%</b>



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FOR MORE INFORMATION

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Fault Number	Identified Fault	Hazard	Risk - Likelihood	Risk - Consequences	Risk Rating	Risk Control	Fault Rectification	Comments on Fault	Standards/Legislation	Estimated Cost	Funding Source	Estimated Completion Date	Progress	Progress Comments
1.1	Equipotential Bonding - No evidence that metallic objects greater than 100mm in size are earthed.	Electricity	Rare	Severe	Medium	Eliminate	Undertake review to determine if handrails, lane rope anchor points, deck sockets, shade structures and light poles are earthed and rectify if required.	Included in the scope of works for the pool refurbishment	* Section 2.43 - Code of Practice. * AS/NZS 3000:2000	\$15,000 - \$20,000	LRCIF	30/08/2022	In progress	Contractor selected. Date of works to be confirmed. Estimated date 29 July.
						Procedures and PPE	Maintain documentation as evidence of equipotential bonding. Records to include; * Electrical Compliance Certificate * Regular inspection of equipotential bonding * Regular testing and tagging and RCD testing.	* Develop register of regular inspections required. * Related documents to be saved in Synergy.	NA	\$0.00	Operational budget - staff wages	30/08/2022	Not started	Requires completion of Equipotential Bonding works.
1.2	Chlorine automatic shutdown system is not functional	Chemical hazard	Unlikely	Severe	High	Eliminate	Service and repair automatic shutdown mechanism.	To be inspected as part of the annual filter system service which is now due.	* Section 4.09 - Code of Practice * AS 2927:2019	\$5,000.00	Operational budget - maintenance	30/08/2022	In progress	Commercial Aquatics investigate C12 issue when they do the annual filter service. Recommended services occurs after pool works.
2.1	Exits signs are not properly illuminated / reflective.  No specific 'Emergency Exit' signage in front of main exit point from facility.	Emergency safety	Possible	Minor	Medium	Control / Modify		Externally illuminated exit signs should only be used in area that have means for automatically exhausting or excluding smoke.		\$0.00		30/06/2022	In progress	
						Control / Modify	Install reflective exit signage on the external gates pictured in report (x2).		\$50.00	Operational budget - Other Expenses	30/06/2022	In progress	Getting quotes. Requiring additional information to ensure signs meet safety standards.	
2.2	Automated chlorine gas and soda ash autososing system non-operational (undergoing repairs).	Chemical hazard	Possible	Major	High	Control / Modify		System not operating due to optidrive requiring replacement. Optidrive from pump 2 has been temporarily placed on pump 1 however can not operate to the same capacity and other systems had to be turned off to ensure pump operation. Chemicals are being manually dosed.	*Section 3.16 - Code of Practice	\$0.00	Operational budget - maintenance	30/05/2022	Complete	System working again as Optidrive has been repaired.
						Control / Modify	Replace optidrive.	Optidrive on pump 1 broken and is awaiting replacement. Optipump from pump 2 temporarily put on pump 1 to allows main pumps to operate, however can not operate to same capacity.		\$4,317.50	Operational budget - maintenance	30/05/2022	Complete	Optidrive on pump 1 replaced.
2.3	No wind direction indicators installed	Emergency safety	Unlikely	Minor	Low	Control / Modify	Install windsack / wind indicator where chlorine containers are connected for use.		* Section 4.12 - Code of Practice. * AS 2927:2019	\$300.00	Operational budget - maintenance	14/06/2022	In progress	Works request completed for pole installation.
2.4	Current gate entry to chlorine gas storage area cannot be secured open.	Entrapment	Possible	Moderate	Medium	Control / Modify	Fit all hinged doors with a device that will secure door open when a person is inside the storage area.		* Section 4.22 - Code of Practice * AS 2927:2019	\$100.00	Operational budget - maintenance	14/06/2022	In progress	Works request done.
						Procedures and PPE	Install signage indicating door must be kept open while a person is inside should be displayed and visible when door is in open position.		\$100.00	Operational budget - maintenance	30/06/2022	In progress	Getting quotes. Requiring additional information to ensure signs meet safety standards.	
2.5	No "Chlorine Gas" warning placard signage in place to entry to chlorine gas storage area.	Chemical hazard Emergency Safety	Possible	Moderate	Medium	Control / Modify	Install Chlorine Gas placard on external fence.	Likely was removed during works to realign fencing in the garden area.	* Section 4.35 - Code of Practice * Dangerous Goods Safety (Storage and Handling on Non-explosives) Regulations.	\$150.00	Operational budget - maintenance	30/06/2022	In progress	Getting quotes. Requiring additional information to ensure signs meet safety standards.
2.6	Minimal Watch Around Water Signage	Environmental hazard	Likely	Minor	Medium	Control / Modify	Review parental supervision signage and resources and consider additional strategies promoting supervision policies.		* Section 7.08 - Code of Practice	\$0.00	Operational budget - staff wages	30/06/2022	Not started	
2.7	There is no appropriate 'Rules of Play' signage displayed near or at the point of entry of the inflatable device. Not clear at the time of assessment that the spray pad had a drain diversion connection.	Plant and equipment	Possible	Severe	High	Control / Modify	Develop 'Rule of Play' Signage and display near or at the point of entry to the inflatable when in use.	The Shire has previously had this signage, however appears to have been thrown out and not replaced. Maybe record of previous signage which can be ammended rather than recreated.	* Section 8.37 - Code of Practice	\$500.00	Operational budget - maintenance	30/06/2022	In progress	Design and rules created in CANVA. Waiting to be approved and made into a sign.
2.8		Biological hazard	Possible	Major	High	Control / Modify	Review current drainage system to ensure it incorporates a meand to divert all spray pad water for discharge to waste when not operating.	2017 audit noted the facility was compliant.	* Section 12.13 - Code of Practice.	\$500.00	TBA. Pending outcome of review.	31/08/2022	Not started	To be completed once the Splash Part has been fixed.
3.1	Document site map attached to wall is not up to date.	Emergency safety	Unlikely	Minor	Low	Procedures and PPE	Review current location map. Refer to report for items to be included.		* Section 1.02 - Code of Practice * AS 3745: Section 3.5.1 and GSPO Eergency Planning 4.16.4, 4.16.5 and 4.16.7	\$0.00	Operational budget - staff wages	31/12/2022	Not started	

3.2	Operators have not been appropriately trained in chemical storage and handling in the last 3 years.	Chemical hazard	Possible	Major	High	Procedures and PPE	Training to be included on staff training matrix  Staff to undertake training in handling hazardous substances.	*RLSWA sent out survey after visit to assess the industry needs in relation to this as many pools appear to be non-compliant in this area. * 2 staff members have completed training as part of pool operations training in the past 12 months. 1 staff member has left since audit undertaken. Only 1 staff member requiring training.	\$0.00  \$1,500.00	Operational budget - staff wages  Operational budget - training	30/06/2022  31/08/22	Not started  In progress	
3.3	No updated chemical manifest sighted at time of assessment No evidence that a risk assessment has been completed for the storage and handling of chlorine gas cylinders.	Chemical hazard	Possible	Major	High	Procedures and PPE	Develop and appropriately store a chemical manifest. Copy retained in a remote location, as well as on site.		\$0.00	Operational budget - staff wages	30/06/2022	In progress	Training providers identified. All are Perth based so book training when staff are going to Perth for other training.
3.4	Operations manual has not been reviewed in the past 12 months.	Manual tasks Plant and equipment Chemical hazard	Likely	Moderate	High	Procedures and PPE	Undertake a risk assessment for the storage and handling of chlorine gas cylinders.  Review and update operations manual.	* Hazardous substance risk assessment available in the WHS Sharepoint page (Risk Assessments).  * Operations manual to be maintained in hard copy at pool office and electronically on Sharepoint.	\$0.00  \$0.00	Operational budget - staff wages  Operational budget - staff wages	31/05/2022  31/12/2022	In progress  In progress	Jackson completing  Procedures being updated as new ones are created.
3.5	Emergency Action Plan (EAP) is not specific for a major chemical leak.	Emergency safety	Unlikely	Severe	High	Procedures and PPE	EAP should be developed which includes procedures for scenarios outlined in the report.	* Some procedures may be available in the EAP LGIS has developed for the Administrations buildings. * EAP to be in hard copy in office and electronically on Sharepoint.	\$0.00	Operational budget - staff wages	31/10/2022	Not started	
3.7	No record EAP is being practiced.	Emergency safety	Unlikely	Minor	Low	Procedures and PPE	Practice key elements of the EAP on an annual basis.  Document the process used and outcomes of review are documented	Team has been doing monthly practices of aspect of EAP. Clarifying if the activities they are undertaking meet requirements. Team has been doing monthly practices of aspect of EAP. Clarifying if the records they have meet requirements.	\$0.00  \$0.00	Operational budget - staff wages Operational budget - staff wages	30/06/2022  30/06/2022	In progress In progress	Checking with RLSWA on requirements Checking with RLSWA on requirements
3.8	The facility doesn't have an evacuation kit prepared.	Emergency safety	Unlikely	Minor	Low	Procedures and PPE	Set up an evacuation kit outlining the items outlined in the report.		\$500.00	Operational budget - Other Expenses	30/06/2022	Not started	Dependent on EAP being updated (3.6). Any items needed to be purchased should be done this financial year.
3.9	No user manual present for inflatable devices.	Plant and equipment	Possible	Moderate	Medium	Procedures and PPE	Obtain user manual and certification for all inflatable devices.  Incorporate into the facilities Operation Manual	* 2x devices * Online version available for most recent device	\$0.00  \$0.00	Nil required Operational budget - staff wages	1/06/2022  1/06/2022	Complete Complete	
3.10	Centre has not completed a risk assessment for inflatable devices and their intended use	Plant and equipment	Possible	Moderate	Medium	Procedures and PPE	Undertake a risk assessment for all inflatable devices.	* 2x devices. * Hazards to be considered listed in report.	\$0.00	Operational budget - staff wages	1/06/2022	Complete	
3.11	Air pumps used for inflatable devices are not secured / tethered when in use.	Plant and equipment	Possible	Minor	Medium	Procedures and PPE Control / Modify	Review current air pumps used for inflatable devices and ensure they are tethered in place during use.  Guarding should be provided to ensure air volume to the intake of the blower can not be affected by foreign debris.		\$0.00  \$0.00	Operational budget - staff wages Operational budget - staff wages	30/06/2022  30/06/2022	In progress In progress	Request completed for the works. Suggestion - to have a cage around the blower to protect from debris, usually when the inflatable is in use we barricade the area off with tables and bolards.
3.12	No user manual and/or certification present for water spray ground equipment sighted at time of assessment	Plant and equipment	Possible	Minor	Medium	Procedures and PPE	Obtain copy of manufacturer's user manual and certification for all spray ground features.  Incorporate information regarding inspections, cleaning etc into the facilities Operation Manual		\$0.00  \$0.00	Operational budget - staff wages Operational budget - staff wages	31/08/2022  31/07/2022	In progress Not started	Have discussed with supplier who is working on providing these along with replacement parts.

## 7.4 RANGER SERVICES PROCEDURES

**File Number:** 7014

**Author:** Robert Paull, Manager Development Services

**Responsible Officer:** Amanda Dexter, Chief Executive Officer

**Authority/Discretion:** Advocacy

### SUMMARY

The Shire's 'Ranger Services' has prepared wide ranging operational procedures that seek to ensure a transparent and consistent approach to the role of Shire Rangers. Council is requested to note the procedures as the general methods to undertake the myriad of Ranger tasks.

### DISCLOSURE OF ANY INTEREST

Nil by author and Responsible Officer.

### BACKGROUND

Ranger Services have responsibility to assist with matters such as:

- Dog and cat control
- Litter control
- Camping
- Stray and wandering stock
- Abandoned vehicles
- Verge obstructions
- Firebreak and fire hazards
- Education programs

### STATUTORY ENVIRONMENT

The Shire's Ranger Services is responsible for the enforcement and administration of a number of State Statutes and Council Local Laws throughout the Shire.

The administration of these Statutes and Local Laws include investigating complaints, providing public education and awareness and the issue of Infringement Notices or instigation of Prosecutions for non-compliance. State Legislation administered and enforced by the Rangers include the following:

- *Local Government Act 1995*
- *Local Government Miscellaneous provisions Act 1960*
- *Dog Act 1976 & regulations*
- *Cat Act 2011 & regulations*
- *Litter Act 1979 & regulations*
- *Caravan Parks and Camping Grounds Act 1995 and regulations 1997*
- *Bush fires Act 1954 & regulations*
- *Control of vehicles (off road areas) Act 1978*



- *Shire of Derby/West Kimberley's local laws*

Council will be mindful of the statutory obligations placed by the State of Western Australia on local governments through State legislation in relation to the role and responsibility of Shire Rangers.

#### **POLICY IMPLICATIONS**

None known

#### **FINANCIAL IMPLICATIONS**

None known

#### **STRATEGIC IMPLICATIONS**

<b>GOAL</b>	<b>OUR PRIORITIES</b>	<b>WE WILL</b>
<b>Priority 1: Leadership and Governance</b>	1.1 Collaboration and Partnerships 1.2 Capable, inclusive and effective organisation 1.3 Effective Communication	1.1.1 Maximise local opportunities 1.2.4 Attract and effectively use resources to meet community needs 1.3.3 Listen to and respond to the needs of our communities

#### **RISK MANAGEMENT CONSIDERATIONS**

<b>RISK</b>	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	<b>RISK ANALYSIS</b>	<b>MITIGATION</b>
<b>Legal &amp; Compliance:</b>	Possible	Moderate	Medium	Council to note the Ranger's procedures to support the method and arrangements undertaken to achieve statutory compliance.

#### **CONSULTATION**

None proposed or anticipated.

#### **COMMENT**

Ranger Services has prepared wide ranging operational Procedures (**Attachment 1**) associated with their roles and responsibilities under State Legislation. Within the Shire, Rangers work in a challenging environment where the means of education and enforcement is tailored to suit the community we serve.

The Procedures seek to ensure a transparent and consistent approach to the role of Shire Rangers. Council is requested to note the Procedures as general methods to undertake the myriad of Ranger tasks.

#### **VOTING REQUIREMENT**

Simple majority

**ATTACHMENTS**

1. Draft Ranger Procedures  

**RECOMMENDATION**

**That with respect to Ranger Services Procedures the Audit Committee recommend that Council:**

1. Note the Report and Ranger Procedures as provided in Attachment 1.



# Ranger Procedures

**May 2022**

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Document Reference Number:	
Responsible Directorate:	Development Services
Responsible Officer/s:	Director of Technical & Development Services, Manager Development Services, Senior Ranger and Rangers
Date of Approval by Manager:	..../..../.... (Director of Technical & Development Services)
Date of Effect:	..../..../....
Procedure Review Period:	Two years
Date Review Due:	..../..../....



## Dog & Cat Registration

### OBJECTIVE

This procedure is in accordance with the *Dog Act 1976* and *Cat Act 2011* and is to be followed when dogs or cats are to be registered within the Shire of Derby/West Kimberley (the Shire).

---

### SCOPE

This procedure applies to employees of the Shire, specifically the Senior Ranger, Rangers and Authorised Registration Officers.

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### BACKGROUND

The *Dog Act 1976* and *Cat Act 2011* requires that dogs over the age of three months and cats over the age of 6 months are required to be registered. Registrations must be in the name of the person over 18 years of age.

---

### PROCEDURE

If a member of the public attends the Shire with the intent to register his/her dog or cat, the following steps are to be followed;

1. The customer is to be given a current registration form and where necessary assistance to fill in the form. Note: customers must provide details such as full name, address, date of birth, contact numbers, sterilization certificate (if required) and microchip certificate (mandatory). These sections cannot be left blank.
2. The Authorised Registration Officer will check the form and raise a receipt for the fees to be charged.
3. Any concessions, such as pension cards, are to be copied and attached to the registration form, and fees adjusted accordingly.
4. Copies of the animals' sterilization certificate is required to be copied and recorded.
5. The Authorised Registration Officer then issues a dog or cat registration tag in accordance with the amount of years the dog or cat has been registered for i.e. for 1 year, 3 years or a Lifetime registration.
6. The Authorised Registration Officer then inserts all details into the computer system eg: (Synergy/Dogs).



7. If advised by a customer that a dog or cat is to be removed from the registration system, advice must be received in writing by the owner, stating the dog or cat is now deceased, or the dog or cat has been transferred to another local government, the Authorised Registration Officer is to:
  - a. Search for the animal registration on Synergy, for example: Dogs, Dogs Registration Details, ensuring the correct record has been selected; and
  - b. Select the Extended Details tab; and
  - c. Click on the drop down box on the right hand side and select either Deceased or Transferred Out (Please note that the Cancelled option is for Ranger use only); and
  - d. Insert today's date; and
  - e. In Reason, type that the dog is either deceased, or transferred to another Shire and include which Shire, and their new registration tag number if available; and
  - f. Return to the Dog Details tab and delete the assessment number; and
  - g. A message will appear asking "Change Owner details to property owner?", Click "No", then Save; and
  - h. A message will appear asking "You have changed the Assessment Number, do you want the previous assessment address saved in the Previous Address field?" Click "Yes".
8. Any fee refunds are to be approved by the Senior Ranger.
9. If an applicant lists the breed of dog as a Restricted Breed/or cross, the Senior Ranger must be notified immediately. This is to impose containment and sterilization restrictions. The Restricted Breeds are or mix of any:
  - a. Dogo Argentino;
  - b. Fila Brasileiro
  - c. Japanese Tosa;
  - d. American Pit Bull Terrier;
  - e. Pit Bull Terrier;
  - f. Perro de Presa Canario or Presa Canario;
  - g. Any other breed of dog the importation of which is prohibited absolutely by the Customs (Prohibited Imports) Regulations 1956 (Commonwealth).
10. Dog registration period runs from 1 November to 31 October each year inclusive. On 1 October each year, Shire Administration Registration Officers, in conjunction with the Senior Ranger, will organise the dog registration renewal forms to be sent to all customers with an expired date of that year. This process can be found in the Synergy user's guide.
11. During patrols of the Shire, Rangers may discover dogs that are not registered, where he/she is to:
  - a. Verbally direct dog owners to have their dog registered within a certain time period, normally 7 days and advise on the penalties for non-compliance;
  - b. Create a Customer Service Request in Synergy;
  - c. After the period given has passed, the Ranger is to confirm compliance or not;



- d. If the dog has not been registered, the Ranger is to revisit the dog owner and further discuss the non-compliance of the direction given. If the Ranger feels that further time is required in order to gain compliance, then an extension of time may be granted, along with a written warning providing a date the registration needs to be completed by or infringements may be issued;
  - e. Save the written warning to Synergy, Records Registration and link the Customer Service Request to the record
12. On the date provided on the written warning, check on Synergy for the dog registration details. If the registration:
- a. Has been completed, open your Customer Service Request:
    - i. Select the Action Taken tab; and
    - ii. Click on Add Row, and insert your notes; and
    - iii. Select the Related Apps tab; and
    - iv. Click on Dog Register at the bottom of the page; and
    - v. Search for the relevant dogs registration details and select the appropriate record; and
    - vi. Click on Save.
  - b. Has not been completed:
    - i. Issue an infringement notice; and
    - ii. Update the Customer Service Request with the infringement number and date sent.



## Keeping more than the Prescribed Amount of Dogs on a Property

### OBJECTIVE

This procedure has been developed to provide instructions to Authorised Persons and members of the public to apply to Council to keep more than the prescribed number of dogs on a property within the Shire of Derby/West Kimberley (the Shire).

---

### SCOPE

This procedure applies to employees of the Shire, specifically the Senior Ranger, Rangers and the Manager of Development Services in accordance with the *Dog Act 1976* and the Shire's *Dogs Local Law*.

---

### BACKGROUND

The Dog Act 1976 limits the number of dogs permitted to be kept on a property to 6 dogs over the age of 3 months. The Shire's *Dogs Local Law* limits each property to 2 dogs, with the option for a customer to apply to Council to grant an exemption, and permit up to 6 dogs on one property.

This exemption has been delegated to the Chief Executive Officer and recorded in the Register of Delegations.

---

### PROCEDURE

When Ranger Services Staff are contacted by people who have more than the required amount of dogs on one property, or they have received a complaint regarding a property with more than 2 dogs, they are to;

1. Advise the dog owner of the limits imposed under the *Dog Act* and *Dogs Local Law*
2. They can either;
  - a. Relocate all but 2 dogs from the property
  - b. Apply for an exemption to keep up to 6 dogs on their property. If the exemption is granted, it is only for the particular dogs on the application, they cannot replace one of the dogs if they pass away
3. When applying for an exemption, an application form must be completed by the dog owner. This must include information;
  - a. The applicants full name, address and contact number
  - b. The registration details of all dogs included on the application (all dogs must be currently registered)





## Shire of Derby / West Kimberley

- c. A description of the property, fencing and where the dogs are to be housed
  - d. The reason for the application
  - e. If the applicant is not the owner of the property, permission must be received in writing by the property owner
  - f. The applicant may include any information they believe relevant
4. On receipt of the completed application and after the fee is paid;
  - a. An acknowledgement letter is to be sent to the applicant by the Shire
  - b. Letters are to be sent to surrounding property owners advising of the application and that they have 14 days to object or support the application, and this must be received in writing. If an objection is received, it must include valid reasons why the application should not be approved.
5. The Ranger is to inspect the property and complete a property inspection report at a time suitable to the applicant. This is to include photographs and notes of;
  - i. Each individual dog
  - ii. Containment system or fencing
  - iii. Cleanliness of the yard, noting any noxious odours
  - iv. Any other animals normally kept at the property and their condition
6. The Ranger is to search Synergy, X; Drive and the Pound Register for any history relating to the owner or the dogs.
7. The Ranger is to complete a report for the CEO to review. This is to include;
  - a. A cover page listing the applicants name, address and contact number, a brief outline of their application
  - b. A copy of the application and any attachments
  - c. Photos of the property and fencing
  - d. Photos of each dog, along with their registration information
  - e. List any history of complaints related to the dogs and owner
  - f. Objections or letters of support
  - g. Rangers recommendation
8. Send the completed report to the Manager of Development Services for comment and recommendation
9. The Manager is to forward the report on to the CEO for comment and recommendation
10. The CEO is to return the completed report back to the Senior Ranger who is to scan and record into Synergy
11. The Senior Ranger is to send a letter of approval or refusal to the applicant.
  - a. Exemption approval letter must include;
    - i. Information of each dog, registration number, microchip number, description & names



## Shire of Derby / West Kimberley

- ii. The approval is only for those specific dogs and cannot change/swap dogs at the property
    - iii. That any breach against the *Dog Act 1976*, *DSWK Dogs Local Law* or the *Animal Welfare Act 2002*, will result in cancellation of the exemption
  - b. Exemption refusal letter must include;
    - i. A specific timeframe to relocate the dogs from the property
    - ii. A reason why the application was refused
    - iii. A timeframe for the additional dogs to be removed from the property
    - iv. Advise they may apply to the State Administrative Tribunal (SAT) for review of the decision and provide contact details
  - c. Save the letter to Records Registration in Synergy, linking the CSR to the record
- 12. If the exemption was refused;
  - a. Attend the property after the allocated timeframe to ensure the additional dogs have been removed from the property
    - i. If the additional dogs have been removed, note this on the CSR, change the Status to "No further action" and save
    - ii. If the additional dogs have not been removed, send a written warning to the dog owner giving a specific timeframe to remove the additional dogs or Rangers will seize them from the property
- 13. Inspect the property after the allocated timeframe noted on the warning notice;
  - a. If the additional dogs have not been removed, seize all but two dogs from the property
  - b. Complete a seizure notice and deliver to the dog owner
- 14. If the owner attends the Shire claim their dogs;
  - a. They are only to be released back to the owner if the dogs are being relocated to another property and the new address is updated on the registration
  - b. and the Ranger is satisfied that to deliver up the dog would create circumstances that give rise to an offence against this Act, the Ranger may refuse the dog/s release and may cause the dog to be disposed of by the Shire or sold. If the dog/s is sold, the proceeds of the sale shall be the property of the Shire and are not required to be accounted for to the owner
- 15. Note the outcome on the CSR. Change the Status to "No Further Action" and close the request.



## Dangerous Dog Declaration

### OBJECTIVE

This procedure has been developed to provide consistent instructions to declare a dog to be a Dangerous Dog within the Shire of Derby/West Kimberley (the Shire) to ensure community safety.

---

### SCOPE

This procedure applies to employees of the Shire, specifically the Senior Ranger and Rangers in accordance with Division 2 of the *Dog Act 1976 (Act)*.

---

### BACKGROUND

Generally, under s. 33E of the Act, a dog may be declared to be a Dangerous Dog in the following circumstances:

*“If, in the opinion of the local government or that person —*

*(a) The dog has caused injury or damage by an attack on, or chasing, a person, animal or vehicle; or*

*(b) The dog has, repeatedly, shown a tendency —*

*(i) To attack, or chase, a person, animal or vehicle even though no injury has been caused by that behaviour; or*

*(ii) To threaten to attack; or*

*(c) The behaviour of the dog meets other criteria prescribed for the purpose of this section.”*

---

### PROCEDURE

For a dog to be declared as a Dangerous Dog, the following steps are to be followed:

1. After an incident reflecting s 33E of the Act has taken place, an assessment of the incident and the dog in question will be undertaken by the Senior Ranger.
2. The Senior Ranger may determine that a dog be Declared Dangerous in accordance with s. 33E of the Act.



3. The Senior Ranger is to:
  - a. Complete the Dangerous Dog template (Attachment 1);
  - b. Sign the declaration, scan and save to Synergy, linking the Customer Service Request (if applicable) and dog registration number;
  - c. Arrange for a Ranger to hand deliver the declaration, if possible, to the owner and explain
    - i. Each section of the declaration;
    - ii. The owner's right to appeal to either Council or to the State Administrative Tribunal (to be lodge within 7 days);
    - iii. That the owner must comply with the Dangerous Dog Declaration within 7 days from the issue date, whether or not an objection is lodged.
4. The Senior Ranger is to ensure that on Synergy under Dog Registration Details, search the dog registration relevant to the declaration:
  - a. On the Dog Details tab, select the Dangerous box;
  - b. Select the Extended Details tab; and
  - c. In the Memo section, type in the date, Dangerous Dog Declaration on date, include the CSR number
5. Seven (7) days after the dog has been declared, the Senior Ranger is to attend the property and complete an inspection ensuring all requirements on the declaration have been met, (Attachment 2).
6. If in the opinion of the Senior Ranger:
  - a. The requirements have been met, the Ranger is to record the inspection notes and close the job (Attachment 2); or
  - b. If one or more of the requirements have not been met:
    - i. Infringements may be issued; and/or
    - ii. The dog may be seized and held until the requirements have been met, as an attack by the dog is likely to occur and/or
    - iii. Further time is granted for the dog owner to comply
7. The Senior Ranger may seize a Declared Dangerous Dog where:
  - a. An attack by the dog has occurred; and/or
  - b. An attack by the dog is likely to occur; and/or
  - c. The dog in a place in contravention of Section 31, 32 or 33A of the Act; and/or
  - d. An offence against section 26(4) or 27(2) is being committed; and/or
  - e. The dog is not registered; and/or
  - f. If moneys are due to the Shire in respect to impound fees.



**Attachment 1**

**OUR REF: CS  
DATE:**

Full name  
Address  
Address

**NOTICE DECLARING A DOG A DANGEROUS DOG**  
*Dog Act 1976 Section 33E*

Full Name

You are hereby notified as the owner or the person in control of the dog identified as:

Name of Dog: .....  
Sex of Dog: .....  
Current Dog Registration No: ..... Expiry .....  
Microchip: .....  
Dog Breed: .....

Premise or Property Address: .....  
That on behalf of the Shire Derby/West Kimberley in accordance with the *Dog Act 1976 Section 33E* (the Act) this dog a dangerous dog (Declared).

The reason for this declaration in accordance with Section 33E(1) of the Act is,  
On the ..... 2022 the above mentioned dog attacked another dog or a person and caused injuries to that dog or person requiring veterinary treatment or medical treatment.  
*(add any other information or incident as required and delete where required)*

The following requirements and responsibilities are imposed in accordance with the Act and penalties apply for failure to undertake or comply with this notice.

**1. ENCLOSURE AND CONFINEMENT** (Ref: *Dog Act 1976 S.33GA(2)*)

The enclosure within which the dog is confined, whether or not the enclosure is at the premises where the dog is ordinarily kept or ordinarily permitted to live, is constructed to —

- a. Prevent the dog from escaping; and
- b. Prevent the dog from being removed or released from the enclosure without the permission of the person liable for the dog's control; and
- c. Prevent a child who has not reached 7 years of age from entering, or inserting any part of its body into, the enclosure without the help of an adult.



**2. PRESCRIBED COLLAR** (Ref: *Dog Regulations 2013 r.29*)

The dog is to wear a collar at all times and as prescribed must have alternating red and yellow stripes, each stripe being 25 mm wide and set at an angle of 45 degrees to the rim of the collar, with one of those colours being fluorescent so that the collar is visible in darkness. Refer to *Dog Regulations Section 29*



- (3) For section 33GA(1)(a) and (b), a collar worn by a dangerous dog must
- a. Be made of durable materials; and
  - b. Be capable of being securely fastened; and
  - c. Be capable of being attached to a leash; and
  - d. Have a minimum width -
    - i. In the case of a dog weighing less than 10 kg, 15 mm; or
    - ii. In the case of a dog weighing 10 kg or more but less than 20 kg, 25 mm; or
    - iii In the case of a dog weighing 20 kg or more but less than 40 kg, 40 mm; or
    - iv. In the case of a dog weighing 40 kg or more, 50 mm.

**3. PRESCRIBED SIGNS** (Ref: *Dog Regulations 2013 r.30*)

Every entrance to the property of .....is to display a sign, as prescribed by the regulations.

A warning sign must —

- a. Be a white rectangle measuring 200 mm by 300 mm; and
- b. Be made of a durable material; and
- c. Contain the word “WARNING” in white capital letters 30 mm high on a red rectangular panel measuring 190 mm by 45 mm near the top of the rectangle referred to in paragraph (a); and
- d. Contain below the panel referred to in paragraph (c) a red circle 160 mm in diameter containing a picture of the black head and neck of a dog 100 mm high wearing a collar mentioned in regulation 29(2) (whether in colour or black and white); and
- e. Contain below the circle referred to in paragraph (d) the words “DANGEROUS DOG” in capital letters 20 mm high.



**4. REGISTRATION** (Ref: *Dog Act 1976 s.7*)

The dog is to be registered in accordance with the Act which stipulates that the registration requires renewing every 1<sup>st</sup> November of the year.

**5. PRESCRIBED MICROCHIPPING** (Ref: *Dog Act 1976 s.22*)

The dog is required to be microchipped with details submitted to the Shire immediately. Refer to *Dog Act 1976 Section 22*

**6. CONTROL OF THE DOG WHEN IN A PUBLIC PLACE** (Ref: *Dog Act 1976 s.33GA(6)(7)(8)*)

The dog may only be in a public place when it is muzzled so as to prevent it from biting a person or another animal and be on a lead held by an adult (18 years old plus) capable of controlling the dog. This includes designated dog exercise areas.



## Shire of Derby / West Kimberley

### 7. DUTY TO NOTIFY (Ref: *Dog Act 1976 s.33K*)

You must ensure that every person liable for the control of the dog is aware of responsibilities of this declaration and under the Act.

You are required within 24 hours to notify the Shire of Derby/West Kimberley-

- a. If an attack by the dog occurs, giving particulars of that attack; or
- b. If the dog is missing; or
- c. If the ownership of the dog changes, giving particulars as to that change; or
- d. If the dog is to be ordinarily kept in the district of that local government at a different location to the place in which the dog was previously ordinarily kept, giving particulars as to the new location.

Where a person liable for the control of a dangerous dog, intends ordinarily to keep the dog in the district of a local government that is not the local government with which the dog is registered, the person must notify the local government of the district in which the dog is to be kept within 24 hours of the dog commencing to be kept there.

### 8. DUTY TO NOTIFY – NEW OWNER ((Ref: *Dog Act 1976 s.33K*)

On or before the change of ownership of a dangerous dog (declared), the person transferring ownership must give to the person to whom ownership is to be transferred -

- a. Written notice that the dog is a dangerous dog for the purposes of this Act; and
- b. A copy of the notice given under section 33F(1).

You are required to notify the Shire if the dog is to be ordinarily kept in a location not in the district of the Shire of Derby/West Kimberley giving particulars as to the new location or if the dog dies.

### 9. DURATION OF DECLARATION (Ref: *Dog Act 1976 s.33J*)

A notice declaring a dog to be a dangerous dog (declared) has effect until -

- a. The dog dies; or
- b. The notice is revoked by the local government; or
- c. The decision pursuant to which the notice was given is quashed by the State Administrative Tribunal, even though the ownership of the dog may change.

### 10. RIGHT OF OBJECTION / REVIEW (Ref: *Dog Act 1976 s.33F*)

You are informed as the owner that you have a right to be exercised within not more than 7 days after the giving of the notice, either

- i. To lodge a written objection with the local government, with a subsequent right to apply to the State Administrative Tribunal for a review of the decision made by the local government on the objection; or
- ii. To apply directly to the State Administrative Tribunal for a review as to the declaration.

State Administrative Tribunal  
Level 6, 565 Hay Street, Perth 6000 or GPO Box U1991, Perth 6845  
Phone: (08) 9219 3111 or 1300 306 017 (cost of a local call)  
Fax: (08) 9325 5099  
Website: [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au)



# Shire of Derby / West Kimberley

Whether or not an objection is lodged or application for review is made, the declaration of a dog as a dangerous dog (declared) has effect 7 days after the giving of this notice.

**GENERAL INFORMATION:**

A property inspection at 24 Mimosa Street, DERBY will be undertaken after 7 days to ensure compliance has been achieved with the requirements of this notice.

**YOU ARE HEREBY REQUIRED:**

To comply within seven (7) days with the conditions imposed upon you in relation to your dog being declared a Dangerous Dog as per this notice.

I,

.....  
*(Full name of Full address)*

being the person in charge of the above mentioned dog, acknowledges receipt of a Dangerous Dog Declaration dated ...../...../.....

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

Dangerous Dog Declaration served by:

**Name** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Dated** \_\_\_\_\_

**Position** \_\_\_\_\_





Attachment 2

**Declared Dangerous Dog / Restricted Breed Fencing Inspection & Check List**

Initial Inspection  Reinspection

Date: \_\_\_\_\_ CSR #: \_\_\_\_\_ Date of Declaration served: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dog owners name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Name of Dog: \_\_\_\_\_ 1 Year Registration # \_\_\_\_\_ Age: \_\_\_\_\_

Breed: \_\_\_\_\_ Microchip # \_\_\_\_\_ Male / Female

Changed Registration to yearly. Yes / No

Change the dog's status on Synergy by ticking the Dangerous Dog box. Yes / No

Change the dog's status with the Microchip Database by emailing the correct database. Yes / No

Is the Dangerous / Restricted Breed Sterilised. Yes / No

Is the Dangerous / Restricted Dog wearing its prescribed collar? Yes / No

Photograph of the Dangerous / Restricted Breed Dog. Yes / No

Signs at every entrance point to where the dog is being kept. (Front Door, Side Gates Etc.) Yes / No

Location of all Dangerous Dog Signs.

**Restricted access to children (The fence must be a solid type of material, so no body parts of a child of the age of 7 can go through, over or under the fence material . Recommended height of the fence is about 6ft so a child cannot reach over it.)**

**Gates:**

RHS Height: \_\_\_\_\_ Type: \_\_\_\_\_ Restricted access to children: Yes / No

LHS Height: \_\_\_\_\_ Type: \_\_\_\_\_ Restricted access to children: Yes / No

**Fences:**

Rear Height: \_\_\_\_\_ Type: \_\_\_\_\_ Restricted access to children: Yes / No

RHS Height: \_\_\_\_\_ Type: \_\_\_\_\_ Restricted access to children: Yes / No

LHS Height: \_\_\_\_\_ Type: \_\_\_\_\_ Restricted access to children: Yes / No

**House: Is house off the ground** Yes / No **Can Dog's get out from under the house** Yes / No



**Back yard:** Large  Medium  Small

**Containment problems:**

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**Fencing inspection, approved and suitable:**

**Yes / No**

**Reinspection date:** \_\_\_/\_\_\_/\_\_\_

**Officer's name:** \_\_\_\_\_ **Officer's signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Customer's name:** \_\_\_\_\_ **Dog owner signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_



## Dog Nuisance Complaint (Barking Dog)

### OBJECTIVE

This procedure has been developed to provide instructions to consistently manage 'Barking Dog' complaints within the Shire of Derby/West Kimberley (the Shire).

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### SCOPE

This procedure applies to employees of the Shire, specifically the Manager of Development Services, the Development Services Support Officer, Senior Ranger and Rangers and is in accordance with the *Dog Act 1976* and the Shire's *Dog Amendment Local Law 2011*.

---

### BACKGROUND

Dogs must not be allowed to become a nuisance to the public

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### PROCEDURE

If a nuisance barking and/or howling complaint is received by the Shire, the complainant must provide their name, address, contact number, the address of the dog/s and times when the barking occurs.

Advise the complainant that their complaint is confidential and their details will NOT be passed on to the dog owner, unless the complaint is required to appear in court, should legal action be taken against the dog owner.

1. A new Customer Service Request (CSR) is to be created
2. Check to see if there are dog registration details for the corresponding property. If yes, link the dog registration to the CSR by;
  - a. Opening the relevant CSR
  - b. Click on the "Related Apps" tab
  - c. At the bottom of the tab, click on "Dog Register"
  - d. A search page will appear. You can search by the fields, Tag No, Breed Code, Assess No, Owner Surname, Owner Other Name or Name of Dog, then click Search
  - e. A number of records may appear. Select the relevant registration if available and Save
3. Search Synergy and the X Drive for any history relating to this dog and owner, prior to speaking to the owner



4. If there is not previous history of nuisance barking, contact the dog owner and organise a time for the Ranger to attend the property,
  - a. Advise the owner of the complaint and the times outlined by the complainant
  - b. Discuss the dogs barking habits and any issues the owner may be aware of and suggest ways to reduce the nuisance barking
  - c. Speak to other neighbours to seek further information of the barking dog
  - d. Contact the complainant a week after contact has been made with the dog owner and find out if the problem has been resolved
  
5. If this is not the first nuisance complaint from the complainant for this property, or the barking problem has not been resolved in the week, advise the complainant that evidence will be required. A Barking Dog Diary (BDD) is to be completed and returned to Rangers, within four (4) weeks of the diary being issued, and seven (7) consecutive days must be recorded. The BDD is to include dates and times the barking starts, the duration of the barking, and the reason, if any, for the barking. A Form 7 (Dog Regs) must be completed and returned with the BDD.
  
6. When a BDD is issued to the complainant, a letter must also be sent to the dog owner advising a complaint has been made and the complainant is completing a BDD.
  - a. The dog owner may record their own diary of times and dates they notice their dog bark, the duration, the reason for the barking and when the dog is not at the property.
  
7. When the BDD has been completed and returned to Ranger Services, the Ranger is to;
  - a. Review the BDD along with their evidence taken while sitting off the property
  - b. Make a copy of the BDD and black out all of the complainants details / or, re-type the information recorded
  - c. Review the BDD with the dog owner along with the Rangers notes
  
8. If the evidence gathered shows the dog to be a nuisance;
  - a. The owner is required to put measures in place to reduce the nuisance barking. This may take some time to correct as this is a behavioral issue. It may be required that one or more of the following conditions apply;
    - i. The dog owner seeks professional assistance
    - ii. The amnesty is for a specified period of time
    - iii. Special conditions be agreed to e.g. a curfew on the dog
    - iv. The complainant is kept informed of the dog's progress
    - v. Legal action proceeds concurrently with a treatment program
    - vi. The complainant may also be required to control situations that may exist in aggravating the dog (e.g. their cat wandering at large, or other actions that may incite the dog)
  
9. After one week, the Ranger is to contact the complainant for an update on any changes, improvements etc. If the barking has;
  - a. Improved and is no longer an issue, advise the dog owner of the outcome, update the CSR and close the request.



- b. Not improved or gotten worse, issue a Noise Abatement Notice (Form 8A) which gives owners 14 days to abate the nuisance. Failure to comply may result in infringements being issued or legal action being taken by the Shire. The abatement notice is in place for 6 months.
10. If a number of infringements have been issued with no change to the barking nuisance, the Shire may feel that there are sufficient grounds to evoke Section 16(3) of the *Dog Act 1976* and cancel the registration of the dog/s. The dog/s are then required to be removed from the Shire, or it will be seized
11. After the Ranger has completed their investigation and reviewed all evidence received, if the dog is found not to be a nuisance, the Shire will not take any further action. If the complainant is not satisfied with the outcome, this becomes a civil matter and the aggrieved party may take legal action against the dog owner themselves (or the complainant can go to the Ombudsman).



## Dog Attack

### OBJECTIVE

This procedure has been developed to provide instructions when dealing with dog attacks within the Shire of Derby/West Kimberley (the Shire).

---

### SCOPE

This procedure has been developed to guide and assist authorised officers within Ranger Services and has been developed in accordance with the *Dog Act 1976*. The Senior Ranger may approve alternative actions in accordance with this Act should the need arise.

---

### PROCEDURE

When a complainant advises the Shire that a dog attack has occurred, a report must be taken and sent directly to the Senior Ranger to assign to a Ranger. The attack is to be fully investigated and an accurate record is to be kept on Synergy by the attending Ranger. It is important to ensure the dog is not roaming still, actions may be required immediately in some cases.

1. Obtain the name, address and telephone number of the complainant.
2. Create a Customer Service Request (CSR) on Synergy and include;
  - a. Date and time the attack occurred
  - b. Location of the attack
  - c. Description of the dog/s – breed, colour, size, sex etc.
  - d. Is the dog known to the complainant?
  - e. Address of the dog and owner details
  - f. A brief description of what occurred
  - g. Were photographs taken?
  - h. Was medical/veterinarian attention required?
    - i. If so, advise them to get the required treatment and take photos of any injuries
    - ii. Ask them to get copies of reports or request the doctor or vet email copies to Ranger Services
  - i. Organise a time for the Ranger to attend and obtain a dog attack statement
3. If the Ranger did not take the initial report, they are to contact the complainant to discuss the incident and to obtain a dog attack statement. The Ranger may assist with the statement to ensure all required information has been included.
4. If the complainant does not know the dog's owner or address, attempt to locate the owner via door knocking the area, searching dog registrations in the area etc.



5. Once located, advise the dog owner of the report, when and where it took place, and the severity of the attack. Question;
  - a. Is the dog/s currently registered?
  - b. Was the owner present at the time of the attack? If so, ask if they would like to complete a statement
  - c. Is there any history of attacks with this dog/s?
  - d. Is the dog Declared as a Dangerous Dog?
  - e. Any other questions that may be relevant
6. If it appears that an attack has occurred and/or is likely to occur, the Ranger may seize and detain the dog, ensuring a Seizure Notice (Form 6) is given to the owner and a copy retained for Ranger records, saved on CSR.
  - a. While the dog is in the Ranger vehicle, contact the complainant to identify the dog. If they are unable to at that time, organize a time for them to come to the Pound to identify the dog.
  - b. Photograph the dog from all angles
  - c. Scan the dog for a microchip and impound
  - d. Add the dogs details to the Dog Pound module in Synergy and on the Dog Pound Register
7. If the dog is securely confined to the property and it has been determined that containment was not a factor in the attack, the dog may stay at the property, however advise the owner that you require a photo of dog for identification purposes.
  - a. If the owner refuses to allow the Ranger to photograph the dog, the dog may be seized and held for the duration of the investigation
  - b. If the owner still refuses access, the Ranger may enter any premises other than a dwelling, to seize the dog, or obtain a warrant (Form 2) by applying using a (Form 1), attend with Police and seize the dog. Access into a premises is permitted with a warrant.
  - c. Deliver a Seizure Notice (Form 6) and retain a copy for Ranger records
8. Interview any witnesses to the attack and if they are willing, obtain statements.
9. Search Synergy for any history related to the dog and the dog's owner. As Synergy has only been in use since 2020, the old Ranger reports saved to the X: Drive will also need to be searched, depending on the dog's age.
10. Review all evidence received from the complainant, witnesses and the dog owner and discuss with the Senior Ranger.
11. The Senior Ranger will discuss the Dog Attack Report with the attending Ranger and decide if the attack requires further consideration for court action, or for the dog to be declared as a Dangerous Dog. Both require approval by the Chief Executive Officer. Some attacks of a more minor nature may require less actions such as a Warning Notice or Infringements to be issued.
12. On completion of the attack investigation, the attending Ranger is to add his actions to the CSR
13. The attending Ranger is to contact the complainant and advise them of the outcome of the investigation. Note Freedom of Information Act requires names and addresses of people involved in the attack not to be revealed, however details of the attack can be issued by applying to the Shire in writing and paying the associated fees.



## Seizure and Impoundment of Dogs

### OBJECTIVE

This procedure has been developed to provide consistent instructions to Rangers when seizing and impounding dogs in an appropriate manner within the Shire of Derby/West Kimberley (the Shire). This is in accordance with the *Dog Act 1976*, *Dog Regulations 2013* and the Shire of Derby/West Kimberley *Dogs Local Law*.

---

### SCOPE

This procedure applies to employees of the Shire, specifically the Senior Ranger and Rangers and is to be followed when any dog is collected within the Shire, unless the Senior Ranger is advised and approves other actions in accordance with the *Dog Act 1976*.

---

### BACKGROUND

A dog shall not be in a public place unless it is held by a person capable of controlling the dog or securely tethered for a temporary purpose, unless in an approved exercise area, a vehicle or being exhibited for show purposes.

A dog shall not enter private property unless consent has been given by the owner.

---

### PROCEDURE

When a dog is to be collected by Rangers, all due care and safety equipment is to be used to avoid any injuries to the Ranger.

1. Once the dog has been captured, check the collar for any identification or registration tags
2. If there is a current registration tag, attempt to contact the owner to return the dog using the contact information on the dogs registration if possible for a first offence only,
  - a. If contact is made with the owner, a verbal warning is to be given and this is to be noted on the dog registration on Synergy.
    - i. Search for the dog in Dog Registration Details
    - ii. Once the correct dog is located, click on the Extended Details tab
    - iii. In the Memo section at the bottom, insert the date, time, and a brief description of why a verbal warning issued
  - b. If the Ranger is unable to contact the owner or the second contact, the dog is to be impounded, a Seizure Notice (Form 7) issued, and the dogs details added in to the Pound Register
    - i. Create a Customer Service Request (CSR)





## Shire of Derby / West Kimberley

3. If there is no current registration tag;
  - a. Scan the entire dog for a microchip. (Note that microchips can move and have been found in unusual places, so ensure you thoroughly scan the dogs entire body)
  - b. Photograph the dog
  - c. Use the microchip number to search in Dog Registration Details for a current registration
    - i. If there is a current registration for this dog, attempt to contact the owner following from step 2 of this procedure
    - ii. If a current registration is not found, the dog is to be impounded, a Seizure Notice (Form 7) issued, and the dog's details added in to the Pound Register. Create a CSR.
4. When impounding a dog;
  - a. Complete an Animal Pound Cage Card, noting;
    - i. Cage number
    - ii. Breed
    - iii. Description / Colour
    - iv. Sex
    - v. If the dog is sterilised
    - vi. Microchip number
    - vii. Registration number
    - viii. Date and time of impoundment
    - ix. Impounding Rangers name
    - x. Location the dog was found
    - xi. If flea and tick medications were given, note the date
    - xii. Comment on the dogs temperament
    - xiii. Comment on the condition of the dog and any injuries
  - b. Attach to the clipboard on the front of the cage
5. Ensure there is fresh water, food and bedding for the dog. If impounding small dogs or puppies where the Ranger does not believe it appropriate to impound in the large dog cages, they may be impounded in the Cat Containment area ensuring the air conditioner has been turned on.
6. Input the details onto the Dog Pound module in Synergy, linking the registration number if applicable.
7. At the time the dog is secured in the Ranger Vehicle, it is classed as impounded, and to be transported to the nearest dog pound. The dog is to be placed in one of the pound cages and food and water supplied immediately.
8. Complete the Impounded Dog Form at the Animal Care Facility.
9. It must be noted that repeat offending dogs should not be returned to the dog owner without first being impounded. All dogs that are believed to have been involved in an alleged dog attack that are located wandering should be impounded whether they are wearing a registration tag or not.
10. A Seizure Notice (Form 7) must be issued to the owner at the earliest possibility and a copy attached to the CSR.



11. Dogs that have been impounded and the owner is not known, must be kept at the pound for at least 72 hours prior to disposal. Dogs where the owner is known must be kept at the pound for at least 7 days after the Seizure Notice has been issued before disposal. It is best practice to keep the dog for a further day after the 72 hours or 7 days to ensure all possible measures were taken and allowed. For privacy reasons, the Shire reserves the right to not disclose the outcome of disposal.
12. All Fees and charges, dog registration and microchip costs if not registered or microchipped must be paid at the Admin Office prior to release back to the owner.



## Surrender of an Animal

### OBJECTIVE

This procedure has been developed to assist the Senior Ranger and Rangers as Authorised Persons to take possession of unwanted animals in an appropriate manner within the Shire of Derby/West Kimberley (the Shire).

---

### SCOPE

This procedure applies to Senior Ranger and Rangers in conjunction with the *Dog Act 1976*, *Cat Act 2011*, *Local Government (Miscellaneous Provisions) Act 1960* and relevant regulations.

---

### PROCEDURE

1. When a member of the public seeks to surrender an animal, the attending Ranger is to gather the following information;
  - a. The owners name, address and contact number;
  - b. Proof of ownership of the animal that is being surrendered;
  - c. Date and time of the surrender;
  - d. Reasons for surrendering the animal;
  - e. Current location of the animal; and
  - f. Obtain any other relevant information relating to the dog that may assist in rehoming.
2. The attending Ranger is to complete an animal surrender form (Attachment 1 or Attachment 2) and have the owner of the animal sign and date the form. This is then to be recorded in the CSR on Synergy.
3. Any associated fees and charges attached to the surrender of an animal are to be paid by the owner prior to collecting the animal. Only Council can waive a fee or charge (Note: The 2021/22 Budget applies a \$100 fee for the 'Destruction and/or Disposal of a Dog - At Owners request'. No other fee or charge to the surrender of an animal currently applies.
4. It is preferred that the animal owner is to be present at the time of collection, and assist with impoundment to minimize injuries and stress to Rangers and to the animal.
5. Large animals as defined in Clause 57 of the Shire of Derby/West Kimberley *Health Local Laws* are not to be surrendered to the Shire's Ranger Services, without approval of the Senior Ranger and Manager of Development Services.
6. Disposal of surrendered animals is to be in accordance with the *Dog Act 1976*, *Cat Act 2011* and the *Local Government (Miscellaneous Provisions) Act 1960*.



# Shire of Derby / West Kimberley

**Attachment 1**

*DOG ACT 1976*

**SURRENDER FORM**

**SURRENDER OF ANIMAL FOR REHOMING OR EUTHANIZING**

I \_\_\_\_\_

Of (Address) \_\_\_\_\_

Hereby voluntarily surrender and relinquish custody of the said dog(s) to the Shire of Derby/West Kimberley pursuant to Section 29 (14) of the Act.

Declare that;

1. I am the lawful owner of the dog/s listed below;
2. I have been made aware of, and will pay the appropriate "destruction and/or disposal of a dog-at owners request" fee, set out in the Shire of Derby/West Kimberley schedule of fees and charges;
3. I am acting on behalf of the owner as their delegate (with written/signed approval) of the dog/s listed below.

Reason for surrender:

\_\_\_\_\_

Officer notes:

\_\_\_\_\_

\_\_\_\_\_

- |                            |                            |
|----------------------------|----------------------------|
| 1) <b>Breed:</b> _____     | 2) <b>Breed:</b> _____     |
| <b>Sex:</b> _____          | <b>Sex:</b> _____          |
| <b>Description:</b> _____  | <b>Description:</b> _____  |
| <b>Microchip:</b> _____    | <b>Microchip:</b> _____    |
| <b>Registration:</b> _____ | <b>Registration:</b> _____ |

I have been made aware when surrendering, the animal(s) listed above, become the property of the Shire of Derby/West Kimberley and may be disposed of in accordance to the *Dog Act 1976*.

I acknowledge that the request is effective immediately and is irreversible.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Authorised Officer (witness)

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_



# Shire of Derby / West Kimberley

**Attachment 2**

*CAT ACT 2011*

**SURRENDER FORM**

**SURRENDER OF ANIMAL FOR REHOMING OR EUTHANIZING**

I \_\_\_\_\_

Of (Address) \_\_\_\_\_

Hereby voluntarily surrender and relinquish custody of the said cat(s) to the Shire of Derby/West Kimberley pursuant to Section 34 (1) (c) of the *Cat Act 2011*.

Declare that;

1. I am the lawful owner of the cat/s listed below;
2. I have been made aware of, and will pay the appropriate "destruction and/or disposal of a cat-at owners request" fee, set out in the Shire of Derby/West Kimberley schedule of fees and charges;
3. I am acting on behalf of the owner as their delegate (with written/signed approval) of the cat/s listed below.

Reason for surrender:

\_\_\_\_\_

Officer notes:

\_\_\_\_\_

\_\_\_\_\_

- |                            |                            |
|----------------------------|----------------------------|
| 1) <b>Breed:</b> _____     | 2) <b>Breed:</b> _____     |
| <b>Sex:</b> _____          | <b>Sex:</b> _____          |
| <b>Description:</b> _____  | <b>Description:</b> _____  |
| <b>Microchip:</b> _____    | <b>Microchip:</b> _____    |
| <b>Registration:</b> _____ | <b>Registration:</b> _____ |

I have been made aware when surrendering, the animal(s) listed above, become the property of the Shire of Derby/West Kimberley and may be disposed of in accordance to the *Cat Act 2011*.

I acknowledge that the request is effective immediately and is irreversible.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Authorised Officer (witness)

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_



## Fostering and Rehoming of Animals

### OBJECTIVE

This procedure has been developed to provide instructions on the process of fostering and rehoming of animals within the Shire of Derby/West Kimberley (the Shire).

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### SCOPE

This procedure applies to Ranger Services employees.

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### BACKGROUND

From time to time, Rangers Services will take into the Shire's possession dogs and cats that may have been roaming, trapped or surrendered to the shire. After following the relevant Ranger Procedure, the Senior Ranger will assess whether the animal will be suitable for rehoming.

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### PROCEDURE

1. Dogs and Cats in the temporary care and control of the Shire and in the opinion of the Senior Ranger have appropriate temperament and health will only be directly rehomed to either SAFE Perth (via Broome), SAFE Broome. Dogs that have been surrendered to the Shire may be rehomed via SAFE or Derby Animal Welfare Group (DAWG), but must not be rehomed via DAWG if the dog was seized for any reason.
2. The exception to the above arrangement may be where, in the opinion of the Senior Ranger, the animal needs to be temporarily locally fostered due to poor health, age or other reasons and is a last resort as follows:
  - a. Fostering for a maximum of 3 months;
  - b. The Shire may seek the assistance of local community members (via DAWG) or Shire staff for fostering purposes;
  - c. For the period of fostering, the dog remains the property of the Shire;
  - d. The Senior Ranger is satisfied with the fostering property for the animal;
  - e. The fosterer agrees in writing to the arrangements as per the attached form (Attachment 1); and
  - f. Permanent fostering of a surrendered animal will require the Senior Ranger to be satisfied that the animal is (or will be):
    - i. De-sexed;
    - ii. Microchipped;
    - iii. Registered;
    - iv. Must be done through DAWG;
    - v. Can only be a surrender dog and not be a seized animal



(Attachment 1)

**SHORT TERM - FOSTER CARE AGREEMENT**

The definition of foster is the *temporary* removal of an animal from the care of the Shire of Derby/West Kimberley Animal Care Facility, Derby, to care for it until the animal is ready to be placed to a suitable animal rescue group or animal rescue organization for permanent adoption. The Shire of Derby/West Kimberley is not a registered animal rescue group or animal rescue organization.

I \_\_\_\_\_ of \_\_\_\_\_  
 Name Address

Agree to the following terms and conditions in relation to fostering the following animal off the Shire of Derby/West Kimberley for the purpose of short term Foster Care;

\_\_\_\_\_  
 (Description of Animal (breed, colour, sex, neutered status, impound number))

**TERMS AND CONDITIONS**

1. I understand that the animal in my care will remain the property of the Shire of Derby/West Kimberley (SDWK) and can be removed from my home at any time, at the discretion of SDWK.
2. I agree that the animal in my care will stay in my care, on my property in its current locality in the SDWK for the entirety of the foster period and if I am unable to continue caring for it at any time, I will return the animal to the SDWK Ranger Services Team.
3. I agree to accept the animal in its current health condition. I understand it could have been exposed to illness prior to surrender, or whilst at SDWK animal care facility, and may therefore be incubating an illness that is not yet apparent. If I have any concerns about the health or behaviour of my foster animal, I will contact the SDWK Ranger Services team immediately.
4. I agree to take fully responsibility for the behaviour of the animal allocated in my care and understand that while SDWK have advised me of any known behavioural issues or concerns prior to accepting the animal, unwanted or problematic behaviours may become apparent while the animal is in care, I agree to contact SDWK immediately if the animal displays any severe or dangerous behaviours while in foster.
5. I agree to always keep my foster dog on lead when outside of my property. I will, under no circumstances, allow my foster dog to go outside off lead even in an off-lead dog park.
6. I agree to always maintain my foster animal environment in a clean and hygienic state.
7. I agree to provide my foster animal/s with food, water, shelter, and care to ensure they are physically and mentally healthy and happy.
8. If I have concerns about any aspect of my foster animal's health or behaviour, I agree to raise these with the SDWK immediately.



- 9. I understand that if my foster animal needs to see a vet, I will contact the SDWK prior to making an appointment and in the event of an after-hours medical emergency, I agree to call the SDWK Ranger Services Team to discuss.
- 10. I understand that should I take the animal to any vet for treatment, I will be held liable for all costs involved.
- 11. I understand that all day-to-day costs associated with the care of the animal/s is covered by myself.
- 12. I understand that SDWK cannot be held responsible for any injuries and/or damage to property incurred due to my activities as a foster carer. This includes damage to my home, my person, my possessions, my other animals, as well as any other person, person's pet or person's home or possessions.
- 13. I indemnify SDWK and its staff for any liability, costs or expenses that arise because of my actions or omissions (including negligence) of the animal's condition, health and behaviour, and acknowledge that I am responsible (not SDWK) for the animal's behaviour and health whilst in my care.
- 14. I agree to contact the SDWK Ranger Services Team if the foster animal in my care becomes sick, is injured, or is lost.
- 15. I agree that in the event that my foster animal escapes and goes missing, it is my responsibility to contact the SDWK Ranger Services Team the moment I realise the animal is missing and do everything possible to find the animal. If the animal is impounded by the SDWK as a wandering animal, I acknowledge that the animal may/may not be released back into my care and that I may be responsible for any costs associated with retrieving the animal from the pound if permitted.

Signature of Foster Carer \_\_\_\_\_ Date: \_\_\_\_\_

Mobile Contact Number \_\_\_\_\_

Witnessed: \_\_\_\_\_  
Signed:  
Senior Ranger, Shire of Derby/West Kimberley





## Fire Break & Hazard Reduction Inspections

### OBJECTIVE

This procedure has been developed to provide instructions on completing annual fire break inspections conducted between July and December each year within the Shire of Derby/West Kimberley (the Shire).

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### SCOPE

This procedure applies to employees of the Shire, specifically the Senior Ranger and Rangers and is in accordance with the *Bush Fires Act 1954*, *Bush Fires Regulations 1954* and the Shire's Local Laws.

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### BACKGROUND

Fire Break & Hazard Reduction inspections are carried out each year to mitigate fire hazards within the Shire and to educate residents of the requirements. The inspections identify properties that require attention and then allow the owners to comply.

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### PROCEDURE

#### Preseason

1. The Senior Ranger will organise a notice detailing the fire break (FB) requirements, and have it posted on Facebook in Derby, Camballin and Fitzroy Crossing notice boards by 1 June each year.
2. The Senior Ranger is to organize detailed maps of Derby, Camballin and Fitzroy Crossing. The maps are to clearly show each property boundaries and lot numbers.
3. The Senior Ranger will allocate to Rangers, areas and times for inspections to be completed.
4. Pre-inspections of designated areas will occur from 1 to 30 June, this will eliminate properties that have complied with the notice and identify properties that have not.
5. Properties that have not yet complied with the notice may benefit from a phone call to the property owner informing them of the requirements and dates that need to be met.

#### Fire Break Inspection

6. FB inspections will commence on 1 July each year.
7. Rangers are to inspect all properties within the area for correct installation of FB's and that they meet the requirements of the Firebreak & Hazard Reduction Notice. If a property is identified that has not complied to the notice or requires further work to be completed or in the opinion of the Inspecting Ranger is a fire hazard, the following steps are to be taken;
  - a. Identify the property by lot number on the map and mark with a highlighter
  - b. Add details to the FB inspection running sheet



## Shire of Derby / West Kimberley

- c. Take a photo of the property showing the non-compliant area of the property and record the photograph number and time taken on the inspection report.
- d. At the completion of each days inspections, return to the Rangers office. Using Synergy, identify the property owner/s, postal address/s and contact phone numbers, place all the detail on the FB Inspection spread sheet (created each year).
- e. Create a Register for noncompliant properties for each year
- f. Attach photos taken to the relevant CSR
- g. Add all details of the non-compliant property to the CSR
- h. During the course of the inspections, a letter is to be sent to the offending property owners advising of 14 days to complete all work required to the property and includes a copy of the Fire Break Notice, plus a list of local contractors that may be able to assist in the completion of the work (attachment 1)
- i. The offending properties are to be re-inspect by the Ranger after 14 days;
  - i. If compliant, note this on the Inspection spread sheet
  - ii. If non-compliant;
    1. Take photographs of the property. Include a measuring device in the photos to show the height of the hazard or use a vehicle as a reference in need be
    2. Attempt to contact the property owner direct to discuss
    3. Transfer all photographs to a CSR
    4. Advise the Senior Ranger to review the report and may issue infringements
- j. The Senior Ranger is to request two or more quotes from local contractors to carry out the works required to the property.
- k. The Senior Ranger will organise fire breaks and/or mitigation works to be completed by the preferred local contractor on the offending property and will recover costs in accordance with the Local Government Act 1995 through the property owners next rates cycle or by issuing an Invoice

### Crown Land

8. There are several properties within the Shire that are Unallocated Crown Land (UCL). The Department Fire and Emergency Services (DFES) are responsible for managing these fire breaks. In conjunction with DFES. Rangers may establish what lands may become a threat to the town and organize FB's to be installed. **Before any FB is installed on UCL the Ranger is to confirm that DFES is prepared to accept the cost of the FB and record the details of any conversation, on the CSR.**



(Attachment 1)

**Contractors List**

Listed below are contractors that may be able to assist in compliance of the Fire Break & Hazard Reduction Notice enclosed with this letter. The list is provided solely to assist property owners and resident and in no way is a property owner or resident required to use any of the listed contractors. The Shire of Derby/West Kimberley takes no responsibility for any of the listed contractors.

Business name	Contact	Phone	Alternative
KW Contracting	Dennis O'Meara	0477 220 040	
Winun Ngari Aboriginal Corporation	Sonia Tait	0407 241 042	08 91911877
Leamy Construction	Kerry Leamy	0418 908 356	
John Kennedy Bobcat Hire	John Kennedy	0417 944 671	
Archer Builders	Allan Archer	0419 844 430	08 9191 1851
Jenkins Earthmoving	Rod Jenkins	0407 101 079	
Lochon Contracting	Lochy	0439 990 361	
Buckley's Earthworks	Terri Buckley	0407 864 001	08 9191 1138
Derby Tree Services	Dale Edwards	0419 912 134	0447 912 134
ESM- Exterior Surface Maintenance	Bow Crawford-Ferguson	0487 558 658	

Vision Power Emergency Contacts	Phone
Jesse O'Brien	0438 525 136
Craig	0419 922 823



## Litter

### OBJECTIVE

This procedure has been developed to provide instructions to consistently investigate and manage offences relating to littering within the Shire of Derby/West Kimberley (the Shire).

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### SCOPE

This procedure applies to employees of the Shire, specifically the Manager of Development Services, Senior Ranger and Rangers and is in accordance with the *Litter Act 1979* and *Litter Regulations 1981*.

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### BACKGROUND

Littering has become a major problem throughout Western Australia and results in many hours of work cleaning up after irresponsible people.

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### PROCEDURE

#### Dumping Rubbish or litter

1. When Rangers locate litter dumped, they are to;
  - a. Use correct personal protective equipment supplied.
  - b. Attempt to find identifying material within the litter that may lead to the offender.
  - c. Photograph the rubbish and any identifying materials found.
  - d. Once photographed, collect the identifying materials and seal in an evidence bag with a date, time, location and the Customer Service Request number on the bag.
  - e. If a person's details are located, the attending Ranger is to establish a current address. This may require assistance from the Police.
  - f. Attend the alleged offenders address and make enquiries as to how his rubbish was found dumped. Accurate records of all discussions are to be kept.
  - g. It is the responsibility of the property owner to establish how their rubbish was discarded and provide details of an offender if known.
  - h. If the attending Ranger is unsatisfied with the answers given, he is to advise the property owner to remove the rubbish within 24 hours or an infringement may be issued. Alternatively he may advise the matter may be referred to court, where the maximum penalty, cleanup and court costs may be awarded against them.
  - i. The area is to be re-inspected after the time limit has expired, and the offence reported to the Senior Ranger for further action if the clean-up is not completed.



## Unauthorised Camping within the Shire

### OBJECTIVE

This procedure has been developed to provide a direct course of action to be followed when dealing with unauthorised campers within the Shire of Derby/West Kimberley (the Shire). This is in accordance with the *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Grounds Regulations 1997*. The intent is to deter people from camping in unauthorised areas and to encourage them to utilise local caravan parks and camp grounds.

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### SCOPE

This procedure applies to Ranger Services employees, Senior Ranger and Rangers, specifically a person that has been appointed under the *Local Government Act 1995* section 9.10(2) and authorised under the *Caravan Parks and Camping Grounds Act 1995*, S17(1)(b), for the use of deterring illegal camping within the Shire.

Appointed persons must be issued with an identity card, in the prescribed form (Form 5), certifying that the person is an authorised person under the Act.

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### BACKGROUND

Throughout the State of Western Australia camping is only permitted in designated camping grounds, caravan parks and on private properties with permission from the owner. Whilst the Shire recognises the huge demand for resources during the tourist season, unauthorised camping is not accepted because it can often lead to issues of litter, antisocial behavior and other health related issues.

An Authorised Person who has reason to believe that a person has committed a prescribed offence against this Act may, within 21 days after the alleged offence is believed to have been committed, issue an infringement notice to the alleged offender.

As a deterrent, "No Camping" signs have been erected at identified unauthorised camping sites within the Shire, endeavoring to encourage all visitors to the district to move into local caravan parks. Rangers also attend community events educating and issuing information to visitors on the *Caravan Parks and Camping Grounds Act 1995*.



## Shire of Derby / West Kimberley

### PROCEDURE

1. Ranger Services may need to adjust their roster through the tourist season to conduct regular patrols throughout the town's identified unauthorised camp sites. If campers are found setting up camp in the evenings, or loitering in an area, advise them of their responsibilities in accordance to the relevant laws.
  - a. Camping is only permitted in designated camp grounds or registered caravan parks
  - b. Camping includes sleeping in, on or around a vehicle, tent, caravan or swag.
  - c. Roadside parking and stop areas that do not display 24-hour stopping signs, are not designated camping areas.
  - d. Camping on private property requires permission from the owner for periods up to 3 days, or from the Shire for longer periods.
  - e. 24-hour rest areas are not intended for camping. They are great places to take a break if you are travelling long distance. You are not permitted to stay at these stopping places for more than 24 consecutive hours.
  - f. 24-hour Rest Areas are listed on Main Roads website  
<https://www.mainroads.wa.gov.au/travel-information/driving-in-wa/long-distance-driving/#rest-areas>
2. Rangers may maintain weekly contact with the local caravan park owners and/or campground managers, to establish current vacancies.
3. If the offenders are found camping in an unauthorised area in the morning;
  - a. Take photographic evidence of the camp area, vehicle and number plates, and of the people camping/sleeping, if possible.
  - b. Identify the land they are camping on is not privately owned. Learn your area/town.
  - c. Speak to the offender as to reasons why they have decided to camp outside of an authorised campground, and explain the laws.
  - d. Infringements may be issued to each camper
    - i. Request photographic identification from the alleged offender
      1. If they are not an Australian Resident, take passport information. This must include an address for use by Fines Enforcement Registry (FER)
      2. If the offender refuses to provide photographic identification, the infringement can be issued to the registered owner of the vehicle, or the Police may be called for assistance
    - ii. Fill out the infringement with;
      1. Full name of the offender
      2. Offenders address
      3. Offenders date of birth
      4. Vehicle description and registration information
      5. Time and date of the offence
      6. Location of the offence
      7. Note the section of the Act or Provision of the Regulations, including the modified penalty amount
      8. A brief description of the alleged offence



## Shire of Derby / West Kimberley

9. Authorised person's name
  10. Authorised person's signature
  11. Ensure that the bottom "What you must do" section of the infringement is either stamped with the Shire's information, or you have filled out the Shire's name and address.
- iii. Hand the infringement to the offender or place it on their vehicle, and explain that;
    1. If the alleged offender does not wish to be prosecuted in court, the amount of money specified on the notice, must be paid within 28 days after giving the notice.
    2. If the infringement is not paid within the time specified, the Shire may pursue the matter in court, or the matter may be processed by the Fines Enforcement Registry. This will incur additional administrative charges and action may be taken to suspend your Motor Driver's Licence until you have paid in full.
  - iv. Once the infringement has been served, the alleged offender must pack up all of their equipment and rubbish, and leave the area.
  - v. Should offenders refuse to vacate the area after being served with an infringement notice, Derby Police should be requested to attend and assist with the removal of the alleged offender/s.
- 
- Authorised under S 9.10(2) LG Act
  - Identity Card as prescribed S17(2) CC Act
  - S23 (2) Issue an infringement CC Act



## Abandoned Vehicles

### OBJECTIVE

This procedure has been developed to provide guidance to Authorised Officers for the correct and consistent management of abandoned vehicles and vehicle wrecks within the Shire of Derby/West Kimberley (the Shire) in line with the *Local Government Act 1995*.

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### SCOPE

This procedure applies to authorised employees of the Shire within Ranger Services.

This procedure is to be followed when abandoned vehicles or vehicle wrecks are located on Shire land, thoroughfares and public places, and impounded in accordance with the Local Government Act 1995 or other relevant legislation.

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### BACKGROUND

Abandoned Vehicle

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### PROCEDURE

If an abandoned vehicle or vehicle wreck is reported or located on land owned or vested to the Shire, the following steps are to be followed by the attending Ranger.

1. Obtain the name, address and telephone number of the complainant, unless location on patrol
2. Obtain the location of the problem, the nature of the complaint, vehicle details, name and address of the owner if known.
3. Create a new Customer Service Request (CSR) in Synergy and record the full details of the investigation
4. Ensure the land is not privately owned, or owned by another Agency (this becomes the property owners responsibility to remove the vehicle at their expense) and includes all Main Roads WA lands.
5. Attend and confirm the location of the vehicle and any specific details.
6. Wear hi-visibility vests and turn on the Ranger vehicles amber roof lights.
7. Take photographs of all four (4) sides of the vehicle, number plates and VIN number if available, and any valuables/items left in or on the vehicle.
8. Do not attempt to enter a vehicle as entering the vehicle at this point in time is not authorised.
9. Place a clearly visible chalk mark on one of the tyres of the car to see if the car is moved or not within the minimum 24 hours period.





10. If chalk mark is clear and the vehicle has not been moved, complete a 24 hour notice sticker, advising the vehicle must be removed from its current location and placed on private property. (See attachment 1) Information to be included;
  - a. Date Notice Served
  - b. Time Notice Served
  - c. Vehicle description – colour, make, model, plate number if available and/or VIN number if available
  - d. Date and time the vehicle must be removed by
  - e. Signed by the Authorised Officer
11. Take a photograph of the notice on the vehicle and the chalk mark, add to CSR.
12. Attempt to locate the vehicle owner and advise them of the 24 hour notice and the intent of the Shire to impound the vehicle.
13. Note any damages to the vehicle on the CSR and attach photographs taken.
14. Re-inspect after the period as defined time period in paragraph 10, and photograph the vehicle if it is still there and the chalk mark. If the chalk mark is no longer visible and it appears the vehicle has moved from its position, then a new chalk mark must be made and left for a further 24 hour period from that time.
15. If the vehicle has not be moved and the owner has not contacted Ranger Services, the vehicle can be impounded after the expired time on the sticker. It is good practice to allow a number of days for the vehicle to be removed by the owner, but is not necessary for dangerous positions.
16. Contact Derby Police and provide the registration number or VIN to check if the vehicle is of interest to them.
17. The Derby Vehicle Impound Yard is located at the Waste Management Facility on Steel Street, Derby
18. The Fitzroy Crossing Vehicle Impound Yard is located at the Shire Depot on Emanuel Way, Fitzroy Crossing, in a location suitable to the Works Supervisor.
19. Contact one of the towing companies relevant to the vehicles location, either Derby or Fitzroy Crossing, and request the vehicle be removed. An email or text message stating the make, colour and location of the vehicle must also be carried out, along with information on where the vehicle is to be placed. A photograph is also advisable to ensure the correct vehicle is collected.
20. If the vehicle is classed as a "wreck" it may be towed immediately. Authority must be obtained from Senior Ranger to remove immediately; for example, if the vehicle is of no monetary value, the vehicle is worth less than \$500, or is not operational. It is best practice is to impound all vehicles for a minimum of 2 months before disposal.
21. Ensure the CSR is updated with the reason why the vehicle was classified as an abandoned vehicle wreck and impounded immediately in accordance with the *Local Government Act 1995, S. 3.40A*.
22. Email a request for vehicle owner details to the Department of Transport (E38) form (Attachment 2).
23. Within seven (7) days (if owner is in the location) of the vehicle being impounded, inform the vehicle owner in writing that the vehicle has been impounded, the location of the impound yard, what the applicable fees are, and the timeframe they have to act.
24. If the owner comes forward within 2 months, providing proof of ownership and pays all fees, the vehicle may be released to the owner. The Shire may refuse to allow the impounded vehicle to be collected until the costs of removing, impounding and keeping the vehicle have been paid in accordance with the Shires Fees & Charges.




25. After two (2) months of the letter being sent or if the owner was not located and if the owner has not claimed the vehicle, it may be put forward for disposal by;
  - a. Closed bid sale or auction, after 2 months of a notice having been given in writing.
  - b. Disposed of by the Shire after 7 days of a declaration being made that the vehicle is an abandoned vehicle wreck, (2 months is preferred).
26. If the vehicle is sold, a confirmation letter is to be sent to the purchaser. If the vehicle is not sold it can be removed to the Waste Management Facility or a volunteer group (DFES/SES) for training purposes.
27. Money received by the Shire from the sale of a vehicle is to be credited to its trust fund except to the extent required to meet the costs referred to and expenses incurred by the Shire in removing, impounding and selling the goods.
28. Where money has been held in the trust fund for 10 years it may be transferred by the local government to the municipal fund but the local government is required to repay the money, together with any interest earned from its investment, from that fund to a person claiming and establishing a right to the repayment as per S 6.9 of the *Local Government Act 1995*.



# Shire of Derby / West Kimberley

Attachment 1.

0229



**SHIRE OF DERBY WEST KIMBERLEY**  
 30 Loch Street  
 Derby, WA, 6728  
 Telephone: (08) 9191 0999  
 Email: [sdwk@sdwk.wa.gov.au](mailto:sdwk@sdwk.wa.gov.au)

PO Box 94  
 Derby, WA, 6728  
 Facsimile: (08) 9191 0998  
 Web: [www.sdwk.wa.gov.au](http://www.sdwk.wa.gov.au)

ALL COMMUNICATIONS TO BE ADDRESSED TO THE CHIEF EXECUTIVE OFFICER

## 24 HOUR NOTICE TO REMOVE

Date Notice Served; ..... Time; .....

To the owner of this vehicle,

Vehicle description;.....  
 .....

Take notice that the Shire of Derby/ West Kimberley advises you to remove this vehicle from its current location, which is a public place, and place it on private property by;

(Date) ..... (Time) ..... am/pm

If the vehicle is left unattended for 24 hours, The *Local Government (Functions and General) Regulations 1996*, Under Section 29 allows the vehicle to be removed and impounded at a secured area.


The owner of the vehicle or a person authorised in writing by the owner may recover the impounded vehicle, after payment of towing and any other costs associated with this vehicles impoundment.

Authorised Officer; .....

*The True Kimberley*



Attachment 2 – Department of Transport Owners Request Form (E38)

 <p>Government of Western Australia Department of Transport</p>	<p style="font-size: small;">E38</p> <p><b>Government Authorities Disclosure of Information Request</b> <i>Section 14 Road Traffic (Administration) Act 2008</i></p>
When blank, this form is classed as OFFICIAL, when completed, this form is classed as OFFICIAL SENSITIVE	
This form must be completed and submitted via the following email link: <a href="mailto:releaseofinformation@transport.wa.gov.au">releaseofinformation@transport.wa.gov.au</a>	
<input type="button" value="SUBMIT"/>	
REQUEST DETAILS	GENERAL ENQUIRY/ MANUAL SEARCH
FAMILY NAME <input type="text"/> FIRST NAME/OTHER NAMES <input type="text"/> I am a person nominated by the Chief Executive Officer DEPARTMENT NAME <input type="text"/> pursuant to Section 14 Road Traffic (Administration) Act 2008 and Regulation 7 (2) Road Traffic (Administration) Regulations 2014. I request this information for the purpose of administering the following legislation. LEGISLATION TITLE <input type="text"/> RELEVANT SECTION/REGULATION/BY-LAW <input type="text"/> I understand and confirm that the information disclosed to me will only be used in connection with administering the above mentioned written law. I understand that the information provided by Driver and Vehicle Services cannot be used for a purpose other than the authorised purpose for which it was disclosed. Any inappropriate use of the information provided by Driver and Vehicle Services that is contrary to Australian Federal and/or Western Australian legislation, policies or local by-laws may result in legal action. Charges may be preferred under the Corruption and Crime Commission Act 2003, the Public Sector Management Act 1994 and/or the Criminal Code.	Complete relevant information known FAMILY NAME <input type="text"/> FIRST NAME/OTHER NAMES <input type="text"/> DATE OF BIRTH <input type="text"/> / <input type="text"/> / <input type="text"/> DRIVER'S LICENCE/LEARNER'S PERMIT NUMBER <input type="text"/> VEHICLE PLATE NUMBER <input type="text"/> MAKE/MODEL <input type="text"/> COLOUR <input type="text"/> VIN/CHASSIS <input type="text"/> OFFENCE/ENQUIRY DATE (COMPULSORY) <input type="text"/> / <input type="text"/> / <input type="text"/> DESCRIBE ENQUIRY/REQUIREMENT IN FULL <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
ELECTRONIC VEHICLE SEARCH	
<input type="checkbox"/> Text file attached	
CERTIFICATE EVIDENCE	
<input type="checkbox"/> Section 110 of the Road Traffic (Administration) Act 2008 Certificate Evidence (for Court) <input type="checkbox"/> Driver <input type="checkbox"/> Vehicle ACCUSED FAMILY NAME <input type="text"/> ACCUSED FIRST NAME/OTHER NAMES (IN FULL) <input type="text"/> OFFENCE DATE <input type="text"/> / <input type="text"/> / <input type="text"/> DRIVER'S LICENCE/LEARNER'S PERMIT NUMBER <input type="text"/> VEHICLE PLATE NUMBER <input type="text"/> MAKE/MODEL <input type="text"/> COLOUR <input type="text"/> COURT/ DUE DATE (COMPULSORY) <input type="text"/> / <input type="text"/> / <input type="text"/> NAME OF COURT <input type="text"/>	
Last updated: 15.01.2021	



## Ranger Vehicles

### OBJECTIVE

This procedure has been developed to ensure the vehicles assigned to Ranger Services, are mechanically maintained and kept in good working order, regularly cleaned and serviced, and the equipment provided with the vehicle is maintained and kept in good working condition.

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### SCOPE

This procedure applies to Ranger Services employees, Senior Ranger and Rangers, who are assigned a vehicle. All officers are to adhere to the *Road Traffic Act 2000* and *Road Traffic Code 1974*.

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### BACKGROUND

The Shire of Derby/West Kimberley (the Shire) Ranger Services is issued with three (3) vehicles to carry out Ranger duties throughout the Shire district. Two (2) are based in Derby town site and one (1) is based in Fitzroy Crossing town site. The vehicles are equipped with;

- Dog containment cage
  - Dog control equipment
  - Animal catching gloves
  - Muzzles
  - Protective goggles
  - Ear plugs/muffs
  - Disposable gloves
  - Toolbox with a jack, jumper leads, hammer, screwdrivers, socket set, long handled shovel
  - Compressor
  - Recovery Kit – snatch strap, rated shackles, recovery hitch, tracks such as Maxtrax
  - First Aid Kit including instant ice pack
  - Water tanks with hose or tap
  - Soap dispenser
  - Hand sanitizer
  - Storage box with relevant documents/books/information booklets
  - UHF Radio
  - EPIRB
  - Shaped Disposal Container
  - Dash Cam
-



## PROCEDURE

1. Rangers are to complete a visual vehicle walk around at the commencement of each shift, checking tyre pressures, damage, windows, equipment on/in vehicle. If any emergency or critical items are identified, you must notify Senior Ranger, Shire Mechanic or Manager of Development Services prior to driving the vehicle.
2. Vehicles are to be inspected for damage and a Plant Maintenance Record is to be completed fortnightly on the Wednesday of pay week. If any issues are identified, the Ranger is to notify the Senior Ranger and Shire Mechanic via email.
3. Once a fortnight email the Depot Admin Officer with the odometer reading.
4. The servicing requirement of a vehicle is the responsibility of the Ranger and is to be carried out by the Shire's Mechanic or contractor. The Ranger is to ensure that the vehicle is serviced at the required time as specified within the vehicle service log book and this log book is signed off as the service is completed.
5. Ranger vehicles are to be cleaned inside and out weekly. Any animal containment areas are also to be thoroughly cleaned and disinfected each week.
6. In the event of a breakdown, the user is to contact the Shire's Mechanic and make necessary arrangements to have the vehicle towed to a specified repairer, or back to the Shire Depot. If a breakdown occurs after hours and the Shire Mechanic cannot be raised, the Senior Ranger will make arrangements for retrieval and/or repairs on the vehicle. Every effort is to be made to have the vehicle repaired by the Shire Mechanic.
7. If a Ranger Vehicle is involved in an accident, the user (if practicable) is to record the following information;
  - a. Take photos of the accident – vehicle position, skid marks, damage to vehicle, vehicle number plates – prior to moving the vehicle.
  - b. Vehicle registration numbers and descriptions of all vehicles involved
  - c. Other drivers name, address, phone number, driver's licence number and insurance details.
  - d. Advise the Manager of Development Services at the first possible instance.
  - e. **Police are to be notified within 24 hours of the accident if;**
    - i. The incident resulted in bodily harm to any person; or
    - ii. The total value of property damage to all involved parties exceeds \$3,000; or
    - iii. The owner or representative of any damaged property is not present and the Senior Ranger or Manager of Development Services at the first possible instance.
    - iv. If another vehicle is involved and the vehicle and driver leave the scene
  - f. Following an accident and as soon as practicable, an WHS incident form is to be completed and submitted to the Manager of Development Services, whether an injury has been sustained or not.



8. Refueling is to be done at either Derby or Fitzroy Crossing depot.
  - a. The fuel pumps must be turned on by depot staff as the switch is in the garden shed. The fuel pump is generally available from 6.00am to 2.00pm, Monday to Friday.
  - b. The fuel tab allocated to each vehicle is to be used and these are not to be used for other vehicles or personal use.
  - c. The fuel tab is to be held over the reader, touching the two metal prongs until the LCD display requires the odometer reading, then prompts for a pin code (1234).
  - d. The pump will then engage.
  - e. Once refueling has completed and the fuel nozzle has been placed back on the bowser, the pump will continue to run for a short period. This is normal and will turn off by itself.
  
9. The Senior Ranger shall be issued with a fuel card for after hours and when the Shire fuel is not available. This card can be used for all Ranger Service Vehicle; however when a vehicle is re-fueled, the registration number of the vehicle is to be placed on the fuel receipt and handed to account for adjustment to the correct vehicle.
  
10. Rangers are required to ensure vehicle fuel levels are maintained above ¼ tank minimum within a 10km radius of Derby or Fitzroy Crossing town sites. If required to attend anywhere outside of this radius, the Ranger is to ensure the fuel tank is filled to the full level prior to exiting the area.
  
11. If you are required to drive out of this 10km radius from town, you are required to advise the Senior Ranger, or in their absence, the Manager of Development Services. You are required to advise the following;
  - a. Where you are going
  - b. When you arrive
  - c. Expected return time
  - d. When you have returned within the 10km radius or when you have arrived at your destination i.e. Broome or Fitzroy Crossing
  - e. Advise when you have returned



## Firearms

### OBJECTIVE

This procedure has been developed for employees of the Shire of Derby/West Kimberley (the Shire), who have been nominated on the Shire's Corporate Firearms Licence to be used to humanly and safely euthanise animals. The following procedure is in accordance with the *Firearms Act 1973* and is to be adhered to without deviation.

### SCOPE

This procedure applies to the Manager of Development Services, Ranger Services and Aboriginal Environmental Health employees.

The Senior Ranger is responsible for firearm security, management of the Corporate Firearms Licence and is the point of contact for the Corporate Firearms Licence. The Manager of Development Services, Senior Ranger and the Aboriginal Environmental Health Program Coordinator (AEHPC) hold the key to the Gun Safe Room.

### BACKGROUND

The Shire of Derby/West Kimberley (the Shire) owns a variety of firearms located at Coleman Centre building in Derby and at the Shire Depot in Fitzroy Crossing. The firearms are utilized for animal control measures within the Shire boundaries, including but limited to, Aboriginal Communities, Airport and Waste Management Facilities in Derby and Fitzroy Crossing.

### PROCEDURE

1. Prior to euthanising an animal that has been impounded, ensure that the Shire's website and any other location where this animal may have been advertised, has been removed or deleted prior to euthanising.
2. When a firearm is required, gather the gun safe key from the Ranger office key safe mounted on the wall by entering the 4 digit code and #. Firearms with firing bolts are stored in the key safe and can be taken with the safe key. The bolts and firearms are kept in separate locations for safety reasons should the firearms be stolen from the gun safe.
3. The Officer is to contact the Manager of Development Services, Senior Ranger or AEHPC to gain access to the gun safe room.
4. Open the gun safe by using the gun safe key.
5. TREAT EVERY FIREARM AS IF IT IS LOADED.
6. Draw the firearm required and place in a gun bag, ensuring the firearm is unloaded, chamber is cleared and the action is open. The gun bags are stored next to the gun safe.
7. Unlock the ammunition box inside the gun safe with the small key. There are 3 blue boxes which are to carry the ammunition. Always take more rounds than you think you need.
8. Lock the ammunition box and gun safe ensuring the keys are not inside.
9. Complete the Firearms Register, which is located on top of the gun safe. The Manager of Development Service, Senior Ranger or AEHPC are to sign/witness the form, or if unavailable give verbal authority, when taking and returning the firearm.
10. The firearm is to be placed in the vehicle gun safe (if available), or placed behind the vehicles seats, or on the floor out of sight.





11. The animal is to be transported to the animal burial pit (at rubbish tip), or if in remote communities, in a secluded location.
12. The ammunition box is to be kept separate from the firearm, in the front of the vehicle out of sight, i.e. the glovebox.
13. When ready to use the firearm, load the magazine with more rounds than you think is necessary. If you require 2 bullets to euthanise a cat, ensure there are 3 or 4 bullets in the magazine.
14. Remove the firearm from the gun bag. Check that the chamber is clear and the safety is on. Insert the loaded magazine and leave the action open and the safety on.
15. Ensure you are wearing your PPE, safety glasses or goggles & ear muffs.
16. Never point a firearm at or near another person.
17. Always keep your finger off the trigger and keep the muzzle pointed in a safe direction.
18. Only remove the safety and load the firearm when ready to fire. Never load a firearm until you are ready to shoot.
19. Always ensure the firing zone is clear and identify your target.
20. In a safe location out of sight from the public, place the animal in appropriate area or have a work colleague hold the animal on a dog pole.
21. Utilising the correct caliber of rifle, the officer will safely and quickly euthanise the animal with a shot to the head, followed immediately by a shot to the heart.
22. Ensure the animal is deceased. The animal should not be breathing, have no heartbeat and no blink reflex, meaning if you touch the eye, if the animal is deceased it will not blink.
23. When you have finished shooting, ensure the safety is on, remove the magazine (if fitted), unload the firearm and then check that the chamber is empty. Remove all rounds or cartridges from the breech and magazine.
24. Place the empty magazine back in the firearm.
25. Place the firearm back in the gun bag and into your vehicle.
26. Dispose of the body in the burial pit, covering it with sand. If it is a large animal or a number of animals, you may be required to ask the staff at the tip to cover the animals using their machinery.
27. The Officer is to update the Pound Register on Synergy and in the pound book, stating the animal has been destroyed.
28. Return the firearm and ammunition to the gun safe and complete the Firearms Register. Return the bolt to the key safe.
29. A witness will be required to clear the gun and initial that it has been returned.
30. Ammunition returned is to be counted and the amount of rounds noted on the Firearms Register.
31. The blue ammunition box is to be placed in the ammunition safe at the top of the gun safe and locked.
32. Once the firearm has been returned, close and ensure the safe is locked.
33. Return the gun safe key to its hidden location.

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### Storage

All firearms and ammunition are to be secured in an approved lockable gun safe as prescribed in the *Firearms Act 1973*. There is a gun safe located in the storeroom in Coleman Centre building in Derby, and in the Depot office at Fitzroy Crossing. The bolts for firearms where fitted are to be stored in the key safe, separate from the rifles.



### Firearms Register

When a firearm and/or ammunition is drawn from a Shire gun safe, the Firearms Register, which is kept on top of the gun safe, must be completed. This must include;

- a. The weapon drawn and serial number. The serial numbers will be listed on the register
- b. Date drawn
- c. Time drawn
- d. Name of person drawing the firearm
- e. Rounds drawn
- f. Reason for use
- g. Signed by the user
- h. Signed by a witness. The witness must be a senior officer; Development Services Manager, Senior Ranger or AEHPC

**Transporting firearms and ammunition** between various locations is to be completed with the highest priority placed on security to prevent misuse or theft. The firearms are to be stored in a gun safe in the vehicle (if available) or placed behind seats or on the floor with suitable cover as not to draw attention. Vehicles are to be locked at all times when the firearm user is away from the vehicle, and where possible, firearms should be secured in overnight accommodation, in the Shire gun safe or at a Police Station if available, rather than left in vehicles.

The **renewal of the Corporate Licence** is the responsibility the Shire's Corporate Services Department and a copy of the renewed licenses are to be forwarded to the Senior Ranger, who will in turn forward a copy of all employees listed on the Corporate Licence.

The management of the **Corporate License** is the responsibility of the registered "Point of Contact", the Senior Ranger. The Senior Ranger is to ensure only suitable qualified employees are listed on the Corporate Licence and advise the Police Licencing Firearms Branch of any changes to the Licence due to resignations or new employees.

**Lost or stolen Firearms.** In the event that a firearm or ammunition is lost or stolen, the nearest Police Station is to be advised immediately and a Police Report Number obtained. Advise the Manager of Development Service as soon as possible. Detailed notes are to be recorded by the weapon user, listing when, where and how the loss occurred. Dates and times of everything relating to the incident should be recorded, plus people or vehicles in the area at the time of the loss, and any other information that may be relevant to the incident.

### Training

The Senior Ranger is to manage Firearms Training requirements for all employees of the Shire. The Senior Ranger is to keep accurate records of employees who have completed training in firearms. Employees must successfully complete the Firearms Awareness Certificate to be added to the Corporate Licence.

This can be done in Derby at the Derby Firearm Supplies. It is also recommended that all employees required to handle firearms, successfully complete a Firearms Safety Handling training course.



The effective danger range for projectiles, may generally be:

- |               |                              |
|---------------|------------------------------|
| 1. 22 rimfire | 1500meters (1.5 kilometers)  |
| 2. 303        | 3600 meters (3.6 kilometers) |
| 3. 308        | 4050 meters (4.0 kilometers) |
| 4. Air rifle  | 150 meters                   |
| 5. Shotgun    | #6 shot 250 meters           |
| 6. BB shot    | 450 meters                   |

The following gun handling rules are adopted as the basic firearm handling rules of the Shire.

1. Treat every firearm as if it is loaded
2. Only pass or accept open and unloaded firearms
3. The firearm is your responsibility
4. Never allow unauthorised access to the firearm(s) or ammunition
5. Always keep the gun pointed in a safe direction
6. Always keep your finger off the trigger until ready to use
7. Know your target and what is beyond it
8. Never fire at hard surfaces or water as a ricochet could occur
9. Be sure the gun is safe to operate
10. Know how to use the gun safely
11. Use only the correct ammunition for your gun
12. Wear eye and ear protection
13. Never use alcohol or drugs before or while shooting
14. Store guns so they are not accessible to unauthorised persons
15. Know where others are at all times
16. No shooting at rocks, bricks, concrete or any other hard surface that may cause ricochets
17. Personal Protective Equipment required – Ear muffs, or ear plugs and safety goggles
18. Do not climb fences or obstacles with loaded firearms
19. Never store firearms and ammunition together
20. Dispose of unwanted firearms lawfully. Surrender them to the Police or sell them to or through a licensed dealer

**Recommended for each user to read the National Firearms Safety Code - [file:///sdwk-ad01/home/kristy.chattaway/Downloads/Firearms%20safety%20booklet%20\(38\).pdf](file:///sdwk-ad01/home/kristy.chattaway/Downloads/Firearms%20safety%20booklet%20(38).pdf)**



## Infringement Notices

### OBJECTIVE

This procedure is in accordance with the *Dog Act 1976*, *Litter Act 1979*, *Bush Fires Act 1954*, *Caravan Parks and Camping Grounds Act 1995*, the *Local Government Act 1995* and *Control of Vehicles (Off Road Areas) Act 1978*. This procedure is to be followed when issuing an infringement notice within the Shire of Derby/West Kimberley (the Shire).

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### SCOPE

This procedure applies to employees of the Shire, specifically Manager of Development Services, Senior Ranger, Rangers and Administration Officers.

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### BACKGROUND

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### PROCEDURE

#### Rangers

When a Ranger or Authorised Person raises an infringement, the disbursements of infringement notices is as follows;

1. The first copy of the infringement notice is issued to the alleged offender either in person or via mail to the last known address.
2. The second copy of the infringement notice is placed in the Infringement File in the Rangers office
3. The third copy of the infringement notice is retained by the Ranger in the infringement book
4. The infringement details are to be entered onto the "Infringement Register" spread sheet, [X:\Essential\01 Licenses, Agreements and Registers\0120 Compliance Registers\Apps\Register – Infringements](#)

#### Rangers

When an infringement has been identified as not paid after the 28 days of issue, a Final Demand Notice must be issued to the last known address of the alleged offender, (Attachment 1).

After 28 days of issuing of the Final Demand Notice the infringement has not been paid, the matter may be referred to the Fines Enforcement registry (FER) by the Senior Ranger.



Attachment 1

**FINAL DEMAND**

Infringement No:		Reference No:	
Offence Date:		Location:	
Offence Time:			
Issue Date:		Penalty:	
Due Date:		Final Demand Fee:	\$24.80
Offence Code:			
Description/Type:		<b>Total Due:</b>	

NAME **XX**  
 ADDRESS 1 **XX**  
 ADDRESS 2 **XX**

You were recently issued with an Infringement Notice and our records show that you have not paid the amount due within 28 days of issue of the infringement notice. **PAYMENT IS OVERDUE AND YOU NOW HAVE TO PAY ADDITIONAL COSTS**

**SETTLEMENT OPTIONS**

**BEFORE THE DUE DATE YOU MUST EITHER:**

- A. **Pay the amount due to the Shire of Derby / West Kimberley**  
 (If posting, send a "not negotiable" cheque or money order with the top portion of this letter. If a cheque is not honoured on presentation, payment shall be deemed not to have been made).

**OR**

- B. **Elect to have the matter dealt with by a Court**  
 (To do this, fill in the application on the other side of this notice and return it to the address overleaf).

**IF YOU TAKE NO ACTION THIS MATTER MAY BE REGISTERED WITH THE FINES ENFORCEMENT REGISTRY AFTER WHICH YOUR DRIVER'S LICENCE MAY BE SUSPENDED; YOUR VEHICLE LICENCE MAY BE SUSPENDED OR CANCELLED; YOUR DETAILS MAY BE PUBLISHED ON A WEBSITE; YOUR VEHICLE MAY BE IMMOBILISED OR HAVE ITS NUMBER PLATES REMOVED; AND YOUR PROPERTY MAY BE SEIZED AND SOLD.**

**IF THE MATTER IS REGISTERED WITH THE REGISTRY ADDITIONAL COSTS WILL ALSO BE PAYABLE.**

**IF THE ABOVE ADDRESS IS NOT YOUR CURRENT ADDRESS OR IF YOU HAVE CHANGED ADDRESS, IT IS IMPORTANT THAT YOU ADVISE US IMMEDIATELY. FAILURE TO DO SO MAY RESULT IN YOUR DRIVERS LICENCE OR ANY VEHICLE LICENCE YOU HOLD BEING SUSPENDED WITHOUT YOUR KNOWLEDGE.**

Signature \_\_\_\_\_ MANAGER OF DEVELOPMENT SERVICES      Date: \_/ /\_\_\_\_

**REFER OVERLEAF FOR SETTLEMENT OPTIONS A OR B**



# Shire of Derby / West Kimberley

PLEASE PRINT CLEARLY USING BLOCK LETTERS

**A. PAYMENT OF AMOUNT CURRENTLY DUE**

I \_\_\_\_\_ of

(Address) \_\_\_\_\_

Suburb \_\_\_\_\_ tender the sum of \$ \_\_\_\_\_ in settlement of this penalty

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

X.....

**PAYMENT CAN BE MADE BY POST TO: OR**

**IN PERSON AT:-**

The Cashier  
Shire of Derby / West Kimberley  
PO BOX 94  
DERBY WA 6728

Shire of Derby / West Kimberley  
Administration Building  
30 Loch Street  
Derby WA 6728  
*(Between 8.30am to 4.00pm Monday to*

*Friday)*

**OR**

**BY ELECTRONIC FUNDS TRANSFER**

**Account name:** Shire of Derby West Kimberley  
**BSB:** 016 – 620  
**Account number:** 4211 05556

**PLEASE USE YOUR INFRINGEMENT NUMBER AS THE REFERENCE FOR ELECTRONIC FUND TRANSFER**

*(Please do not send cash through the mail)*

**CHEQUES OR MONEY ORDERS TO BE MADE PAYABLE TO THE SHIRE OF DERBY / WEST KIMBERLEY**

**B. ELECTION TO HAVE THE MATTER DEALT WITH BY A COURT**

I \_\_\_\_\_ of

(Address) \_\_\_\_\_

Would like this matter dealt with by Court. **I understand that I may receive a Summons to attend a Magistrates Court and will be required to attend.**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# Shire of Derby / West Kimberley

## Receiving Complaints

### OBJECTIVE

This procedure has been developed to assist Authorised Persons (Rangers) and Administration Staff to provide instructions on processing complaints and incidents relating to Ranger Services within the Shire of Derby/West Kimberley (the Shire) to ensure complaints are dealt with in a consistent manner.

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### SCOPE

This procedure applies to employees of the Shire, specifically the Senior Ranger and Rangers, Development Services Support Officer and Shire Administration Persons and is in line with the state legislation and the Shire's *Local Laws*.

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### BACKGROUND

The Shire receives complaints from time to time from rate payers, residents, visitors, other external agencies and internal employees of issues within the Shire.

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### PROCEDURE

When a complaint is received by the Shire that requires action by Ranger Services, whether it is received in person in Derby or Fitzroy Crossing, via telephone or via email, the following steps are to be taken;

1. For all **non-urgent** complaints, the Administration Officer will log a new Customer Service Request (CSR) through Synergy and advise the Senior Ranger of the complaint via email. Information required for the email is;
  - a. Name of complainant
  - b. Address of complainant
  - c. Contact number of complainant
  - d. The address or location the complaint is referring to
  - e. A date and time the incident occurred
  - f. A clear description of the incident/issue
2. The Senior Ranger will assign the request to the appropriate Ranger.
3. The Ranger assigned to the request will contact the complainant and will discuss the complaint and endeavor to resolve the incident as soon as practicable. At times, the information may be forwarded to the Senior Ranger, where he/she is to create the CSR.
4. For all **urgent** complaints for example dog attacks, the Administration Officer is to firstly contact the Senior Ranger via telephone and if not available contact the Ranger via telephone. If no Rangers are available when a complaint arrives, the Administration Officer is to;



- a. Complete the CSR supplying as much detail as possible along with an email, and;
- b. Advise the complainant a Ranger will be in contact to discuss as soon as possible.

#### 5. Creating a Customer Service Request in Synergy

- a. Open Synergy Soft and login
- b. Select Systems – Customer Services – Customer Requests – to open the module
- c. Click on the New at the top of the page to create a new request
- d. Subject – use the drop down arrow to select the relevant department. Rangers generally work under “Regulatory Management”
- e. Service – use the drop down arrow to select the appropriate service
- f. Nature of Request – is Request. The only other option is Complaint, which is only to be used when a customer is complaining about service or staff members
- g. Ext Corresps – is where the complainants information get entered
  - i. Click on the box Ext Corresps
  - ii. This will open a search page where you can search using either the surname, company name, address etc. Enter the relevant details and click Search.
  - iii. If the complainant has been entered onto the system previous, their details will appear. Double click on the relevant record
- h. Contact – insert the complainants contact phone number or email address
- i. Type of Person – this field is not required
- j. Analysis Type – not required
- k. Details – type all relevant information provided by the complainant into this section i.e. date, time, locations, etc.
- l. Location – type in the location
- m. 1 File – this section will automatically insert the relevant file number. You can change the file number by;
  - i. Click on the box 1 File
  - ii. If you know the file number, type it in the File No. section and press Tab. or;
  - iii. You can search in the Title / Contents section then click Find Matching File
  - iv. Once you have located the correct file, click Select
- n. Properties – enter the assessment number for the property the complaint is related to. If you don't know the assessment number;
  - i. Click on the Properties box which will bring up a property search box
  - ii. Insert the information you have, street number and street name and click Find Matching Property. This will bring up the relevant properties information.
  - iii. Double check the information is correct and click Select.
- o. Resp Officer – Use the drop down arrow to select the officer to action the complaint.
  - i. Administration Officers are to assign to the Senior Ranger
  - ii. The Senior Ranger is then able to assign to the Ranger
- p. Resp Group – this section may autofill with the relevant department. Ensure this has been assigned to the correct department and use the drop down arrow to select the relevant department.
- q. Taken By – will autofill with the person's name who took the report and entered onto CSR
- r. Date Taken – will autofill with that days date
- s. Responded By – will autofill with tomorrows date





## Shire of Derby / West Kimberley

- t. Status – will autofill with Outstanding. The Responsible Officer will update the status as they progress the request
  - u. Source – use the drop down arrow to select the method the complainant used to make the report
  - v. Closure Category – this is to be left blank. The Responsible Officer will update this when the complaint has been resolved and closed
6. Advise the Senior Ranger of the complaint and CSR number.
7. If the complaint involves a staff member, councilor or any Shire representative, the attending Ranger is to advise the Senior Ranger and/or the Manager of Development Services

**7.5 COMPLIANCE REPORTS - COUNCIL MINUTE MANAGEMENT****File Number:** 4262 - Status Reports**Author:** Sarah Smith, Executive Services Coordinator**Responsible Officer:** Amanda Dexter, Chief Executive Officer**Authority/Discretion:** Information**SUMMARY**

For the Committee to receive the information provided in the attached reports and provide strategic direction as required.

**DISCLOSURE OF ANY INTEREST**

Nil

**BACKGROUND**

The Terms of Reference for the Compliance and Strategic Review Committee (now Audit Committee) adopted on 26 March 2015 detail the key role the Committee holds in assisting the Shire fulfil its corporate governance responsibilities in managing the affairs of the organisation. This includes financial reporting, risk management, compliance requirements and auditing.

The Committee will ensure compliance in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems to meet statutory requirements.

**STATUTORY ENVIRONMENT*****Local Government Act 1995***

Section 5.41(a) of the Act requires CEOs to advise councils in relation to the functions of a local government under both the *Local Government Act 1995*, and other legislation.

The CEO's function under section 5.41(b) is to ensure the availability of unbiased, professional and relevant advice and information to elected members for their decision making purposes.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

<b>GOAL</b>	<b>OUR PRIORITIES</b>	<b>WE WILL</b>
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.1 Provide strong civic leadership 1.2.2 Provide strong governance

**RISK MANAGEMENT CONSIDERATIONS**

<b>RISK</b>	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	<b>RISK ANALYSIS</b>	<b>MITIGATION</b>
<b>Financial:</b> Financial, Legal and Compliance, Organisational Operations and Reputation	Unlikely	Severe	Extreme	Monthly reporting to the Audit Committee for awareness and direction where required.

**CONSULTATION**

Internal consultation has been undertaken with relevant areas to collate information.

**COMMENT**

Nil

**VOTING REQUIREMENT**

Simple majority

**ATTACHMENTS**

1. Council Minute Management - June 2022 [↓](#) 

**RECOMMENDATION**

**That the Audit Committee RECEIVES the information contained in the report detailing Council Minute Management.**

Outstanding	Division:	Date From:
<a href="#">Action Sheets Report</a>	Committee:	Date To:
	Officer:	Printed: 16 June 2022 2:47 PM

Meeting	Officer/Director	Section	Subject
Council 26/08/2021	Dexter, Amanda Dexter, Amanda	Executive Services	Aboriginal Empowerment Strategy
<b>RESOLUTION 84/21</b>			
<b>Moved: Cr Geoff Davis</b>			
<b>Seconded: Cr Rowena Mouda</b>			
<b>That Council:</b>			
<ol style="list-style-type: none"> <li>1. Endorses the Workshop Report – 22 July 2021 – Shire of Derby/West Kimberley Aboriginal Empowerment Strategy;</li> <li>2. Authorise the CEO to commence a Request for Quote process, to seek out an external consultancy with expertise to support Councillors and the Executive with strategic direction setting and policy development to the Aboriginal Empowerment Strategy; and</li> <li>3. Endorse the scoping and development of a senior Aboriginal identified position within the SDWK to operationalise empowerment strategies including economic development and communications.</li> </ol>			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
<b>CARRIED 8/0</b>			
<p><i>10 Sep 2021 - 4:12 PM - Sarah Smith</i>                      Action reassigned to O'Halloran, Amanda by: Smith, Sarah for the reason: Sarah Tobias is an external consultant</p> <p><i>16 Mar 2022 - 11:30 AM - Amanda Dexter</i>                      Amanda will arrange advertising to progress the appointment of a Organisation/ Consultant to assist with the Development of a Strategy and/ or high level priorities in order to get this program up and running over the next few months.</p> <p><i>16 Mar 2022 - 11:34 AM - Amanda Dexter</i>                      Revised Target Date changed by: Dexter, Amanda From: 9 Sep 2021 To: 31 May 2022                      Reason: This item has not been resourced adequately and higher prioritisation has been allocated to ensure that it progresses over the next few months</p> <p><i>9 Jun 2022 - 4:02 PM - Amanda Dexter</i>                      Revised Target Date changed by: Dexter, Amanda From: 31 May 2022 To: 30 Jul 2022                      Reason: This project has unfortunately not progressed due to resourcing issues, it has been reallocated in the 2022/23 Budget and the CEO's Exec Team will progress the project once the once the budget is approved.</p>			

Meeting	Officer/Director	Section	Subject
Council 31/03/2022	Dyer, John	Technical Services	AWARD OF TENDER T5-2021 - Camballin Road – Reshaping and Resheeting

Outstanding	Division:	Date From:
<a href="#">Action Sheets Report</a>	Committee:	Date To:
	Officer:	Printed: 16 June 2022 2:47 PM

Neate, Wayne

**RESOLUTION 28/22**

**Moved: Cr Andrew Twaddle**  
**Seconded: Cr Linda Evans**

**That Council;**

1. Award Tender T5-2021 Camballin Road Reshape and Re-sheet works to Buckley’s Earthmoving and Paving (BEP); and
2. Authorise the CEO to negotiate a reduced scope of work with BEP in order to keep the cost of the project within the available budget amount.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

**CARRIED 8/0**

Meeting	Officer/Director	Section	Subject
Council 31/03/2022	Dyer, John Neate, Wayne	Technical Services	AWARD OF TENDER T6-2021 PROJECT 1 – FITZROY STREET – DRAINAGE, STABILIZATION AND BITUMEN SEALING WORKS AND PROJECT 2 – CLARENDON STREET - RECONSTRUCTION, DRAINAGE AND BITUMEN SEALING WORKS.

**RESOLUTION 27/22**

**Moved: Cr Paul White**  
**Seconded: Cr Peter McCumstie**

**That Council award Tender T6-2021 Fitzroy and Clarendon works to Buckley’s Earthworks and Paving.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

**CARRIED 8/0**

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 16 June 2022 2:47 PM

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Meeting	Officer/Director	Section	Subject
Council 26/05/2022	Dyer, John Neate, Wayne	Technical Services	Award of Tender T1-2022 - Various Road Re-sealing Works - Derby Townsite
<b>RESOLUTION 68/22</b>			
<b>Moved: Cr Peter McCumstie</b>			
<b>Seconded: Cr Paul White</b>			
<b>That Council;</b>			
<ol style="list-style-type: none"> <li>1. Award Tender T1-2022 Reseal various Derby townsite Streets to Buckley’s Earthworks and Paving Pty Ltd.</li> <li>2. Reallocate the \$150,000 set aside for the Remote controlled road condition signage to the Derby Re-seal roads project;</li> <li>3. Reallocate the \$80,000 set aside for Various Kerbing repairs to the Derby Re-seal roads project</li> <li>4. Request the CEO to report back to Council at the June 2022 meeting regarding the reallocation of funds from either the Local Community and Road Infrastructure funding arrangement or from surplus Salary and Wages for the short fall of the \$121,000.00.</li> </ol>			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie			
<u>Against:</u> Nil			
			<b>CARRIED 9/0</b>

Meeting	Officer/Director	Section	Subject
Council 31/03/2022	Edwards, Shane Martin, Stuart	Community and Recreation Services	Request for Funding - Boab Festival at Derby Inc.
<b>RESOLUTION 32/22</b>			
<b>Moved: Cr Paul White</b>			
<b>Seconded: Cr Linda Evans</b>			
<b>That Council:</b>			

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1. **APPROVES** a contribution of \$7,500 (ex GST) be made to the Boab Festival at Derby Inc. as contribution to the Mardi Gras and Get Ya Bounce on events subject to:

1.1 the Boab Festival of Derby Inc. obtaining relevant event approvals; and

1.2 the Boab Festival of Derby Inc. submitting an acquittal at the conclusion of the events.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

**CARRIED 9/0**

Meeting	Officer/Director	Section	Subject
Council 24/02/2022	Hartley, Neil Dexter, Amanda	Executive Services	Derby Port Precinct - Boat and Trailer Storage Areas and Licences
<b>RESOLUTION 06/22</b>			
<b>Moved: Cr Andrew Twaddle</b>			
<b>Seconded: Cr Paul White</b>			
<b>That Council:</b>			
1. <b>Endorse the principle of controlled boat/trailer parking at the Derby Port;</b>			
2. <b>Endorse the indicative plan for the Derby Port Boat/Trailer Parking Area as outlined in the attachment to this report;</b>			
3. <b>Endorse the attached draft User Agreement for the Derby Port Boat/Trailer Parking Area (and authorise the CEO to make minor amendments as deemed required to ensure they remain effective and contemporary);</b>			
4. <b>Authorise the use of up to \$10,000 of existing Derby Port budget funds to be allocated to site-works/levelling at the area defined in (2) above; and</b>			
5. <b>Notes that each Licence will be advertised to meet the requirements of S. 3.58 of the Local Government Act prior to their original issue (with a Council report to be presented for its consideration on any occasion where a public submission is forthcoming).</b>			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie			

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Against: Nil

**CARRIED 7/0**

*16 Mar 2022 - 10:00 AM - Neil Hartley*  
 Revised Target Date changed by: Hartley, Neil From: 10 Mar 2022 To: 30 Jun 2022  
 Reason: Discussions occurring with potential Licencees. No Licencees issued thus far. Upgrade works at the site will occur on an "as needs" basis, or if surplus fill/staff pland and labour are available.

Meeting	Officer/Director	Section	Subject
Council 25/11/2021	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Confidential)	Derby Jetty - Insurance and Related Considerations
<b>RESOLUTION 159/21</b>			
<b>Moved: Cr Paul White</b>			
<b>Seconded: Cr Geoff Davis</b>			
<b>That Council:</b>			
<ol style="list-style-type: none"> <li>1. <b>Accepts the position offered by Kimberley Ports Authority that the Derby Jetty can be insured for \$5.6m on the basis that in the event of a catastrophic event which destroyed the jetty, the jetty would not be reinstated or replaced utilising the existing design and specifications, and the intent would be to clear the site and reinstate a small recreational jetty (due to the change in demand and utilisation since the Jetty was first built);</b></li> <li>2. <b>Understands that any costs above the insured level would be the responsibility of the Shire to bear, and asks that the Chief Executive Officer arrange for engineering studies to be sought to confirm the most prudent level of insurance that should be set, such that removal of debris/clean-up can be undertaken, and construction/reinstatement of a small recreational jetty to replace the existing structure can be achieved, without there being any undue risk of excess costs resulting.</b></li> <li>3. <b>Confirms the need to maintain current levels of insurance levels (until 2023 when the MPA Fish Farms Lease is due to expire) unless legal advice is obtained that reasonably allows the changes to be brought in earlier;</b></li> <li>4. <b>Notes that the eventual lease renegotiations with Kimberley Mineral Sands will need to accommodate a mutually agreed position on jetty insurance;</b></li> <li>5. <b>Requires the Chief Executive Officer to pursue the implementation of a Deed to suitably modify the insurance clauses of the Head Lease (from</b></li> </ol>			



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“replacement”, to a “removal of debris/clean up only” clause);

6. Requires that any future Derby Port/Jetty Leases provide clarity on the Shire’s capacity going forward to undertake Jetty maintenance or replacement, and that the Shire’s position be suitably protected;
7. Requires that a Derby Port Masterplan workshop be scheduled with Councillors, to outline options available for the sustainable operation of the Derby Port; and
8. Requires that a review of Derby Jetty fees/charges be undertaken and a report be presented to Council on the options available to it.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

**CARRIED 9/0**

*31 Mar 2022 - 2:37 PM - Neil Hartley*  
 Revised Target Date changed by: Hartley, Neil From: 9 Dec 2021 To: 30 Jun 2023  
 Reason: Insurance changes can be accommodated by LGIS, but can generally only occur once each year, on policy renewal (end fo financial year). Insurance change is also subject to Kimberley Mineral Sands and MPA Fish Farms lease clauses and commitments. It is hoped that a change to Removal of Debris Only insurance can be arranged to occur from 1 July 2023.

Meeting	Officer/Director	Section	Subject
Council 28/10/2021	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Conf)	Derby Airport - Royal Flying Doctor Service Lease/Landing Fees
<b>RESOLUTION 139/21</b>			
<b>Moved: Cr Linda Evans</b>			
<b>Seconded: Cr Keith Bedford</b>			
<b>That Council by Absolute Majority:</b>			
<ol style="list-style-type: none"> <li>1. Accepts the offer of the Royal Flying Doctor Service to in addition to its normal services consumption fees and charges payments, to also pay the equivalent of 50% of the annual lease fee from 1 July 2021 until the expiry of the current lease period (31 July 2023);</li> <li>2. Agrees that in light of #1, to write off outstanding lease fees charged to Royal Flying Doctor Service of \$80,190.00 (for the period concluding 30 April 2021);</li> <li>3. Authorises the Chief Executive Officer to secure an agreement with Royal Flying Doctor Service for the payment of relevant Derby Airport fees,</li> </ol>			

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**including if required, reasonable use of the Derby Airport Terminal for patient transfers.**

**In Favour:** Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

**Against:** Nil

**CARRIED 9/0**

*31 Mar 2022 - 2:16 PM - Neil Hartley*  
 Revised Target Date changed by: Hartley, Neil From: 11 Nov 2021 To: 30 Apr 2022  
 Reason: Agreement reached with Royal Flying Doctor Service, inclusive of comments provided by the Shire's legal advisors. Awaiting final documents from RFDS to execute (RFDS producing documentsaion "in-house").

*3 May 2022 - 1:52 PM - Neil Hartley*  
 Revised Target Date changed by: Hartley, Neil From: 30 Apr 2022 To: 31 May 2022  
 Reason: Still awaiting final documents from RFDS to execute (RFDS producing documentsaion "in-house").

*16 May 2022 - 4:36 PM - Neil Hartley*  
 Revised Target Date changed by: Hartley, Neil From: 31 May 2022 To: 30 Jun 2022  
 Reason: Deed of Agreement settled but awaiting RFDS Board Meeting to confirm it does not wish to take up the lease extension, following which that final clause can be worded and the document executed.

Meeting	Officer/Director	Section	Subject
Council 26/05/2022	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi	Derby Port - Kimberley Mineral Sands Lease Modifications (Major Land Transaction) - Negotiation Update

**RESOLUTION 71/22**

**Moved: Cr Paul White**  
**Seconded: Cr Linda Evans**

**That Council by Absolute Majority:**

- 1. Notes that the Business Case was advertised in accordance with S. 3.59 of the Local Government Act, but that no submissions were received by the 31 January 2022 closing date;**
- 2. Notes the numerous modified positions from the positions taken at the 9 December 2021 Council Meeting;**
- 3. Accepts the changes as referred to in #2 and in particular, to road refurbishment/maintenance responsibilities (vis. that the Shire will retain responsibility for this infrastructure), and considers these changes to be a “not significantly different” from the position taken at the 9 December 2021 Council Meeting, or as conditionally outlined in the advertised Business Case;**

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4. Resolves to proceed with the transaction as modified;

5. Directs the CEO acts expeditiously in consultation with the Shire’s legal advisors, to prepare the necessary legal documentation to suitably modify the existing lease, including addressing any legal matters or other variations that need to be resolved between the parties as part of that re-drafting process;

6. Authorises the President and the CEO to execute the documents on the Shire’s behalf, an apply the Common Seal if required;

7. Notes that the matter of transitioning the insurance for the Derby Jetty from “replacement” to “removal of debris only” is still subject to the sub-lease’s outcomes and in particular, Kimberley Mineral Sands’ decision on whether to utilise the Derby Port, and that implementation be deferred in accordance with the new lease position on insurance; and

8. Notes that a draft Derby Port Masterplan is currently being finalised for presentation to the 16 June Councillors’ Forum, to facilitate Councillor input on the document’s strategic direction.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

**CARRIED 9/0 BY ABSOLUTE MAJORITY**

Meeting	Officer/Director	Section	Subject
Council 24/02/2022	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi	Derby Airport - Lease to Dunning’s Fuel Supplies (#’s 2 and 10) and Renewal of KAS Helicopters Leases (#’s 3 and 5)
<b>RESOLUTION 14/22</b>			
<b>Moved: Cr Peter McCumstie</b>			
<b>Seconded: Cr Geoff Davis</b>			
<b>That Council;</b>			
<b>1. In regard to Dunning’s Fuels Lease Areas 2 and 10:</b>			
<b>(a) Notes the submission lodged by BP Australia and endorses the responses to the submission as outlined in the Comment section of this report;</b>			
<b>(b) Agrees to lease two separate portions of the Derby Airport land (Lot 143 on Deposited Plan 144238 and being the whole of the land comprised</b>			

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in Certificate of Title Volume 2037 Folio 326) described as Areas 2 and 10 and on the attached Airport Lease Area Plan (inclusive of part of the existing KAS Helicopters Lease Area 3 site, to Dunning's Fuel);

- (c) Endorses the lease period for both Areas 2 and 10 are to be 10 + 10 years and a commencement lease fee for each individual area of a minimum of \$16,500pa for an up to 1,000m<sup>2</sup> lease is to apply (proportionately more if the eventual area is above 1,000m<sup>2</sup>);
- (d) Authorises the Chief Executive Officer to finalise the lease documentation for both Dunning's Fuel leases, and any required modifications to the KAS Helicopters lease, and authorises the President and Chief Executive Officer to execute the necessary documentation and apply the Shire's Common Seal (if required); and

2. In regard to KAS Helicopters leases (lease areas 3 and 5):

- (a) Endorse 10 year lease extensions over lease areas 3 and 5 on the same terms and conditions of the existing leases, with both leases now due to expire on 11 September 2031, and if sought by KAS prior to the extension being legally formalised, an assignment to an alternative lease ownership structure;
- (b) Notes that there may be a lease fee reduction for Lease Area 3, but only if the new area of Lease Area 3 reduces such that the valuation calculation in (1c) above requires a reduction to below the current annual lease fee of \$27,096.76; and
- (c) Authorise the President and Chief Executive Officer to execute the necessary documentation and apply the Shire's Common Seal (if required).

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie

Against: Nil

**CARRIED 7/0**

*31 Mar 2022 - 2:31 PM - Neil Hartley*  
 Revised Target Date changed by: Hartley, Neil From: 10 Mar 2022 To: 15 Apr 2022  
 Reason: Assignment and lease extension documentation prepared and ready for execution.

*3 May 2022 - 1:44 PM - Neil Hartley*  
 Revised Target Date changed by: Hartley, Neil From: 31 May 2022 To: 31 May 2022  
 Reason: 1. BP Australia advised that its submission was noted;  
 2. KAS Helicopters Lease Area 3 site modified and new lease and assignment executed;  
 3. Leases for Areas 2 and 10 finalised and awaiting signatures from the parties.

*3 Jun 2022 - 10:28 AM - Neil Hartley*  
 Revised Target Date changed by: Hartley, Neil From: 31 May 2022 To: 30 Jun 2022  
 Reason: Awaiting return of executed documents from Dunnings.

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Meeting	Officer/Director	Section	Subject
Council 26/05/2022	Hartley, Neil Dexter, Amanda	Executive Services	Fitzroy Crossing Airport - Lease Renewal for Bureau of Meteorology
<b>RESOLUTION 62/22</b>			
Moved: Cr Paul White			
Seconded: Cr Peter McCumstie			
That Council lease part of Reserve #'s 20668 (Fitzroy Crossing Airport) to the Bureau on the following significant conditions:			
<ul style="list-style-type: none"> <li>a. lease area to be consistent with the description outlined in Item #6 of the Lease Schedule;</li> <li>b. the lease fee to be \$3,000 for the ten year period (vis. \$300pa equivalent);</li> <li>c. the lease period to be preferably to 31/03/2023 (to align with Derby Airport lease) or alternatively, for 10 years.</li> </ul>			
In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie			
Against: Nil			
<b>CARRIED 9/0</b>			

Meeting	Officer/Director	Section	Subject
Council 26/05/2022	Hartley, Neil Dexter, Amanda	Corporate Services	Budget Adjustment
<b>THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_ReportName_10881)</b>			
<b>CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT</b>			
<b>DOCUMENT: \\SDWK-APP02\INFOCOUNCIL\DOCUMENTS\COUNCIL\MINUTES\CO_20220526_MIN_2233_AT.DOCX</b>			
Resolution not found			

Meeting	Officer/Director	Section	Subject
Council 26/05/2022	Hartley, Neil Dexter, Amanda	Executive Services	Delegation of Authority Register - Annual Review
<b>RESOLUTION 61/22</b>			

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**Moved:** Cr Peter McCumstie  
**Seconded:** Cr Linda Evans

**That Council:**

- Notes that the review of the Shire’s delegations has been completed and requires the next review to be reported to Council by 30 June 2023; and
- Endorses the attached Shire of Derby/West Kimberley Delegations of Authority Register, noting that no changes are required on this occasion.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie  
Against: Nil

**CARRIED 9/0 BY ABSOLUTE MAJORITY**

Meeting	Officer/Director	Section	Subject
Council 24/02/2022	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Confidential)	Ngiyali Roadhouse, Fitzroy Crossing (Part Lot 315 Great Northern Highway) - Rating Review Assessment
<b>RESOLUTION 15/22</b>			
<b>Moved:</b> Cr Paul White			
<b>Seconded:</b> Cr Andrew Twaddle			
<b>That Council by Absolute Majority:</b>			
<ol style="list-style-type: none"> <li>Confirms that the area of Lot 315, Great Northern Highway, Fitzroy Crossing (vis. Ngiyali Roadhouse site) generally depicted within attachment “Roadhouse Site Aerial View” should be rated similarly to other commercial sites within the district;</li> <li>Invites Ngiyali Roadhouse to submit an application under S. 6.26 of the Local Government Act to have the roadhouse portion of Lot 315 remain as an unrated property, if it considers the conditions of that section can be met by it;</li> <li>Endorse the change in valuation methodology for the new portion of Lot 315, Great Northern Highway, Fitzroy Crossing (Ngiyali Roadhouse site) to now be Gross Rental Valuation (from Unimproved Valuation);</li> <li>Seeks the Minister for Local Government’s determination on the method of valuing the land (in accordance with the provisions of S6.28 of the</li> </ol>			

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**Local Government Act);**

5. Authorises the CEO to take the necessary actions to progress and implement the valuation change; and
6. Confirms that in light of the site’s use of its revenue streams and its ownership, that rates not be sought to be introduced (either by way of a delayed valuation introduction date, or a concession) until 1 July 2022, however, no phasing beyond 1 July 2022 is proposed to apply.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie

Against: Nil

**CARRIED 7/0 BY ABSOLUTE MAJORITY**

31 Mar 2022 - 2:22 PM - Neil Hartley  
Revised Target Date changed by: Hartley, Neil From: 10 Mar 2022 To: 30 Jun 2022  
Reason: Minister’s approval sought for a change to GRV. Generally a response takes a few months.

Meeting	Officer/Director	Section	Subject
Audit Committee 24/03/2022	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi	Kimberley Mineral Sands - Debt Write-Off

**COMMITTEE RESOLUTION AC28/22**

**Moved: Cr Peter McCumstie**  
**Seconded: Cr Keith Bedford**

**That the Audit Committee recommends that Council, conditional on a new sub-lease being executed by the Shire and the Kimberley Mineral Sands group:**

1. Writes off the insurance contribution claim made upon the Derby Port lessee’s, Thunderbird Operations Pty Ltd and Sheffield Resources Limited (of \$172,958.16); and
2. Notes that insurance contributions by the lessee will apply (as per the lease’s new position) from 1 January 2022 .

In Favour: Crs Keith Bedford, Peter McCumstie and Andrew Twaddle

Against: Nil

**CARRIED 3/0 BY ABSOLUTE MAJORITY**

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3 May 2022 - 2:11 PM - Neil Hartley  
 Revised Target Date changed by: Hartley, Neil From: 7 Apr 2022 To: 26 May 2022  
 Reason: Lease negotiations ongoing, with report hoped to be presented to the 26 May 2022 Council Meeting.  
 3 Jun 2022 - 10:29 AM - Neil Hartley  
 Revised Target Date changed by: Hartley, Neil From: 26 May 2022 To: 30 Jun 2022  
 Reason: Updated decision as per 26 May Council Meeting. Debt can be written off on execution of revised lease documentation.

Meeting	Officer/Director	Section	Subject
Council 25/02/2021	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi)	Rating Review - Location 210 Great Northern Highway (Kimberley Meat Company)
<b>RESOLUTION 12/21</b>			
<b>Moved: Cr Chris Kloss</b>			
<b>Seconded: Cr Geoff Davis</b>			
<b>That Council:</b>			
<ol style="list-style-type: none"> <li>1. Endorse the change in valuation method for Kimberley Meat Company (Dampier Location 210) to now be Gross rental Valuation (from Unimproved Valuation);</li> <li>2. Seek the Minister for Local Government’s determination on the method of valuing the land (in accordance with the provisions of S6.28 of the Local Government Act);</li> <li>3. Authorises the CEO to take the necessary actions to progress and implement the valuation change; and</li> <li>4. Confirms that on balance, there is insufficient justification to warrant the phasing in of the valuation, or to grant a concession, on this occasion.</li> </ol>			
<b>AMENDMENT</b>			
<b>Moved: Cr Chris Kloss</b>			
<b>Seconded: Cr Keith Bedford</b>			
<b>That point 4 be amended to read:</b>			
<ol style="list-style-type: none"> <li>4. In noting the concerns outlined in the Kimberley Meat Company submission, agrees to apply the Local Government Act Section 6.31 three year valuation phase-in option from the valuation’s implementation date.</li> </ol>			



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<u>In Favour:</u>	Crs Chris Kloss, Pat Riley, Rowena Mouda and Keith Bedford	
<u>Against:</u>	Crs Paul White, Geoff Davis, Andrew Twaddle and Steve Ross	
		<b>LOST 5/4</b>
		<b>Determined by Presiding Member's Casting Vote</b>
<b>Moved:</b>	<b>Cr Chris Kloss</b>	
<b>Seconded:</b>	<b>Cr Geoff Davis</b>	
<b>That Council:</b>		
	<ol style="list-style-type: none"> <li>1. Endorse the change in valuation method for Kimberley Meat Company (Dampier Location 210) to now be Gross rental Valuation (from Unimproved Valuation);</li> <li>2. Seek the Minister for Local Government's determination on the method of valuing the land (in accordance with the provisions of S6.28 of the Local Government Act);</li> <li>3. Authorises the CEO to take the necessary actions to progress and implement the valuation change; and</li> <li>4. Confirms that on balance, there is insufficient justification to warrant the phasing in of the valuation, or to grant a concession, on this occasion.</li> </ol>	
<u>In Favour:</u>	Crs Paul White, Geoff Davis, Andrew Twaddle, Steve Ross and Rowena Mouda	
<u>Against:</u>	Crs Chris Kloss, Pat Riley and Keith Bedford	
		<b>CARRIED 5/3</b>
<p><i>4 Mar 2021 - 11:26 AM - Neil Hartley</i>                  Revised Target Date changed by: Hartley, Neil From: 11 Mar 2021 To: 31 Mar 2021                  Reason: Minister advised of the Council's decision. Awaiting response and eventual Gazettal.</p> <p><i>8 Apr 2021 - 3:05 PM - Neil Hartley</i>                  Revised Target Date changed by: Hartley, Neil From: 31 Mar 2021 To: 30 Jun 2021                  Reason: Submission made the Department of Local Government. Awaiting response.</p> <p><i>5 Jul 2021 - 8:17 AM - Neil Hartley</i>                  Revised Target Date changed by: Hartley, Neil From: 30 Jun 2021 To: 30 Jul 2021                  Reason: Awaiting response from Minister for Local Government.</p> <p><i>9 Aug 2021 - 12:03 PM - Neil Hartley</i>                  Revised Target Date changed by: Hartley, Neil From: 30 Jul 2021 To: 30 Sep 2021                  Reason: Awaiting response from Minister for Local Government.</p>		

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10 Sep 2021 - 4:35 PM - Neil Hartley  
 Revised Target Date changed by: Hartley, Neil From: 30 Sep 2021 To: 31 Oct 2021  
 Reason: Awaiting response from Minister for Local Government.  
 2 Nov 2021 - 2:50 PM - Neil Hartley  
 Revised Target Date changed by: Hartley, Neil From: 31 Oct 2021 To: 31 Jan 2022  
 Reason: Minister's approval now recieved. Commencement date for rating has been set at 25 October 2021. Valuer General to now supply final valuation so rating can be initiated.  
 7 Feb 2022 - 7:34 AM - Neil Hartley  
 Revised Target Date changed by: Hartley, Neil From: 31 Jan 2022 To: 31 Mar 2022  
 Reason: Move to GRV endorsed, but still awaiting values from the Valuer General to finalise.  
 16 Mar 2022 - 10:01 AM - Neil Hartley  
 Revised Target Date changed by: Hartley, Neil From: 31 Mar 2022 To: 30 Jun 2022  
 Reason: Awaiting valuation and Gazettal.

Meeting	Officer/Director	Section	Subject
Council 29/10/2020	Hartley, Neil Dexter, Amanda	Executive Services	Rating Review - Changing Methods of Valuation
<b>RESOLUTION 186/20</b>			
<b>Moved: Cr Paul White</b>			
<b>Seconded: Cr Steve Ross</b>			
<b>That Council:</b>			
<ol style="list-style-type: none"> <li>1. Endorses a review of the rateable properties in the district being undertaken;</li> <li>2. Notes that a report will be presented to Council for its final decision, if the review locates any rate assessments that a change of valuation is thought warranted; and</li> <li>3. Requires that any report in (2) above, include an assessment of whether phasing in of any modified valuation/rates (either singularly or in total) should be considered by Council.</li> </ol>			
<b>In Favour:</b> Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda and Pat Riley			
<b>Against:</b> Nil			
<b>CARRIED 8/0</b>			
14 Dec 2020 - 10:28 AM - Neil Hartley			

<p>Outstanding</p> <p><b>Action Sheets Report</b></p>	<p><b>Division:</b></p> <p><b>Committee:</b></p> <p><b>Officer:</b></p>	<p><b>Date From:</b></p> <p><b>Date To:</b></p> <p><b>Printed: 16 June 2022 2:47 PM</b></p>
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Revised Target Date changed by: Hartley, Neil From: 12 Nov 2020 To: 28 Feb 2021  
 Reason: Progressing. First property to be referred to February 2020 Council Meeting. Assessment of others is ongoing (as they are located).  
*1 Feb 2021 - 5:08 PM - Neil Hartley*

Revised Target Date changed by: Hartley, Neil From: 28 Feb 2021 To: 30 Apr 2021  
 Reason: First property to be referred to February 2020 Council Meeting. Assessment of others is ongoing (as they are located).  
*8 Apr 2021 - 3:02 PM - Neil Hartley*

Revised Target Date changed by: Hartley, Neil From: 30 Apr 2021 To: 30 Jun 2021  
 Reason: Reviews progressing with two underway as at April 2021.  
*5 Jul 2021 - 8:38 AM - Neil Hartley*

Revised Target Date changed by: Hartley, Neil From: 30 Jun 2021 To: 30 Jun 2022  
 Reason: Valuation reviews are ongoing, with reports presented to Council as they are located.

Meeting	Officer/Director	Section	Subject
Council 29/04/2021	Hartley, Neil Dexter, Amanda	Executive Services	Complaints handling policy and/or procedure
<b>RESOLUTION 34/21</b>			
<b>Moved: Cr Chris Kloss</b>			
<b>Seconded: Cr Rowena Mouda</b>			
<b>That Council:</b>			
<ol style="list-style-type: none"> <li><b>1. Request that the Western Australian Local Government Association develop a <i>model</i> Complaints Handling Policy/Procedure for the local government industry's consumption; and</b></li> <li><b>2. Require that community consultation occur prior to any document being finally endorsed by Council.</b></li> </ol>			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Steve Ross, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
<b>CARRIED 8/0</b>			
<p><i>5 Jul 2021 - 8:20 AM - Neil Hartley</i>                  Revised Target Date changed by: Hartley, Neil From: 13 May 2021 To: 31 Aug 2021                  Reason: Awaiting WALGA Templates to be distributed to WA local governments.  <i>2 Aug 2021 - 8:50 AM - Neil Hartley</i>                  Revised Target Date changed by: Hartley, Neil From: 31 Aug 2021 To: 31 Oct 2021                  Reason: Awaiting advice from WALGA  <i>10 Sep 2021 - 4:29 PM - Neil Hartley</i></p>			

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Revised Target Date changed by: Hartley, Neil From: 31 Oct 2021 To: 31 Dec 2021  
 Reason: Awaiting advice from WALGA.  
*15 Dec 2021 - 9:50 AM - Neil Hartley*  
 Revised Target Date changed by: Hartley, Neil From: 31 Dec 2021 To: 28 Feb 2022  
 Reason: No proposals from WALGA forthcoming. Will attempt to draft a version suitable for SDWK, at least as a short term measure.  
*7 Feb 2022 - 7:26 AM - Neil Hartley*  
 Revised Target Date changed by: Hartley, Neil From: 28 Feb 2022 To: 31 Mar 2022  
 Reason: Awaiting WALGA model document. Other work related priorities have limited time availability for this project.  
*8 Mar 2022 - 5:09 PM - Neil Hartley*  
 Revised Target Date changed by: Hartley, Neil From: 31 Mar 2022 To: 30 Apr 2022  
 Reason: Other priorities have delayed this project. Hopefully to be a task for the new Governance Officer to assist with.  
*3 May 2022 - 2:07 PM - Neil Hartley*  
 Revised Target Date changed by: Hartley, Neil From: 30 Apr 2022 To: 30 Jun 2022  
 Reason: Awaiting appointment of new Governance Officer to progress.

Meeting	Officer/Director	Section	Subject
Council 27/05/2021	Hartley, Neil Dexter, Amanda	Executive Services	Sale of "Dongas" - Derby Airport
<b>RESOLUTION 49/21</b>			
<b>Moved: Cr Paul White</b>			
<b>Seconded: Cr Andrew Twaddle</b>			
<b>That Council;</b>			
<ol style="list-style-type: none"> <li><b>Accept the offer from Department of Biodiversity, Conservation and Attractions for up to \$10,000 to purchase six of the remaining eight surplus to requirements transportable buildings (currently located at the Derby Airport); and</b></li> <li><b>Authorise the CEO to negotiate with the Department of Biodiversity, Conservation and Attractions with the view to it also taking the remaining two units, and for those units to be relocated from the airport. Alternatively, if that cannot be agreed to, to dispose of the remaining two units if within a reasonable period of time a use cannot be found for them within the community, or a buyer is not forthcoming.</b></li> </ol>			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
<b>CARRIED 9/0 BY ABSOLUTE MAJORITY</b>			
<i>4 Jun 2021 - 3:32 PM - Neil Hartley</i>			

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Revised Target Date changed by: Hartley, Neil From: 10 Jun 2021 To: 31 Jul 2021  
 Reason: Sale no longer progressing. Other options being explored.  
 5 Jul 2021 - 8:37 AM - Neil Hartley

Revised Target Date changed by: Hartley, Neil From: 31 Jul 2021 To: 31 Dec 2021  
 Reason: Dongas sold to Mt Hart. Removal to occur in November/December 2021.  
 8 Mar 2022 - 5:08 PM - Neil Hartley

Revised Target Date changed by: Hartley, Neil From: 28 Feb 2022 To: 30 Apr 2022  
 Reason: Transport has not occurred as promised, but purchaser has advised that dongas will be removed as soon as possible.  
 31 Mar 2022 - 2:46 PM - Neil Hartley

Revised Target Date changed by: Hartley, Neil From: 30 Apr 2022 To: 30 Jun 2022  
 Reason: Still awaiting Mt Hart to remove the dongas. Mt Hart contacted but it has unfortunately not met its commitments.

Meeting	Officer/Director	Section	Subject
Council 28/10/2021	Hartley, Neil Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi)	Fitzroy Crossing Airport - Lease to Recharge Fuel Supplies
<b>RESOLUTION 138/21</b>			
<b>Moved: Cr Paul White</b>			
<b>Seconded: Cr Rowena Mouda</b>			
<b>That Council;</b>			
<ol style="list-style-type: none"> <li>1. <b>Agrees to progress the lease process as required by S. 3.58 of the Local Government Act for the requested Recharge Fuel lease at Fitzroy Crossing Airport (vis. as indicated in the attachment, but could be an alternative location if prior to advertising, that is requested by Recharge and agreed to by the CEO);</b></li> <li>2. <b>Authorises the CEO to progress the proposal, conditional on:</b> <ol style="list-style-type: none"> <li>(a) <b>A formal proposal being forthcoming to the CEO’s satisfaction and addressing all of the necessary airport related aspects (like safety, hardstand/apron access and protection, engineering certification, appropriate fuel licencing requirements, etc);</b></li> <li>(b) <b>Recharge Fuels agreement to meeting the necessary costs, estimated at \$9,000;</b></li> </ol> </li> <li>3. <b>Advises Recharge Fuels that in accordance with S. 3.58 of the Local Government Act, Council cannot make a final decision on the question of a lease until after the period of public consultation has closed and any submissions received have been assessed and considered (unless there are no submissions received opposing the lease, in which case Council authorises the Chief Executive Officer to finalise the lease); and</b></li> </ol>			

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**4. Authorise the President and Chief Executive Officer to execute the necessary documentation and apply the Shire’s Common Seal (if required).**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

**CARRIED 9/0**

*31 Mar 2022 - 1:58 PM - Neil Hartley*  
 Revised Target Date changed by: Hartley, Neil From: 11 Nov 2021 To: 30 Jun 2022  
 Reason: Whilst Recharge has been advised it may lease the site, it has not as yet lodged a formal proposal addressing all of the necessary airport related aspects (like safety, hardstand/apron access and protection, engineering certification, appropriate fuel licencing requirements, etc).

Meeting	Officer/Director	Section	Subject
Council 9/12/2021	Hartley, Neil Dexter, Amanda	Executive Services	Fitzroy Crossing Airport - Proposal for State Government Funding Plan
<b>RESOLUTION 160/21</b>			
<b>Moved: Cr Peter McCumstie</b>			
<b>Seconded: Cr Keith Bedford</b>			
<b>That Council:</b>			
<ol style="list-style-type: none"> <li><b>Endorse the principle and thrust of the Fitzroy Crossing Airport Funding Plan and request the CEO to coordinate its finalisation at the earliest opportunity;</b></li> <li><b>Authorise the President and the Chief Executive Officer to facilitate discussions with the State Government for a contribution towards the long term asset management funding of the Fitzroy Crossing Airport; and</b></li> <li><b>Notes that a separate report on Curtin and Derby airports, including asset and operational cost considerations at those sites, will be forthcoming.</b></li> </ol>			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie			
<u>Against:</u> Nil			
<b>CARRIED 8/0</b>			
<i>15 Dec 2021 - 9:53 AM - Neil Hartley</i> Revised Target Date changed by: Hartley, Neil From: 23 Dec 2021 To: 31 Mar 2022 Reason: Letter forwarded to State Minister for Health. Awaiting meeting opportunity. Still need to finalise Funding Proposal with accurate asset management estimates (awaiting consultant engineering report).			

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7 Feb 2022 - 7:28 AM - Neil Hartley  
 Revised Target Date changed by: Hartley, Neil From: 31 Mar 2022 To: 30 Jun 2022  
 Reason: Minister for Health has passed on to Minister for Transport. Requires ongoing lobbying of state government.  
 3 Jun 2022 - 10:35 AM - Neil Hartley  
 Revised Target Date changed by: Hartley, Neil From: 30 Jun 2022 To: 30 Sep 2022  
 Reason: In ongoing discussions with Department of Transport. Asset Management Plans being prepared for DoT consideration to justify ongoing state support. \$1.5m(State - approved) + \$1.5m(Federal - awaiting confirmation) grants applied for to fund runway and apron area upgrade.

Meeting	Officer/Director	Section	Subject
Council 9/12/2021	Hartley, Neil Dexter, Amanda	Executive Services	Proposed Lease to Derby Visitor Centre (Inc)
<b>RESOLUTION 165/21</b>			
<b>Moved: Cr Peter McCumstie</b>			
<b>Seconded: Cr Paul White</b>			
<b>That Council lease part of Reserve #'s 6929, 30 Loch Street, Derby to Derby Visitor Centre (Inc.) on the following significant conditions:</b>			
<ul style="list-style-type: none"> <li>a. lease area to be consistent with the description outlined in Annexure #1 of the attachment as "Sketch of Premises");</li> <li>b. a commercial type Lease to be utilised, but the annual lease fee be consistent with a Community Lease fee (currently \$100pa);</li> <li>c. the lease period to be 10 + 10 years (with renewals at the Shire's sole discretion);</li> <li>d. the Schedule of Lessee Costs Responsibilities as outlined in the Financial Implications section of this report to be incorporated into the lease; and</li> <li>e. the Special Conditions as outlined in the Comments section of this report to be also incorporated into the lease.</li> </ul>			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie			
<u>Against:</u> Nil			
<b>CARRIED 8/0</b>			
15 Dec 2021 - 9:54 AM - Neil Hartley Revised Target Date changed by: Hartley, Neil From: 23 Dec 2021 To: 28 Feb 2022 Reason: Civic Legal to prepare documentation to be forwarded to Derby Visitor Centre. 7 Feb 2022 - 4:40 PM - Neil Hartley Revised Target Date changed by: Hartley, Neil From: 28 Feb 2022 To: 31 May 2022			

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Reason: Lease discussions and Lease drafting underway. Will require Visitor Centre to consider and approve.  
 3 Jun 2022 - 10:31 AM - Neil Hartley  
 Revised Target Date changed by: Hartley, Neil From: 31 May 2022 To: 30 Jun 2022  
 Reason: Lease provided to Visitor Centre to consider and execute.

Meeting	Officer/Director	Section	Subject
Audit Committee 20/05/2021	Mildenhall, Christie Dexter, Amanda	Reports	Change to entry fees - Derby Memorial Swimming Pool
<b>COMMITTEE RESOLUTION AC36/21</b>			
<b>Moved: Cr Keith Bedford</b>			
<b>Seconded: Cr Geoff Davis</b>			
<b>That the Audit Committee recommends that Council BY AN ABOLOSUTE MAJORITY;</b>			
<ol style="list-style-type: none"> <li><b>Approves a corporate discount of 10% for casual pool entry at the Derby Memorial Swimming Pool is made available to local businesses and community organisations.</b></li> <li><b>Approves the advertising of these changes to its list of fees and charges in accordance with Section 6.19 of the Local Government Act 1995.</b></li> </ol>			
<u>In Favour:</u> Crs Geoff Haerewa, Keith Bedford, Geoff Davis and Rowena Mouda			
<u>Against:</u> Nil			
<b>CARRIED 4/0 BY ABSOLUTE MAJORITY</b>			
<p>12 Jul 2021 - 1:55 PM - Christie Mildenhall                      Working on background procedural documents prior to advertising and rolling out. Expected to be ready to progress by end of month.                      13 Sep 2021 - 10:57 AM - Christie Mildenhall                      No further update. Still working through associated procedure.                      18 Oct 2021 - 2:33 PM - Sarah Smith                      Revised Target Date changed by: Smith, Sarah From: 3 Jun 2021 To: 18 Nov 2021                      Reason: Working through paper work - needs to be updated                      8 Nov 2021 - 3:58 PM - Christie Mildenhall                      No further update.                      13 Jun 2022 - 10:22 AM - Christie Mildenhall                      To be included in 2022/23 Fees and Charges.</p>			



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Meeting	Officer/Director	Section	Subject
Council 25/06/2020	Neate, Wayne Dexter, Amanda	Technical Services	Fitzroy Crossing - Low level Crossing
<b>RESOLUTION 111/20</b>			
<b>Moved: Cr Geoff Davis</b>			
<b>Seconded: Cr Paul White</b>			
<b>That Council;</b>			
<ol style="list-style-type: none"> <li>1. <b>Include the Fitzroy Crossing Low Level Crossing in the Road Maintenance Strategy 2020-25 with updated pricing for the risk assessment and upgrade works.</b></li> <li>2. <b>Close the Fitzroy Crossing Low Level Crossing to all traffic and advertise the decision as per the requirements of the Local Government Act 1995.</b></li> <li>3. <b>Instruct Officers to investigate feasible options to close the Fitzroy Crossing Low Level Crossing to traffic but allow access to the banks of the Fitzroy River.</b></li> <li>4. <b>Instruct officers to investigate alternative sources of funding for the Low Level Crossing.</b></li> </ol>			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
<b>CARRIED 9/0</b>			
<p><i>5 Feb 2021 - 3:18 PM - Amanda Dexter</i>                      This project is ongoing, further advice is being sought from Main Roads in regards to structural integrity and funding is being sought to implement the social infrastructure.</p> <p><i>5 Feb 2021 - 3:19 PM - Amanda Dexter</i>                      Revised Target Date changed by: O'Halloran, Amanda From: 9 Jul 2020 To: 31 Mar 2021                      Reason: This project is ongoing</p> <p><i>4 Jun 2021 - 3:33 PM - Sarah Smith</i>                      Revised Target Date changed by: Smith, Sarah From: 31 Mar 2021 To: 30 Jun 2021                      Reason: This project is ongoing</p> <p><i>16 Mar 2022 - 12:25 PM - Wayne Neate</i>                      Revised Target Date changed by: Neate, Wayne From: 30 Jun 2021 To: 01 Jun 2022                      Reason: Beginning to explore options for post this wet season to place bollards on old Crossing</p>			

Meeting	Officer/Director	Section	Subject
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Outstanding	Division:	Date From:
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Council 26/05/2022	Neate, Wayne Dexter, Amanda	Technical Services	Award of Tender T3-2022 Flood Damage Reinstatement AGRN 951
<b>RESOLUTION 67/22</b>			
<b>Moved: Cr Linda Evans</b>			
<b>Seconded: Cr Paul White</b>			
<b>That Council award tender T3-2022 Flood Damage Re-instatement work for event AGRN 951 as follows;</b>			
<ol style="list-style-type: none"> <li>1. <b>Buckley's Earthworks and Paving for package Area 1;</b></li> <li>2. <b>Young's Earthmoving for package Area 2; and</b></li> <li>3. <b>Should either Buckley's Earthworks and Paving or Young's Earthmoving not be able to undertake the work or not sign a contract due to other commitments that the Chief Executive Officer be authorised to award either package to AK Evans.</b></li> </ol>			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie			
<u>Against:</u> Nil			
<b>CARRIED BY ABSOLUTE MAJORITY 9/0</b>			
<i>10 Jun 2022 - 3:39 PM - Wayne Neate</i>			
Revised Target Date changed by: Neate, Wayne From: 9 Jun 2022 To: 01 Aug 2022			
Reason: Information has been sent to DFES for approval of rates will await correspondence before contracts committed to			

Meeting	Officer/Director	Section	Subject
Council 25/03/2021	Neate, Wayne Dexter, Amanda	Technical Services	Carparking and Verge Control
<b>RESOLUTION 23/21</b>			
<b>Moved: Cr Paul White</b>			
<b>Seconded: Cr Andrew Twaddle</b>			
<b>That Council;</b>			
<ol style="list-style-type: none"> <li>1. <b>Endorse the plan to convert the grassed areas of verge into mulched garden beds with strategically placed rocks to prevent the issues of parking on the verge.</b></li> </ol>			

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2. Advise the Western Australian Country Health Service of the intention to convert the grassed areas to garden beds.
  3. Instruct the Chief Executive Officer to work with the Derby Landcare group to undertake planting of the verge areas with local native plants suitable to not cause sight issues for traffic entering or exiting the various hospital entries.
  4. Instruct the Chief Executive Officer to develop Parking Local Laws as part of the overall review of Local Laws.
- In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford
- Against: Nil
- CARRIED 8/0**
- 12 May 2021 - 1:33 PM - Wayne Neate*  
 Revised Target Date changed by: Neate, Wayne From: 8 Apr 2021 To: 30 Jun 2021  
 Reason: Landcare group will be wirtten to along with Hospiatl around verge lanting and management.
- 13 Sep 2021 - 8:37 AM - Wayne Neate*  
 Revised Target Date changed by: Neate, Wayne From: 30 Jun 2021 To: 01 Dec 2021  
 Reason: Local Laws for Parking are being progressed. Awaiting design of planting from Derby Landcare Group.
- 19 Dec 2021 - 1:03 PM - Wayne Neate*  
 Revised Target Date changed by: Neate, Wayne From: 1 Dec 2021 To: 11 Feb 2022  
 Reason: Planting plan has been submitted to Derby Ops Manager for approval.
- 16 Mar 2022 - 12:26 PM - Wayne Neate*  
 Revised Target Date changed by: Neate, Wayne From: 11 Feb 2022 To: 01 Jun 2022  
 Reason: WACHS - Have given approval to plan. Rocks have been ordered and pants and retic being sourced.
- 17 May 2022 - 8:25 AM - Wayne Neate*  
 Revised Target Date changed by: Neate, Wayne From: 1 Jun 2022 To: 01 Jul 2022  
 Reason: Works underway

Meeting	Officer/Director	Section	Subject
Council 24/06/2021	Neate, Wayne Dexter, Amanda	Development Services	Proposal for Lease Agreement - Horizon Power Community Battery

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**RESOLUTION 78/21**

**Moved: Cr Geoff Davis**

**Seconded: Cr Rowena Mouda**

A motion was moved that Council suspend standing orders.

In Favour: Crs Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford

Against: Nil

**CARRIED 6/0**

**RESOLUTION 80/21**

**Moved: Cr Rowena Mouda**

**Seconded: Cr Geoff Davis**

**That Council:**

- 1. Authorise the CEO to decide on the most appropriate location of the Horizon Power Community Battery at Nicholson Square Oval, or an alternative location if that is deemed more appropriate.**
- 2. Agrees to lease the required land to Horizon Power for \$500 p.a., utilising the attached lease document (under confidential section Attachment "C"), noting that the CEO is authorised to make any necessary modifications to ensure the Shire's interest are suitably protected; and**
- 3. Notes that Horizon Power is an exempt body as that relates to the Shire being otherwise required to progress through the Local Government Act's 3.58 (Disposing of Property) provisions.**

In Favour: Crs Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford

Against: Nil

**CARRIED 6/0**

*19 Jul 2021 - 3:51 PM - Philip Gehrman*

Revised Target Date changed by: Gehrman, Philip From: 8 Jul 2021 To: 27 Aug 2021

Reason: Awaiting feedback from Horizon Power on next steps.

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10 Sep 2021 - 4:06 PM - Sarah Smith  
 Action reassigned to Neate, Wayne by: Smith, Sarah for the reason: Phillip Gerhmann no longer at SDWK  
 18 Oct 2021 - 3:51 PM - Wayne Neate  
 Revised Target Date changed by: Neate, Wayne From: 27 Aug 2021 To: 01 Dec 2021  
 Reason: Horizon Power working up lease  
 19 Dec 2021 - 1:09 PM - Wayne Neate  
 Revised Target Date changed by: Neate, Wayne From: 1 Dec 2021 To: 01 Apr 2022  
 Reason: Location has been determined at Nicholson Square, Lease being progressed  
 16 Mar 2022 - 12:27 PM - Wayne Neate  
 Revised Target Date changed by: Neate, Wayne From: 1 Apr 2022 To: 01 Jun 2022  
 Reason: Horizon Power yet to provide Lease document  
 17 May 2022 - 8:31 AM - Wayne Neate  
 Revised Target Date changed by: Neate, Wayne From: 1 Jun 2022 To: 01 Jul 2022  
 Reason: Work onsite has commenced however lease is not in place as yet

Meeting	Officer/Director	Section	Subject
Council 24/06/2021	Neate, Wayne Dexter, Amanda	Development Services	Proposal for Lease Agreement - Horizon Power Solar Farm
<b>RESOLUTION 81/21</b>			
<b>Moved: Cr Paul White</b>			
<b>Seconded: Cr Geoff Davis</b>			
<b>That Council:</b>			
<ol style="list-style-type: none"> <li>1. Supports the location of a Horizon Power Solar Farm at Derby Airport;</li> <li>2. Agrees to lease the required land to Horizon Power for \$500 p.a., utilising the attached lease document (under confidential cover at Attachment "B"), noting that the CEO is authorised to make any necessary modifications to ensure the Shire's interest are suitably protected; and</li> <li>3. Notes that Horizon Power is an exempt body as that relates to the Shire being otherwise required to progress through the Local Government Act's S 3.58 (Disposing of Property) provisions.</li> </ol>			
<u>In Favour:</u> Crs Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
			<b>CARRIED 6/0</b>

<p>Outstanding</p> <p><b>Action Sheets Report</b></p>	<p><b>Division:</b></p> <p><b>Committee:</b></p> <p><b>Officer:</b></p>	<p><b>Date From:</b></p> <p><b>Date To:</b></p> <p><b>Printed: 16 June 2022 2:47 PM</b></p>
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*19 Jul 2021 - 3:51 PM - Philip Gehrman*  
 Revised Target Date changed by: Gehrman, Philip From: 8 Jul 2021 To: 27 Aug 2021  
 Reason: Awaiting feedback from Horizon Power on next steps.

*10 Sep 2021 - 4:05 PM - Sarah Smith*  
 Action reassigned to Neate, Wayne by: Smith, Sarah for the reason: Phillip Gerhmann no longer at SDWK

*18 Oct 2021 - 3:51 PM - Wayne Neate*  
 Revised Target Date changed by: Neate, Wayne From: 27 Aug 2021 To: 01 Dec 2021  
 Reason: This project may not advance dependant on Horizon Power

*19 Dec 2021 - 1:10 PM - Wayne Neate*  
 Revised Target Date changed by: Neate, Wayne From: 1 Dec 2021 To: 01 Apr 2022  
 Reason: Confirmation being sought from Horizon Power about this project moving forward

*11 Jan 2022 - 1:14 PM - Wayne Neate*  
 Revised Target Date changed by: Neate, Wayne From: 1 Apr 2022 To: 01 Apr 2022  
 Reason: Horizon Power have advised that this was a back up plan in case the solar array on the hospital did not go ahead. Horizon Power have internally tabled the project as a future potential project as it aligns with thier strategy for renewable energy. if surplus funds are found they may come back to the Shire. This could potentially be on hold for sometime.

*16 Mar 2022 - 12:58 PM - Wayne Neate*  
 Revised Target Date changed by: Neate, Wayne From: 1 Apr 2022 To: 01 Dec 2022  
 Reason: Horizon Power (HP) have stated that this was a back up project if Hospital did not work out. Still may eventuate for HP to meet energy alterntive energy targets however this may be some time away or not eventuate at all.

Meeting	Officer/Director	Section	Subject
Council 9/12/2021	Neate, Wayne Dexter, Amanda	Development Services	Proposed new Parking Local Law
<b>RESOLUTION 167/21</b>			
<b>Moved: Cr Paul White</b>			
<b>Seconded: Cr Linda Evans</b>			
<b>That Council;</b>			
<ol style="list-style-type: none"> <li>1. In accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, State wide and local public notice be given stating that;                     <ol style="list-style-type: none"> <li>(a) It is proposed to make a Shire of Derby/West Kimberley Parking Local Law, and a summary of its purpose and effect;</li> <li>(b) Copies of the proposed local law may be inspected at the Shire offices and website;</li> <li>(c) Submissions about the proposed local law may be made to the Shire within a period of not less than six weeks after the notice is given;</li> </ol> </li> <li>2. In accordance with s3.12(3)(b) of the Act, as soon as the notice is given, a copy of the proposed local law be sent to the Minister for Local Government;</li> </ol>			

<p>Outstanding</p> <p><a href="#">Action Sheets Report</a></p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: 16 June 2022 2:47 PM</p>
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**3. In accordance with s3.12(3)(c) of the Act, a copy of the proposed local law be supplied to any person requesting it; and**

**4. The results of the public consultation be presented to Council for consideration of any submissions received.**

In Favour: Crs Geoff Haerewa, Paul White, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie

Against: Nil

**CARRIED 8/0**

*19 Dec 2021 - 1:02 PM - Wayne Neate*  
 Revised Target Date changed by: Neate, Wayne From: 23 Dec 2021 To: 30 Mar 2022  
 Reason: Parking local laws have been advertised

*16 Mar 2022 - 1:00 PM - Wayne Neate*  
 Revised Target Date changed by: Neate, Wayne From: 30 Mar 2022 To: 01 May 2022  
 Reason: Advertisement has closed confirming any public submissions will progress to relevant authority for approval

Meeting	Officer/Director	Section	Subject
Council 25/06/2020	Neate, Wayne Dexter, Amanda	Executive Services	Allocation of Curtin Airport Donga's

**RESOLUTION 105/20**

**Moved: Cr Rowena Mouda**  
**Seconded: Cr Paul White**

**That Council;**

- 1. Advertise notice of intention to dispose of the ex-Curtin Accommodation Block 3 to the Friends of Wharfinger House in accordance with section 3.58 of the *Local Government Act 1995*, subject to the relevant approvals being gained;**
- 2. Advertise notice of intention to dispose of the ex-Curtin Accommodation Block 4 to the Derby Enduro Club in accordance with section 3.58 of the *Local Government Act 1995*, subject to the relevant approvals being gained;**
- 3. Advertise notice of intention to dispose of the ex-Curtin Accommodation Block 5 to the Derby Golf Club in accordance with section 3.58 of the *Local Government Act 1995*, subject to the relevant approvals being gained;**
- 4. Advertise notice of intention to dispose of the ex-Curtin Security Block to the Derby Regional Hospital in accordance with section 3.58 of the *Local Government Act 1995*, subject to the relevant approvals being gained;**

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- 5. Note that the Shire is using the remaining two Guard Houses for its own purposes; and
- 6. Advertise to the wider public for expression of interest for the use of the eight piece medical facility and for any of the other buildings should the disposal of the assets listed in points 1 through to 4 not occur for any reason.

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda, Pat Riley and Keith Bedford

Against: Nil

**CARRIED 9/0 BY ABSOLUTE MAJORITY**

*3 Sep 2020 - 2:29 PM - Wayne Neate*

Revised Target Date changed by: Neate, Wayne From: 9 Jul 2020 To: 30 Jul 2020

Reason: All parties have been written to about the allocation of the Donga's and have been requested to write back to Council Accepting the offer - If accepted disposal will be advertised. if not disposal plus extra dongas will be advertised to the public for interest.

*28 Oct 2020 - 10:34 AM - Wayne Neate*

Revised Target Date changed by: Neate, Wayne From: 30 Jul 2020 To: 01 Dec 2020

Reason: All parties are now in agreement to remove the Donga's as per agenda item just waiting on approval process for each organisation

*5 Feb 2021 - 3:17 PM - Amanda Dexter*

No formal application was recieved - the Shire will need to review and seek further advice.

*5 Feb 2021 - 3:18 PM - Amanda Dexter*

Revised Target Date changed by: O'Halloran, Amanda From: 1 Dec 2020 To: 31 Mar 2021

Reason: As per comments

*8 Apr 2021 - 2:46 PM - Wayne Neate*

Revised Target Date changed by: Neate, Wayne From: 31 Mar 2021 To: 30 Jun 2021

Reason: No one has taken the oppourtunity to bid for these they will be advetised for sale again shortly.

*13 Sep 2021 - 8:38 AM - Wayne Neate*

Revised Target Date changed by: Neate, Wayne From: 30 Jun 2021 To: 01 Nov 2021

Reason: All Donga's have been allocated awaiting groups to remove and place onsite

*18 Oct 2021 - 3:53 PM - Wayne Neate*

Revised Target Date changed by: Neate, Wayne From: 1 Nov 2021 To: 01 Dec 2021

Reason: We have recently written to all of the groups in regards to the Dongas to confirm moving the buildings.

*19 Dec 2021 - 1:07 PM - Wayne Neate*

Revised Target Date changed by: Neate, Wayne From: 1 Dec 2021 To: 31 Jan 2022

Reason: Hospital has moved Dongas. Medical facility is to be relocated to Mt Hart (8 piece). Derby Enduro has handed thiers back. Derby Golf Club will take thiers and Derby Turf Clubs to place at the Sportsmans Club and Golf Club

*16 Mar 2022 - 12:24 PM - Wayne Neate*

Revised Target Date changed by: Neate, Wayne From: 31 Jan 2022 To: 01 May 2022

Reason: One Donga has been Handed back to re issue all others were promised to be collected prior to the Wet season. Will work with Groups post the wet season to ensure they are taken up

*17 May 2022 - 8:33 AM - Wayne Neate*

Revised Target Date changed by: Neate, Wayne From: 1 May 2022 To: 01 Jul 2022



Outstanding	<b>Division:</b>	<b>Date From:</b>
<a href="#">Action Sheets Report</a>	<b>Committee:</b>	<b>Date To:</b>
	<b>Officer:</b>	<b>Printed: 16 June 2022 2:47 PM</b>

Reason: One Donga has been passed back in and awaiting other Donga's to be removed by Community Groups and Colin Fitzgerald

Meeting	Officer/Director	Section	Subject
Council 25/03/2021	Paul, Robert Martin, Stuart	Development Services	Policy H2 - Traders and Stall Holders Permits (revised)
<b>RESOLUTION 24/21</b>			
<b>Moved: Cr Rowena Mouda</b>			
<b>Seconded: Cr Paul White</b>			
<b>That Council:</b>			
<ol style="list-style-type: none"> <li>Pursuant to Section 2.7(2)(b) of the Local Government Act, 1995 adopt Policy H2 – Traders and Stall Holders Permits (revised) as presented in Attachment 1 of this report for a period of three months whilst it seeks community consultation on the matter.</li> <li>Request the Chief Executive Officer to undertake a consultation process as addressed in the Shire Report and refer the matter back to Council for consideration.</li> </ol>			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
<b>CARRIED 8/0</b>			
<p><i>17 May 2021 - 3:49 PM - Robert Paull</i>                      Further report to Council on outcome of advertising  <i>10 Sep 2021 - 4:14 PM - Robert Paull</i>                      Report to be prepared for the 28 October 2021 Council meeting.</p>			

Meeting	Officer/Director	Section	Subject
Audit Committee 17/02/2022	Thornton, Alan Dexter, Amanda	Reports	2021-22 MID-YEAR BUDGET REVIEW
<b>COMMITTEE RESOLUTION AC11/22</b>			
<b>Moved: Cr Peter McCumstie</b>			
<b>Seconded: Cr Geoff Haerewa</b>			

Outstanding	Division:	Date From:
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	Officer:	Printed: 16 June 2022 2:47 PM

**That the Audit Committee:**

1. **Accept the 2021-22 Mid-Year Budget Review, forming attachments 1 & 2 in accordance with regulation 33A of the *Local Government (Financial Management) Regulations 1996*; and**
2. **Forward a copy of the determination and said report to the Department of Local Government, Sport and Cultural Industries within 30 days.**

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle

Against: Nil

**CARRIED 5/0**

Meeting	Officer/Director	Section	Subject
Audit Committee 24/03/2022	Thornton, Alan Dexter, Amanda	New Business Of An Urgent Nature	Short-Term Loan Facility
<b>COMMITTEE RESOLUTION AC26/22</b>			
<b>Moved: Cr Peter McCumstie</b>			
<b>Seconded: Cr Keith Bedford</b>			
<b>That the Audit Committee recommends that Council;</b>			
<b>Request the Chief Executive Officer to apply to the Western Australia Treasury Corporation for access to the Short-term Lending Facility for a 12 month term. Funds to be used for Disaster Recovery flood damage claims AGRN907 and AGRN951.</b>			
<u>In Favour:</u> Crs Keith Bedford, Peter McCumstie and Andrew Twaddle			
<u>Against:</u> Nil			
<b>CARRIED 3/0</b>			

Meeting	Officer/Director	Section	Subject
Audit Committee 24/03/2022	Thornton, Alan	Reports	Statement of Financial Activity - February 2022

Outstanding <a href="#">Action Sheets Report</a>	Division: Committee: Officer:	Date From: Date To: Printed: 16 June 2022 2:47 PM
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Dexter, Amanda
<b>COMMITTEE RESOLUTION AC23/22</b>
<b>Moved: Cr Peter McCumstie</b>
<b>Seconded: Cr Keith Bedford</b>
<b>That the Audit Committee recommends Council RECEIVES the Monthly Financial Management Report incorporating the Statement of Financial Activity for the period ending 28th February 2022.</b>
<u>In Favour:</u> Crs Keith Bedford, Peter McCumstie and Andrew Twaddle
<u>Against:</u> Nil
<b>CARRIED 3/0</b>

Meeting	Officer/Director	Section	Subject
Audit Committee 24/03/2022	Thornton, Alan Dexter, Amanda	Reports	Long Term Financial Plan - 2022-23 to 2036-37
<b>COMMITTEE RESOLUTION AC24/22</b>			
<b>Moved: Cr Peter McCumstie</b>			
<b>Seconded: Cr Keith Bedford</b>			
<b>That the Audit Committee recommend that Council:</b>			
1. Endorse the Long Term Financial Plan 2022/23 – 2036/37 per attachment to this report for Council’s on going consideration.			
<u>In Favour:</u> Crs Keith Bedford, Peter McCumstie and Andrew Twaddle			
<u>Against:</u> Nil			
<b>CARRIED 3/0</b>			

Meeting	Officer/Director	Section	Subject
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Outstanding	Division:	Date From:
<a href="#">Action Sheets Report</a>	Committee:	Date To:
	Officer:	Printed: 16 June 2022 2:47 PM

Council 25/11/2021	Thornton, Alan Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi	Debt Write Off
<b>RESOLUTION 158/21</b>			
<b>Moved: Cr Andrew Twaddle</b>			
<b>Seconded: Cr Paul White</b>			
<b>That Council by Absolute Majority, approves the write off of \$3,640.00 for the employee listed in this report.</b>			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Keith Bedford, Linda Evans and Peter McCumstie			
<u>Against:</u> Nil			
<b>CARRIED 9/0 BY ABSOLUTE MAJORITY</b>			
<small>31 Mar 2022 - 2:40 PM - Neil Hartley Action reassigned to Thornton, Alan by: Hartley, Neil for the reason: Debt Write-Off is coordinated by Finance Team.</small>			

**7.6 COMPLIANCE REPORTS - COUNCILLOR MEETING ATTENDANCE**

**File Number:** 4262 - Status Reports  
**Author:** Sarah Smith, Executive Services Coordinator  
**Responsible Officer:** Amanda Dexter, Chief Executive Officer  
**Authority/Discretion:** Information

**SUMMARY**

For the Committee to receive the information provided in the attached report and provide strategic direction as required.

**DISCLOSURE OF ANY INTEREST**

Nil

**BACKGROUND**

The Terms of Reference for the Compliance and Strategic Review Committee (now Audit Committee) adopted on 26 March 2015 detail the key role the Committee holds in assisting the Shire fulfil its corporate governance responsibilities in managing the affairs of the organisation. This includes financial reporting, risk management, compliance requirements and auditing.

The Committee will ensure compliance in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems to meet statutory requirements.

**STATUTORY ENVIRONMENT*****Local Government Act 1995***

2.25. Disqualification for failure to attend meetings

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

<b>GOAL</b>	<b>OUR PRIORITIES</b>	<b>WE WILL</b>
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.1 Provide strong civic leadership 1.2.2 Provide strong governance

**RISK MANAGEMENT CONSIDERATIONS**

<b>RISK</b>	<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>	<b>RISK ANALYSIS</b>	<b>MITIGATION</b>
<b>Financial:</b> Financial, Legal and Compliance, Organisational Operations and Reputation	Unlikely	Severe	Extreme	Monthly reporting to the Audit Committee for awareness and direction where required.

**CONSULTATION**

Internal consultation has been undertaken with relevant areas to collate information.

**COMMENT**

Nil

**VOTING REQUIREMENT**

Simple majority

**ATTACHMENTS**

1. Council Meeting Attendance Table - 21/22  

**RECOMMENDATION**

**That the Audit Committee RECEIVES the information contained in the report detailing Councillor meeting attendance.**



**MEETING ATTENDANCE**

The following table provides information on attendance at the 2021/22 Financial Year Ordinary and Special Council Meetings:

Councillor	29	26	31	30	18	28	25	9	24	24	31	28	26	30
	Jul	Aug	Aug	Sep	Oct	Oct	Nov	Dec	Feb	Mar	Mar	Apr	May	June
	2021	2021	2021	2021	2021	2021	2021	2021	2022	2022	2022	2022	2022	2022
	OCM	OCM	Special	OCM	Special	OCM	OCM	OCM	OCM	Special	OCM	OCM	OCM	OCM
G Haerewa	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓ Phone	✓	✓	✓	
P McCumstie	N/A	N/A	N/A	N/A	✓	✓	✓	✓	✓ Phone	✓ Phone	✓ Phone	✓	✓	
K Bedford	✓	✓ Phone	✓ Phone	✓	✓	✓ Phone	✓ Phone	✓ Phone	✓ Phone	✓ Phone	✓ Phone	✓ Phone	✓	
R Mouda	LOA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓ Phone	✓	✓	
P Riley	✓	✓	✓ Phone	✓	✓	✓ Phone	✓	✓ Phone	✓	✓ Phone	✓ Phone	✓	✓ Phone	
P White	✓ Phone	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
A Twaddle	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	LOA	✓	
G Davis	✓ Phone	✓	✓ Phone	✓ Phone	✓	✓ Phone	✓	LOA	✓ Phone	✓ Phone	✓	✓	✓ Phone	
L Evans	N/A	N/A	N/A	N/A	✓	✓	✓	✓	LOA	✓	✓	✓	✓	

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**8 NEW BUSINESS OF AN URGENT NATURE**

**9 NEW AND EMERGING ITEMS FOR DISCUSSION**



**10 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL MATTERS)****RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

**10.1 SUNDRY DEBTORS MAY 2022**

This matter is considered to be confidential under Section 5.23(2) - b, e(ii) and e(iii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the personal affairs of any person, a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government and a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

**10.2 RATES OUTSTANDING MAY 2022**

This matter is considered to be confidential under Section 5.23(2) - b, e(ii) and e(iii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with the personal affairs of any person, a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government and a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

**10.3 ROMAN CATHOLIC BISHOP OF BROOME 23 WODEHOUSE ST - FUTURE INTEREST CHARGES WRITE-OFF**

This matter is considered to be confidential under Section 5.23(2) - e(iii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

**11 DATE OF NEXT MEETING**

The next meeting of Audit Committee will be held Thursday, 21 July 2022 in the Council Chambers, Clarendon Street, Derby.

**12 CLOSURE OF MEETING**