Shire of Derby / West Kimberley

AGENDA

Ordinary Council Meeting

Thursday, 29 August 2024

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: **Thursday, 29 August 2024**

Time: **5:30 PM**

Location: **Council Chambers**
Clarendon Street
Derby

Tamara Clarkson **A/Chief Executive Officer**

Our Guiding Values

We are **PROUD** of who we are and where we live.

We will create a **POSITIVE LEGACY** for our children and children's children.

We will go about our business with **INTEGRITY, TRANSPARENCY and AUTHENTICITY.**

We value and **RESPECT** what our community has to say and will strive to make things happen.

We are **PROUD** of and value the **KNOWLEDGE** of our diverse and strong people and cultures.

We value our **RELATIONSHIPS** and will work with others to achieve common goals and gain maximum impact.

We are **PROUD** of and **COMMITTED** to the responsible preservation of our unique natural environment and making sure our built environment reflects our current and future needs.

We are open for and encourage business, industry and all aspects of **COMMUNITY DEVELOPMENT**, particularly our thriving arts and cultural scene.

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Derby/West Kimberley (Shire) for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any Council Member or officer of the Shire during the course of any meeting is not intended to be and Is not taken as notice of approval from the Shire.

The Shire warns that anyone who has any application lodged with the Shire must obtain and should only rely on written confirmation of the outcome of the application and any conditions attaching to the decision made by the Shire in respect of the application.

Notes for Members of the Public

PUBLIC QUESTION TIME

The Shire of Derby/West Kimberley extends a warm welcome to you in attending any Shire meeting. The Shire is committed to involving the public in its decision-making processes whenever possible. The ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective. The Shire sets aside a period of 'Public Question Time' to enable a member of the public to put questions. Questions should only relate to the business of the Shire and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Presiding Member may either answer the question or direct it to an officer to answer, or it will be taken on notice.

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

MEETING FORMALITIES

Local government Council meetings are governed by legislation and regulations. During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation. Members of the public shall ensure that their mobile telephone or audible pager is not switched on or used during any Shire meeting.

Members of the public are hereby advised that the use of any electronic, visual or audio recording device or instrument to record proceedings of the meeting is not permitted without the permission of the Presiding Member.

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Notes for Council Members

NATURE OF COUNCIL'S ROLE IN DECISION MAKING

Advocacy:	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive/Strategic:	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations, grants, and setting and amending budgets.
Legislative:	Includes adopting local laws, town planning schemes and policies.
Administrative:	When Council administers legislation and applies the legislative regime to factual situations and circumstances that affect the rights of people. Examples include town planning applications, building licences and other decisions that may be appealable to the State Administrative Tribunal.
Review:	When Council reviews a decision made by Officers.
Information:	Includes items provided to Council for information purposed only that do not require a decision of Council (that is for 'noting').

ALTERNATIVE MOTIONS

Council Members wishing to make alternative motions to officer recommendations are requested to provide notice of such motions in written form to the Chief Executive Officer prior to the Council meeting.

DECLARATIONS OF INTERESTS

Council Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Council Members must disclose the nature of their interest in matters to be discussed at the meeting (Part 5 Division 6 of the *Local Government Act 1995*). Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (Sections 5.70 and 5.71 of the *Local Government Act 1995*).

APPLICATION FOR LEAVE OF ABSENCE

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

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

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Nil
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Nil
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1 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

2 ACKNOWLEDGMENT OF COUNTRY

In the spirit of reconciliation, the Shire of Derby/West Kimberley acknowledges the traditional custodians of country throughout the Shire and their connection to land, sea and community.

The Shire of Derby/West Kimberley would like to pay respect to the past, present and future traditional custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

3 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

A Council Member may attend council or committee meetings by electronic means if the member is authorised to do so by the President or the Council. Electronic means attendance can only be authorised for up to half of the Shire's in-person meetings they have attended in total, in any rolling 12 months prior period. Authorisation can only be provided if the location and the equipment to be used by the Councillor are suitable to enable effective, and where necessary confidential, engagement in the meeting's deliberations and communications.

4 DISCLOSURE OF INTERESTS

Council Members must disclose the nature of their interest in matters to be discussed at the meeting (Part 5 Division 6 of the Local Government Act 1995). Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (Sections 5.70 and 5.71 of the Local Government Act 1995).

4.1 Declaration of Financial Interests

4.2 Declaration of Proximity Interests

4.3 Declaration of Impartiality Interests

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

7 PUBLIC TIME

7.1 Public Question Time

7.2 Public Statements

8 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

9 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

10 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

11 RECOMMENDATIONS AND REPORTS OF COMMITTEES

11.1 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING HELD ON 22 AUGUST 2024

File Number: **4110**

Author: **Sarah Smith, Executive Services Coordinator**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Administrative**

SUMMARY

For Council to receive the minutes of the Audit & Risk Committee Meeting held on 22 August 2024.

ATTACHMENTS

RECOMMENDATION

1. That the Minutes of the Audit & Risk Committee Meeting held on 22 August 2024 be received and the recommendations therein be adopted.

COMMITTEE RESOLUTION AC16/24

Moved: Cr Geoff Haerewa
Seconded: Cr Brett Angwin

That the Audit and Risk Committee recommends that Council receive the information contained in the report detailing outstanding rates and sundry debtors as at 31 July 2024.

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin and Geoff Haerewa

Against: Nil

CARRIED 4/0

COMMITTEE RESOLUTION AC17/24

Moved: Cr Brett Angwin
Seconded: Cr Geoff Haerewa

That the Audit and Risk Committee recommends that Council receive the information contained in the Risk Management - Audit Risks Report.

In Favour: Mrs Peter McCumstie and Crs Andrew Twaddle, Brett Angwin and Geoff Haerewa

Against: Nil

CARRIED 4/0

COMMITTEE RESOLUTION AC18/24

Moved: Cr Brett Angwin
Seconded: Mr Peter McCumstie

That the Audit and Risk Committee recommends that Council:

1. **Notes the report;**
2. **Requires that the next annual leases report be provided to the Audit & Risk Committee in approximately August 2025; and**
3. **Confirms that in specific regard to the on-charged of costs for *community leases*, that the Chief Executive Officer continue to monitor and manage *on-chargeable* community lease costs, and propose as part of the next budget review, an appropriate accounting mechanism for showing *on-chargeable community lease costs* (when paid by the Shire) within the Shire's accounts.**

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin and Geoff Haerewa

Against: Nil

CARRIED 4/0

COMMITTEE RESOLUTION AC19/24

Moved: Cr Brett Angwin
Seconded: Cr Geoff Haerewa

That the Audit and Risk Committee recommends that Council:

1. **Notes the summary of grant and funding applications which have been submitted by Officers;**
2. **Provides in principle support for the outlined projects for which funding is being sought; and**
3. **Notes the in-kind and financial supports provided to local community organisations by the Shire.**

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin and Geoff Haerewa

Against: Nil

CARRIED 4/0

Shire of Derby / West Kimberley

UNCONFIRMED MINUTES

Audit & Risk Committee Meeting

Thursday, 22 August 2024

Date: **Thursday, 22 August 2024**

Time: **4:00 PM**

Location: **Council Chambers**
Clarendon Street
Derby

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MINUTES OF SHIRE OF DERBY / WEST KIMBERLEY
AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, CLARENDON STREET, DERBY
ON THURSDAY, 22 AUGUST 2024 AT 4:00 PM

PRESENT:

(In person) Cr Andrew Twaddle (Chair), Cr Geoff Haerewa (Deputy President) and Cr Brett Angwin.

PRESENT:

(Online) Mr Peter McCumstie (President) and Cr Geoff Davis (entered the meeting at 4:15pm).

IN ATTENDANCE:

(In Person) Tamara Clarkson (Acting Chief Executive Officer), Wayne Neate (Director, Infrastructure), Jamie Bone (Recovery & Fitzroy Crossing Senior Operations Manager), Mark Chadwick (Manager Development Services), Telia Reilly (Administration Coordinator and Executive Assistant), Sarah Smith (Executive Services Coordinator).

IN ATTENDANCE:

(Online) Mark Davis (Executive Services Project Director) and Megan Neshoda (Manager Community Development - Fitzroy Crossing)

VISITORS: Nil

GALLERY: Nil

APOLOGIES: Nil

APPROVED LEAVE OF ABSENCE: Nil

ABSENT: Nil

1 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 4:01pm by Cr Andrew Twaddle.

2 ACKNOWLEDGEMENT OF COUNTRY

In the spirit of reconciliation, the Shire of Derby/West Kimberley acknowledges the traditional custodians of country throughout the Shire and their connection to land, sea and community.

The Shire of Derby/West Kimberley would like to pay respect to the past, present and future traditional custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

3 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

A Council Member may attend council or committee meetings by electronic means if the member is authorised to do so by the President or the Council. Electronic means attendance can only be authorised for up to half of the Shire's in-person meetings they have attended in total, in any rolling 12 months prior period. Authorisation can only be provided if the location and the equipment to be used by the Council Member is suitable to enable effective, and where necessary confidential, engagement in the meeting's deliberations and communications.

- Mr Peter McCumstie.

4 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

- Nil.

5 DISCLOSURE OF INTERESTS

5.1 Declaration of Financial Interests

- Nil.

5.2 Declaration of Proximity Interests

- Nil.

5.3 Declaration of Impartiality Interests

- Nil.

6 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

- Nil.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RESOLUTION AC15/24

Moved: Cr Brett Angwin
Seconded: Cr Geoff Haerewa

That the Minutes of the Audit Committee Meeting held at the Council Chambers, Clarendon Street, Derby, on 23 May 2024 be CONFIRMED.

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin and Geoff Haerewa

Against: Nil

CARRIED 4/0

8 REPORTS

8.1 OUTSTANDING DEBT - JULY 2024

File Number: **5174 & 5112**

Author: **Aaron Gloor, Senior Finance Officer**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

The Audit and Risk Committee receive the outstanding rates and outstanding sundry debtors reports to provide strategic direction as required.

Reportable Financial Year: 2024/2025

Reportable Month: July 2024

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

The Audit and Risk Committee will ensure compliance with the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management to meet statutory requirements.

STATUTORY ENVIRONMENT

Local Government Act 1995

Subdivision 4 — Payment of rates and service charges
6.43. Rates and service charges are a charge on land
6.44. Liability for rates or service charges
6.50. Rates or service charges due and payable
6.53. Land becoming or ceasing to be rateable land

Subdivision 5 — Recovery of unpaid rates and service charges
6.55. Recovery of rates and service charges
6.56. Rates or service charges recoverable in court
6.16 Imposition of fees and charges

POLICY IMPLICATIONS

F4 – SUNDRY DEBTORS COLLECTION POLICY
F5 – OUTSTANDING RATES COLLECTION POLICY
F6 – FINANCIAL HARDSHIP POLICY

FINANCIAL IMPLICATIONS

Outstanding Rates and Service Charges totalling $1,016,249.51 in cash flow impacts.

Outstanding Sundry debtors totalling $1,818,941.74 in cash flow impacts.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	4.3 Sustainability	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Non-recovery of debts will impact the type and level of services provided to the town.	Almost Certain	Severe	Extreme	Be proactive with collection process and recovering outstanding debt

CONSULTATION

Internal

CS Legal

COMMENT

Attached to this report is an aged breakdown of outstanding rates and service charges by rating category as well a depiction of rates debt by month. The report also contains a breakdown of outstanding sundry debtor charges by age as well as the movement of this debt over a rolling five-month period.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Rates & Sundry Debt

COMMITTEE RESOLUTION AC16/24

Moved: Cr Geoff Haerewa
Seconded: Cr Brett Angwin

That the Audit and Risk Committee recommends that Council receive the information contained in the report detailing outstanding rates and sundry debtors as at 31 July 2024.

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin and Geoff Haerewa

Against: Nil

CARRIED 4/0

Shire of Derby / West Kimberley

Rates Debt Summary Report

Total Rates & Service Charges in arrears at rates levy date 23/24	$963,182.92
Total Rates & Service Charges Levied for FY 2023/24	$11,835,548.93
Total Collected YTD From Outstanding Rates & Service charges	$11,782,482.34
Total Rates & Service Charges Outstanding as at 31st July 2024	**$1,016,249.51**

Total payments expected from instalment payers for 24/25
$0.00
*The above balance will remain at $0 until after rates billing

Total Balance of Debt Currently Referred to CS Legal (84 Debtors)
$783,620.48

Total Balance of owed by ratepayers on a payment arrangement OR making regular payments towards debt
$202,329.02

	Total Debt					
	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Debt Reduction (April-July)
GRV (Residential, Commercial & Industrial)	$ 1,434,511.33	$ 1,226,844.60	$ 1,110,966.61	$ 995,224.97	$ 910,718.19	$ (316,126.41)
Mining UV (Mining Tenements)	$ 4,033.71	$ 3,068.61	$ 9,579.46	$ 686.07	$ 52.71	$ (3,015.90)
Rural UV (Pastoral properties)	$ 317,106.85	$ 294,588.97	$ 287,188.46	$ 170,872.24	$ 63,429.49	$ (231,159.48)
Non-Rateable	$ 2,482.29	$ 2,546.18	$ 2,613.64	$ 2,656.75	$ 2,710.37	$ 164.19
Non-Rateable UV Exempt	$ (717.47)	$ (717.47)	$ (717.47)	$ (717.47)	$ (717.47)	$ -
Non-Rateable GRV Exempt (Waste & ESL Charges)	$ 39,420.45	$ 39,424.75	$ 39,417.78	$ 39,698.97	$ 40,056.22	$ 631.47
Total	$ 1,796,837.16	$ 1,565,755.64	$ 1,449,048.48	$ 1,208,421.53	$ 1,016,249.51	$ (549,506.13)

	Debt Older Than Three Years	22/23	23/24	24/25	Credit Balances	Total Outstanding
COMMERCIAL - GRV	$ -	$ 20,516.52	$ 90,062.55	$ 2,549.20	$ (68,704.70)	$ 44,423.57
INDUSTRIAL - GRV	$ -	$ 7,806.47	$ 25,461.28	$ 740.68	$ (29,678.75)	$ 4,329.68
MINING - UV	$ -	$ 25.75	$ 1,909.38	$ 52.86	$ (1,935.28)	$ 52.71
NON-RATEABLE	$ 2,487.23	$ 3,300.34	$ 1,202.61	$ 141.25	$ (4,421.06)	$ 2,710.37
NON-RATEABLE/EXEMPT - GRV	$ 21,961.18	$ 11,514.92	$ 13,088.06	$ 941.30	$ (7,449.24)	$ 40,056.22
NON-RATEABLE/EXEMPT - UV	$ -	$ -	$ 2.53	$ -	$ (720.00)	$ (717.47)
OTHER LOCATIONS - GRV	$ -	$ -	$ 83.02	$ 0.58	$ -	$ 83.60
RESIDENTIAL - GRV	$ 392,011.01	$ 157,326.12	$ 359,416.86	$ 15,742.53	$ (78,942.39)	$ 845,554.13
RURAL - UV	$ 19,133.55	$ 14,216.78	$ 98,269.87	$ 4,540.85	$ (72,731.56)	$ 63,429.49
URBAN FARMLAND - GRV	$ 4,438.58	$ 4,253.85	$ 7,785.65	$ 180.02	$ (330.89)	$ 16,327.21
Total	**$ 440,031.55**	**$ 218,960.75**	**$ 597,281.81**	**$ 24,889.27**	**$ (264,913.87)**	**$ 1,016,249.51**

Comments

549K reduction in debt from April to July which is a good result late in the 23/24 rates cycle.

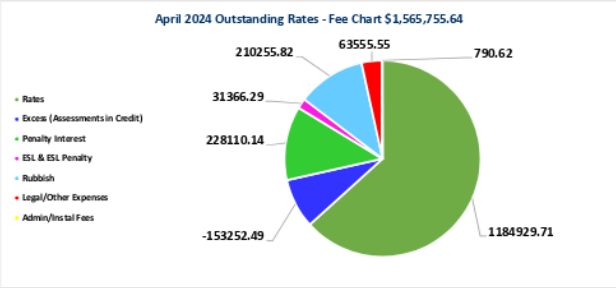
Comparison of Current FY to Previous FY

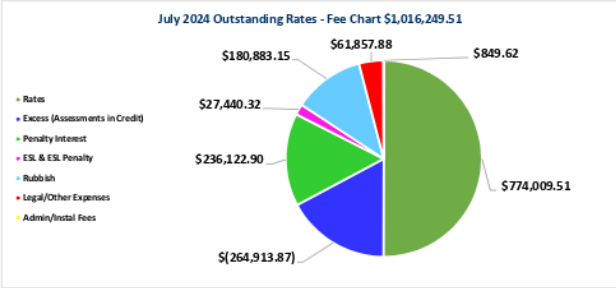
	2022/23	2023/24
Total rates and charges outstanding and levied at commencement of rating year	$12,379,654.69	$12,798,731.85
Unpaid rates and charges 31st July	$1,008,799.22	$1,016,249.51
Percentage Outstanding	8.15%	7.94%

Shire of Derby / West Kimberley

Report to Audit Committee - Rates Debt Overview
July 2024

Total Rates Outstanding as at EOM July 2024 $ 1,016,249.51

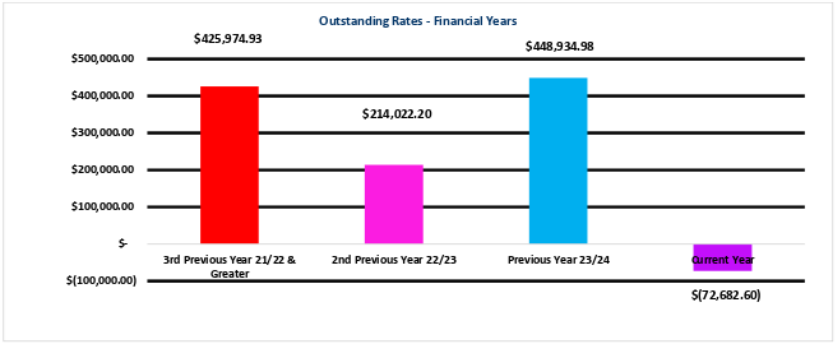




Rates and Service Charges Levied 2023/2024

Levied at 25th August 2023

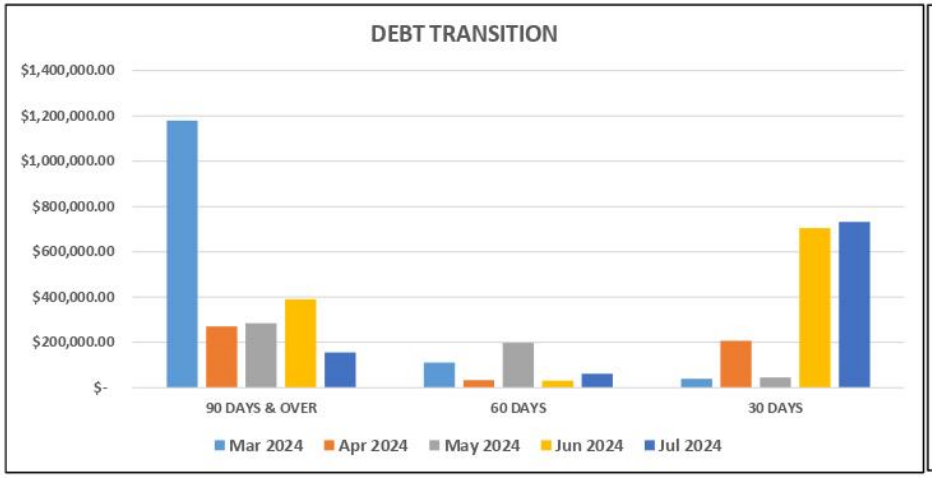
Rates	$ 9,208,155.74
Waste	$ 2,375,178.95
ESL	$ 252,214.24
Total Levied 23/24	$ 11,835,548.93
Arrears	$ 963,182.92
Total Outstanding	$ 12,798,731.85

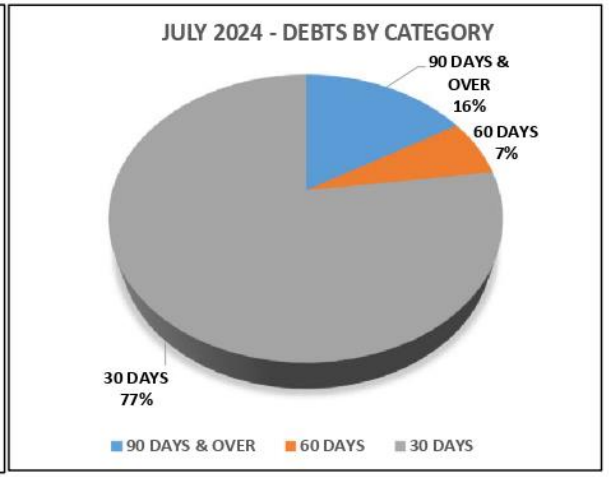


Shire of Derby / West Kimberley

TOTAL DEBTORS OUTSTANDING COMPARISON GRAPHS (A) - 2024/2025

	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Changes (June-July)
90 DAYS & OVER	$ 1,179,202.11	$ 269,858.05	$ 283,885.48	$ 389,972.13	$ 155,300.52	-$ 234,671.61
60 DAYS	$ 110,172.63	$ 32,700.99	$ 197,071.46	$ 30,429.48	$ 61,268.71	$ 30,839.23
30 DAYS	$ 38,709.21	$ 206,923.74	$ 44,085.03	$ 704,752.62	$ 730,921.37	$ 26,168.75
OUTSTANDING DEBT	$ 2,208,102.70	$ 509,482.78	$ 525,041.97	$ 1,125,154.23	$ 947,490.60	-$ 177,663.63





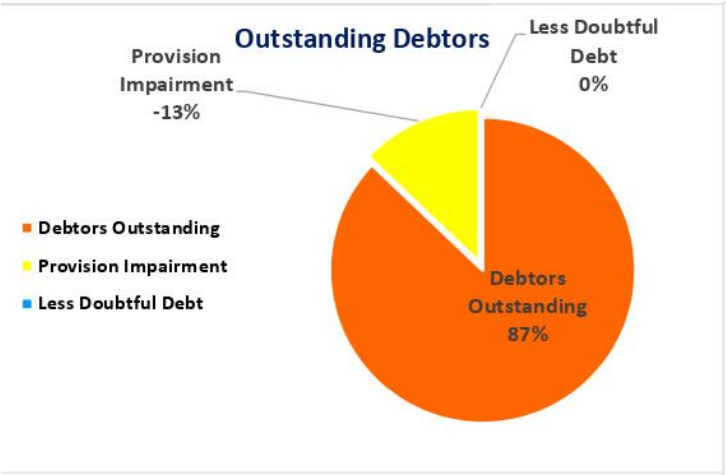
90+ Days Debt Comparison by Year					
Jul-19	Jul-20	Jul-21	Jul-22	Jul-23	Jul-24
$358,323.33	$317,132.53	$534,058.51	$384,168.65	$478,638.99	$155,300.52

Lowest 90+ days outstanding result in 8 years

Shire of Derby / West Kimberley

Report to Council Accounts Receivable
July 2024

31/07/2024 $ 1,818,941.74



As of the 1st of August the total debt figure reduced by $777K as we received payment for two grant related invocies.

8.2 RISK MANAGEMENT

File Number: **5476**

Author: **Jill Brazil, Acting Director of Corporate Services**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

This report presents an update on controls developed and implemented in ensuring effective risk management.

DISCLOSURE OF ANY INTEREST

Nil by Author, or Responsible Officer.

BACKGROUND

The Audit and Risk Committee provides guidance and assistance to Council. The Committee assumes a key role in assisting the Shire fulfil its governance and oversight obligations related to financial reporting, internal controls, risk management systems, legislative compliance, ethical accountability and internal and external functions.

There are a number of audits that local governments are required to complete addressing these points and the reports from these audits are presented for endorsement at the time. Managing risk requires all Council Members and officers to use an interactive process consisting of steps that, when undertaken in sequence, enable a sound basis for decision-making and facilitates continuous improvement in performance.

STATUTORY ENVIRONMENT

Local Government Act 5.41 (Functions of CEO) outlines that the functions of the CEO include the requirement to manage the day to day operations of the local government, including coordinating the undertaking of the legislative requirements of the local government.

Local Government (Audit) Regulations 1996 outlines requirements for financial and systems audits.

Local Government (Financial Management) Regulations 1996 outlines requirements for financial and systems audits.

POLICY IMPLICATIONS

Nil applicable.

FINANCIAL IMPLICATIONS

Nil applicable.

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
Legal & Compliance: Non-compliance with legislation.	Possible	Moderate	Medium	Continue to build and monitor internal procedures and to train/manage staff on legislative compliance.
Reputation: Adverse media and lack of community confidence.	Possible	Moderate	Medium	Continue to build and monitor internal procedures and to train/manage staff on legislative compliance.

CONSULTATION

Nil.

COMMENT

The CEO ensures adequate systems of internal control are in place to mitigate business risk and promote effectiveness and efficient operations.

The Audit and Risk Committee review all audit reports and provide advice to Council on significant issues identified in audit reports and action to be take on issues raised.

The findings from the below audits conducted the Shire of Derby/West Kimberly are included in the Attachment 1 **Risk Management - Audit Risks - Confidential** .

<u>OAG - Annual Financial Audit and Performance Audits</u>

The Office of Auditor General's role is to audit financials and activities of WA local government entities, and report findings to Parliament. RSM is appointed to conduct these audits on their behalf.

The annual Audit considers review of Statement of Financial Position as at 30 June, Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows and Statement of Financial Activity for the year ended.

This report is currently being prepared, with the CEO signed Annual Financial report due to the Auditors by 30th September.

OAG released the following report based on the sectors 2022-23 annual financial reports on 6th June 2024.

Local Government 2022-23 Financial Audit Results

The Office of the Auditor General also conducts Performance Audits across State Government entities and Local Government sector.

Performance audits assess the efficiency and effectiveness of public sector activities, services and programs. They can focus on compliance with legislation, policies and accepted good practice.

Some recently completed Performance Audits in in Local Government include:

- Staff Exit Controls at Large Local Governments
- Local Government Physical Security of Server Assets
- Local Government IT Disaster Recover Planning
- Local Government Management of Purchasing Cards
- Local Government IT Disaster Recovery Planning
- Local Government 2023-2023 Information System Audit Results

Regulation 5 Audit

Paxon Group were appointed to perform the Regulation 5 financial management review. This review is required every three financial years.

This includes a review of processes and key controls within the following areas:

- Proper collection of all money owing to the local government
- Safe custody and security of all money collected or held by the local government
- Maintenance and security of the financial records of the local government (whether maintained in written form of by electronic or other means or process)
- Ensure proper authorisation for the incurring of liabilities and the making of payments
- Maintenance of payroll, stock control and costing records

This report was received in November 2023.

Regulation 17 Audit

The Shire engaged Civic Legal complete a review of a selection of the Shire's systems and procedures relating to risk management, internal control and legislative compliance. The report provided seeks to identify potential issues relating to the systems and procedures being reviewed and provides suggestions for improvement. This review occurs at least once every three financial years.

While there a number of cross over assessments in each of the audits, it is a beneficial process for the organisation to conduct.

This report was received in December 2023.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Risk Management - Audit Risks - Confidential

COMMITTEE RESOLUTION AC17/24

Moved: Cr Brett Angwin
Seconded: Cr Geoff Haerewa

That the Audit and Risk Committee recommends that Council receive the information contained in the Risk Management - Audit Risks Report.

In Favour: Mrs Peter McCumstie and Crs Andrew Twaddle, Brett Angwin and Geoff Haerewa

Against: Nil

CARRIED 4/0

8.3 LEASE REGISTER - ANNUAL STATUS REPORT

File Number: **5345**

Author: **Neil Hartley, Director - Strategic Business**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

The Shire has numerous parcels of land which it offers for lease on both community and commercial terms. The August 2023 Audit & Risk Committee required that a Leases Update Report be provided to the Audit & Risk Committee on an annual basis.

This report provides this 12-monthly update on the Shire's community and commercial leases portfolio.

DISCLOSURE OF ANY INTEREST

Nil by Author.

BACKGROUND

The Shire has several key parcels of land which it offers up for both community and commercial lease. Historically, lease activation and management has received varying levels of attention dependent on the availability of staffing resources. For the last few years they have received a dedicated budget provision and considerable progress has consequentially been made on their control and management.

Council has also reinforced its interest in the need to effectively manage the Shire's leases via the following resolution (August 2023). Namely, that the Audit & Risk Committee "*Requires that an update Leases Report be provided to the Audit & Risk Committee on an annual basis".*

The attached Spreadsheet is an internal control document used by the organisation to manage its leases (both community and commercial).

Current leases require ongoing monitoring for consideration of renewal, with lease terms and due dates all varying. Submissions for new leases are also occasionally received, which require actioning and reporting to Council for its consideration. The process for commercial leases must follow the requirements of the Local Government Act, in the main Section 3.58, and must reach mutual agreement on lease conditions.

Commercial leases regularly take several months to finalise, but can on occasion take in excess of a year to achieve a successful conclusion. The cost of establishing a lease is high for the lessee, with legal and valuation costs regularly being in the vicinity of $8 – 9,000, and in addition, the Shire also charges an administration fee of $2 – 3,000 for the lease's establishment. The administration fee rarely covers actual costs, but does make a meaningful contribution towards them.

STATUTORY ENVIRONMENT

Local Government Act S.2.7 (Role of Council) outlines that Councils are to govern the local government's affairs; take responsibility for the performance of their local government's functions, and oversee the allocation of their local government's finances and resources.

POLICY IMPLICATIONS

Whilst there are policies that relate to the establishment of leases (vis. ES2 Establishment of Commercial Leases; and ES5 Community Leases and License Agreements of Shire Assets (Facilities, Buildings and Land)) there are no policy implications relevant to this annual report.

FINANCIAL IMPLICATIONS

The financial implications of preparing this report are minimal and limited to officer time and resources consumed to research and prepare it.

Commercial lease fees in the main are established via a commercial valuation of the site. Experience indicates that valuations closely follow current lease payments in that vicinity (e.g. the Derby airport) so movements in lease charges do not vary greatly from a simple lease fee+CPI calculation, year on year. Cumulatively, some $500,000pa is raised via lease payments.

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
Reputation: Not gaining a suitable financial return from Shire owned assets may result in adverse community sentiment about asset commercialisation opportunities available.	Likely	Moderate	High	Ensure that resources are made available to enable adequate management of commercial leases.

CONSULTATION

No community consultation is required relative to this report.

COMMENT

This report provides an update on the Shire's community and commercial leases portfolio. Notwithstanding that all commercial leases progress through Council in order that the

requirements of S.3.58 of the Local Government Act can be met, this is only the second coordinated update report to be provided to Council, at least for the last several years.

Actively managing the Shire's lease portfolio ensures mutual benefits to all parties and the attention given to the Shire's several dozen leases has however, provided both good financial and social dividends. Community groups have security of tenure of their area, providing confidence to invest time and effort into their site, and commercial tenants are enabled to pursue business activities, and pay rent/lease fees to Shire in exchange.

Leases require constant attention and even when diligently progressed, can take over a year to finalise on occasion, particularly when there are unusual complexities involved. The following actions in regard to leases are worth highlighting:

- **Recharge Petroleum** (Derby Airport) lease – should commence 1 November 2024 (in the interim, the BP lease will continue in "holding over" phase);
- **SouthPAN** (Derby Airport) lease is currently being drafted by the Australian Commonwealth Government;
- **Ngunga Group Ladies Aboriginal Corporation** lease has been drafted and is not under consideration by the parties;
- **One Tree (Child Care Centre)** lease is under consideration of an extension/new lease with the Lessee proposing significant capital works upgrades using grant/sponsor funding (currently due to expire in June 2025);
- **Ngamang Barwoona Frail Aged Home** – this lease is due to expire in September 2025. A report will be presented to Council to consider the future of this arrangement;
- **Derby High School Car Park** – Department of Education drafting a lease for the Shire's consideration, to replace the existing Deed (which had no expiry date). A report to Council will be forthcoming in due course; and
- **Fitzroy Crossing Swimming Pool –** extension (of six years) will be sought during the defined period (vis. between 24 September and 24 December 2024, which reflects clause 26 requirement of application to be made between 6 and three months from expiry).

Whilst the Shire over the last few years has significantly improved the management of its entire lease portfolio, a greater concentration has been given to commercial leases in light of the financial returns applicable. There is still however, a good deal of work that could be undertaken with community leases. For example:

- **Bush Fire Brigade** leases, where offices have been unable to locate these documents (which might be due to the unique Kimberley arrangement of having the Department of Fire & Emergency Services manage much of this service);
- **Golf Course Recycled Sewerage Water Supply**, where the historic records of this tenure/management arrangement need to be researched so that they can be correctly recorded in the Lease Register and the ongoing water supply guaranteed through a legal agreement of some form; and
- **Outgoings "on-charging".** There are examples where the Shire could be on-charging for some of the community lease area expenses incurred. For example, the waste water disposal system that services the rodeo club is not charged out in any form to that lessee when works are required to maintain that service. For 2024/25, it is expected that some $14,000 will be required to refurbish this wastewater service. Whilst community leases

provide a capacity for the on-charging of those type of costs, it might not be appropriate for the Shire to do that on all occasions as the viability of the club could be adversely impacted by a large unbudgeted charge, but perhaps consideration of the annual fee could be relevant to costs, as opposed to having a standard $100pa fee irrespective of the lease area operational costs the Shire incurs. Is suggested that the CEO continue to be tasked with the responsibility of monitoring and deliberating on which charges to pass on and which charges to accommodate as Shire operational costs, and to continue to engage with the President or present an officer report direct to Council in those instances where the cost is high or the situation is otherwise unique. Further though, for improved visual accountability it would be beneficial to be able to separately account for these type of costs within the existing accounting/costing structure (perhaps through an expansion of the existing Donations expense account). That way Council will be better informed of the "avoidable costs" being incurred for third party community group costs.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Lease Register (Summary)

COMMITTEE RESOLUTION AC18/24

Moved: Cr Brett Angwin
Seconded: Mr Peter McCumstie

That the Audit and Risk Committee recommends that Council:

1. **Notes the report;**
2. **Requires that the next annual leases report be provided to the Audit & Risk Committee in approximately August 2025; and**
3. **Confirms that in specific regard to the on-charged of costs for *community leases*, that the Chief Executive Officer continue to monitor and manage *on-chargeable* community lease costs, and propose as part of the next budget review, an appropriate accounting mechanism for showing *on-chargeable community lease costs* (when paid by the Shire) within the Shire's accounts.**

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin and Geoff Haerewa

Against: Nil

CARRIED 4/0

Precinct	Lessee Plus/and Or Trading name	Status / Actions	*Location*	Term	Extension Options	Lease End Date
Derby Airport	Dunnings Fuel	No action required	Derby Airport - Lease area 2	10	10	30/04/2032
Derby Airport	All North Helicopters	No action required	Derby Airport Lease Area 3	~~10yrs~~	10	4/06/2033
Derby Airport	All North Helicopters	No action required	Derby Airport Lease Area 5	~~10yrs~~	10	11/09/2031
Derby Airport	Recharge Petroleum	In "Holding Over" (BP Petrolium). Lease area being taken over by Recharge Fuels from 1 November 2024.	Derby Airport Lease Area 6	~~5yrs~~	5	31/03/2024
Derby Airport	All North Helicopters	No action required	Derby Airport Lease Area 7	~~10yrs~~	10	31/12/2030
Derby Airport	Dunnings Fuel	No action required	Derby Airport - Lease area 10	10	10	1/05/2032
Derby Airport	Kingdom Aviation Ministries	No action required	Aircraft Hanger and Associated Offices, Lease Area 17	10	10	30/04/2034
Derby Airport	All North Helicopters Trading as Frontier Helicopters	No action required	Derby Airport Land Area 18	10	10	31/12/2032
Derby Airport	Bureau of Meteorology	No action required, Extension for 10 years approved.	Derby Airport	~~10 yrs~~	10	31/03/2033
Derby Airport	South/PAN	Lease document being prepared by Commonwealth Government	Derby Airport - Lease Area 19			

Derby Community	Ngunga Group Ladies Aboriginal Corporation	Lease being prepared. Discussions with DoL and NGWAC	Part of Crown Reserve 24904			
Derby Community	One Tree Community Services Inc.	Lease discussions occuring for multi-year lease extension, in conjunction with capital upgrade paid by Lessee/Grants.	One Tree Childcare Facility, Lot 1220, Ashley Street	5	5	1/06/2025
Derby Community	Children Services Support Unit	No action required. To be combined with next Child Care Centre Lease.	Residence at 2 Holman Street, Derby (Lot 1143)	N/A	No	Open
Derby Community	Derby Rodeo Club	No action required	Lot 3033, Part Reserve 23127, 61 Ashley Street	10	10	23/05/2026
Derby Community	Red Shed: Derby's Women's Collective	No action required	Lot 656, Reserve 6929 On Plan 210827	~~2~~	2+2	1/10/2025
Derby Community	Derby Speedway Club	No action required	Reserve 35129 Lot 226 on Plan 187656 Worsley Road, Derby	10	10	28/10/2031
Derby Community	Derby Pistol Club	No action required	Reserve 35130, Lot 1271 on Plan 189172	10	10	28/10/2031
Derby Community	Derby Sporting Shooters Aust Inc. (Rifle Club)	No action required	Reserve 35130, Lot 1271 on Plan 189172	10	10	31/12/2031
Derby Community	West Kimberley Turf Club	No action required	Lot 3033, Part Reserve 23127, Guildford Road	21	No	30/06/2030
Derby Community	Derby Sportsmasn Club (Golf Club)	No action required	Lot 3033, Part Reserve 23127, Guildford Road	21	No	30/06/2030
Derby Community		Vacant	Derby Recreation Centre			Vacant

Derby Community	Kimberley Enduro Club Motocross	No action required. Can be re-leased if the club re-activates itself.	Portion of reserve 35129, Lot 226 Plan 187656	5	5	19/09/2024
Derby Community	Ngamang Barwoona Frail Aged Home	Reconsideration of the future of this lease now timely.	Reserve 42140 Lot 1287 DP 190598	10	Yes	30/09/2025
Derby Community	Regional Power Corp. (trading as Horizon Power)	No action required	Lot 296 on Plan 222380, being the whole of the land contained in Certificate of Title Volume 1636 Folio 900, being located at 55 Clarendon Street, Derby	10	5	30/06/2032
Derby Community	Bush Fire Brigades	Research and report on tenure and relevance to DFES management Bush Fires Act in SDWK.				
Derby Community	SDWK/Derby Golf Club/Water Corporation	To be researched	Lot 3033, Part Reserve 23127, Guildford Road			
Derby Community	Horizon Power - Community Battery	No action required	Nicholson Road - Reserve 26179, Lot 1402 on plan 193851	Ongoing	n/a	Ongoing
Derby Community	Dept of Education	Currently a Deed with no specific end date. DoE drafting up new agreement (Deed or Lease). Proposing a 5+5 years.	Lot 254, Reserve 24594	n/a		Ongoing (currently)
Derby Wharf	Shire of Derby/West Kimberley	No action required	Derby Port Jetty	21	No	29/06/2040
Derby Wharf	Shire of Derby/West Kimberley	No action required	Derby Port Jetty	21	No	29/06/2040

Derby Wharf	Shire of Derby/West Kimberley	No action required	Derby Port (SW Side Nr Boat Slipway.	21	Yes	30/04/2038
Derby Port	Colonial Marine Consultants (CMC)	In Holding over. Awaiting advise from CMC if they want a new lease. No action required unless something changes.	PT Reserve 26818 - Derby Wharf			31/10/2016
Derby Port	Derby Volunteer Marine Rescue Group	No action required	Lot 293 of Deposited Plan 243258, PT Reserve 26818	10	No	31/01/2030
Derby Port	Mary Island Fishing Club	No action required	Reserve 10831 being land more particularly described as Lot 643 on Deposited Plam 222380 and being the whole of the land compirsed in Crown land Certificate of Title volume LR3007 Folio 47	10	10	30/09/2031
Derby Port	Tassal Operations Pty Ltd	No action required	PT Reserve 26818, Lease Area 2 - Transit Shed; and Lease Area 3 - Transit Shed	1	1 + 1 + 1 + 1	28/02/2025
Derby Port	Thunderbird Operations (Sheffield Resources)	Lease finalised. (including Mt Gibson Iron Ore licence)	Main Sub-lease Wharf Bulk Handling Facility	22	No	28/06/2040
Derby Port	VACANT	Tidy up the site to occur if funds permit	Elder Street Derby, PT Reserve 26818 Lot 639			VACANT
Derby Port	Mt Gibson Iron (Koolan Island Operations)	No action required	Derby Port (SW Side Nr Boat Slipway.	21	TBC	30/04/2038

Fitzroy X Community	Fitzroy Valley Rodeo Club	No action required	Lot 106, Reserve 36669 on Deposited Plan 213657			7/09/2035
Fitzroy X Community	Department of Education	No action required	Lot 199 on Deposited Plan 186944 and being the whole of the land in qualified certificate of crown land Title Volume 3146 Folio 699	N/A	N/A	30/09/2031
Fitzroy X Community	Department of Education	No action required	Lot 199 on Deposited Plan 186944 and being the whole of the land in qualified certificate of crown land Title Volume 3146 Folio 699	N/A	N/A	31/12/2029
Fitzroy X Community	Karrayili Adult Education Centre	No action required	Reserve 36824 Flynn Drive, Fitzroy Crossing	17	No	30/06/2039
Fitzroy X Community	The Housing Authority	Formalise with DoE/Housing Authority in August 2024 to confirm the extension, which ideally needs to be undertaken between 24 September and 24 December 2024 (vis. clause 26 - between 6 and three months from expiry).	Lot 199, Reserve 39671, Fitzroy Crossing	10	6	24/03/2025
Fitzroy X Community	Regional Power Corp. (trading as Horizon Power)	No action required	Lot 302 on Deposited Plan 76781, being the whole of the land contained in Qualified Certificate of Crown land title volume LR3163 Folio 729, being located at Lot 302 Gret Northern Hwy, Fitzroy Crossing	10	See item 2.3 of agreement	30/06/2032

Fitzroy Crossing Airport	Fuel Trans Australia Pty Ltd	No action required	FX Airport PT Reserve 20668 LOC 32, 40, 47 & 72, Area 1	10	10	14/05/2033
Fitzroy Crossing Airport	Fitzroy Helicopters	No action required	FX Airport PT Reserve 20668 LOC 32, 40, 47 & 72, Area 2	10	10	26/05/2031
Fitzroy Crossing Airport	Fitzroy Helicopters I52145 Original in Strong Room	No action required	FX Airport Area 3	10	10	19/04/2027
Fitzroy Crossing Airport	All North Helicopters	No action required	FX Airport PT Reserve 20668 LOC 32, 40, 47 & 72	10	-	12/02/2027
Fitzroy Crossing Airport	Bureau of Meteorology	No action required	Fitzroy Crossing Crown Land Record Volume 3101 265	10	No	31/03/2022

Neil Hartley to manage
No action required, lease is insitu
Liz progressing - Awaiting information (signatures etc)
Council agenda item
Vacant and can be leased
On Hold

8.4 OVERVIEW OF GRANTS AND FUNDING OPPORTUNITIES - MAY TO JULY 2024

File Number: **GS/055**

Author: **Christie Mildenhall, Manager Community Services**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

This report provides an overview of the funding opportunities investigated and sought by Officers and seeks Council support for the proposed projects. This report provides a quarterly update regarding the outcome of applications submitted this financial year, covering grant activity from the period 1 May to 31 July 2024.

The purpose of this report is to inform Council about how community and program grants are obtained, and how the funding risk is being managed by Shire Officers.

Funding received annually and ongoing including Financial Assistance Grants, Roads and other infrastructure grants are registered and tracked separately currently.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

The Shire of Derby / West Kimberley relies heavily on grant and other funding opportunities to support the delivery of projects, programs, services, and events. This report provides an overview of the funding which is confirmed or applied for (and pending outcome) during the period 1 May to 31 July 2024.

STATUTORY ENVIRONMENT

Part 6 – Financial Management of the *Local Government Act 1995* provides for the financial management of local governments.

POLICY IMPLICATIONS

The following policies should be considered in relation to this report;

- PC1 – Risk and Opportunity Management Policy
- F3 – Significant Accounting Policies
- F19 – Community Funding Scheme

FINANCIAL IMPLICATIONS

This report outlines funding which has been obtained or is being sought to support the delivery of projects, programs, services and events of the Shire. With the exception of multi-year grants most of these grants are not included in the 2024/25 financial year budget as they had not been confirmed at the time of the budget being developed. Where grants have been obtained that were not included in the budget Council these grants will be incorporated into the budget as part of the first quarter budget review.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.4 Attract and effectively use resources to meet community needs

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Business Interruption: Lack of funding may result in the non-performance of functions	Likely	Moderate	High	Ensure Shire activities are conducted efficiently to allow spread of funding. Apply for grants wherever possible to support Shire's activities. Delay commencement of activities until funding is confirmed.
Financial: Poor management of grant funding may impact the Shire's ability to get funding in the future.	Likely	Moderate	High	Ensure a process is established and implemented to allow good governance and compliance of grant funding.
Organisation's Operations: Lack of processes relating to grant management may result in failure to meet grant requirements and deliver funded programs.	Likely	Moderate	High	Ensure a process is established and implemented to allow good governance and compliance of grant funding.

CONSULTATION

Executive team and finance contributed to the structure and content of this report.

COMMENT

To support the projects, programs and services of the Shire a number of funding arrangements are entered into with a variety of Government (State and Federal) agencies, not for profit organisations and philanthropic foundations. Some of the funding received is used to allow the Shire to deliver its core business which is focused on community services and supports. Other funding is used to provide 'add on' activities for which the community expects the Shire to do. In many cases, if the Shire does not receive this funding the projects will not go ahead.

Below is a summary of the grants which have been applied for during this reporting period and the outcome of those applications and grants which have been acquitted.

In the case of some of the larger grants the funders seek confirmation that the project has been approved by Council prior to executing the funding agreements. Council is requested to provide their support for these projects.

Funding received during the period 1 May to 31 July 2024

Grant Program and Funder	Project Description	Funding Received (Ex GST)	Funding Period
RECREATION AND CULTURE - OTHER CULTURE (Community Development)			
Regional Events Scheme – Tourism WA	Sponsorship of Kimberley Art and Photographic Prize	$15,000	Exhibition Period
Streets Alive – Town Team Movement	Community consultation to identify initiatives to improve road safety in the area around Marmion / Rowan Street, McGovern way, Ashley, Heytesbury and Kunamarra Streets, Derby.	$5,000	1 July 2024 to 31 March 2025
TOTAL AMOUNT - OTHER CULTURE		**$20,000**	
RECREATION AND CULTURE - LIBRARIES			
LBW Trust & Friends of Libraries Australia	Purchase of smart TV and trolley stand for Derby Library.	$1,500	One-off
Public Library Materials Funding Allocation – State Library of Western Australia	Provision of physical and online resources for the libraries.	Value $32,200 (non-cash funding)	Annual
TOTAL AMOUNT LIBRARY SERVICES		**$1,500 cash, $32,200 materials**	
EDUCATION AND WELFARE – OTHER WELFARE (Youth Services)			
Youth Partnership Agreement - Rio Tinto / Pilbara Iron Ore	Variation to existing youth partnership agreement	$10,000 additional to existing agreement	One-off
Cash donation - Mount Gibson Iron Ore	Cash donation to purchase tickets to the 2024 Mowanjum Festival and 2024 Derby Rodeo and Campdraft	$1,500	One-off
TOTAL AMOUNT – OTHER WELFARE		**$11,500**	
HEALTH - Aboriginal and Environmental Health Unit			
Department of Primary Industries and Regional Development – Animal Welfare Grant (Round 4)	Animal de-sexing program in remote communities	$50,000	1 July to 30 June 2025
TOTAL AMOUNT - ABORIGINAL ENVIRONMENTAL HEALTH UNIT		**$50,000**	
TOTAL FUNDING RECEIVED		**$83,000 cash, $32,200 materials**	

Unsuccessful applications

Grant Program and Funder	Project Description	Funding Requested (Ex GST)	Comment / Implication
Department of Communities - Australian Early Development Census	In partnership with the Derby Early Years Network, implement the Making TRAKS program which analysed AEDC results and seeks to improve early childhood outcomes for Derby.	$75,000	Add-on project. No impact on core operational business.
Department of Infrastructure – Housing Support Program	Enhancing planning and development services capacity through improved processes, systems, employment pathways.	$1,160,000	Add-on project. Funding would have provided for the recruitment of trainee planning staff and service improvements.
National Australia Bank – Community Grants	Bench seating to Fitzroy Crossing Rec Centre. Funds for long table dinner.	$20,000	Add-on project. No impact for program delivery. Have identifies alternative funding source for Long Table Dinner event.
TOTAL AMOUNTS		**$1,255,000.00**	

Applications pending outcome

Grant Program and Funder	Project Description	Funding Requested (Ex GST)	Expected Shire Contribution (Ex GST)	Funding Period	Expected Notification of Outcome
Department of Social Services – Strong and Resilient Communities	Youth activities with partnership referral program focussing on community, culture, education.	$354,020 across two years	Nil	1 July 2024 to 30 June 2026	30 May 2024
Department of Health – Play Our Way Stream 1	Funding for facility upgrades (lights and changerooms) at Derby Rec Centre and Derby Town Oval to encourage women's participation in sport	$2,302,000 across two years	$303,000 across two years (project management, staffing)	1 August 2024 to 30 Jun 2027	10 June 2024
Department of Health – Play Our Way Stream 2	Female sports participation program in Derby and Fitzroy Crossing	$765,160 across 2 years	$177,000 across 2 years (in-kind staffing, facilities and promotion)	1 August 2024 to 27 June 2026	10 June 2024

Department of Infrastructure - Regional Precincts and Partnerships Program – Stream 1 (Precinct development and planning)	Derby Recreation Precinct and other sporting facilities master planning	$669,448 across the project	Nil	1 August 2024 to 30 September 2025	30 June 2024 * Note – assessment of round 1 was announced 5 months later than expected.
Bridge Alliance – Community Partnership	Provision of cooking equipment for the Fitzroy Crossing Youth Cooking Program	$50,000	Nil	TBC	September 2024
Thank a Volunteer Day – Department of Communities	Thank a Volunteer Day event in Derby	$1,000.00	$3,500 cash, approx. $4,300 in-kind	5 December 2024	24 October 2024
2024 Community Stewardship Grants (Large) – Department of Primary Industries and Regional Development	Auspiced an application for the Land Alliance / Fitzroy Fire Forum to implement supports for stations and communities in the valley to reduce fire risk	$436,600	In-kind only	1 January 2025 to 30 June 2028	Unsure
WA Football Facilities Fund (Small grants) – WA Football Commission	Upgrade to playing facilities at Fitzroy Crossing	$50,000	In-kind	1 November 2024 to 30 June 2025	Unsure
TOTAL AMOUNTS		**$4,140,628.00**			

Whilst the Shire is the recipients of funding support from Federal and State Government, not for profit organisations and philanthropic organisations the Shire also provides supports to local community groups. Below is an overview of the support the Shire has given the community during the 2023/24 financial year (as at 31 July).

Community Development Grants;

Nil – no applications received for round 4 of the 2023/24 Community Development Grants Program.

Events sponsorship approved in the 2023/24 budget

Nil – no requests received for event sponsorship

Ad-hoc requests considered by Council;

Organisation Name	Description Project	Amount (ex GST)
Derby Netball Association Inc.	Assistance to send an Under 17's team to the North West Regional Netball Championships	$5,000.00
Winun Ngari Aboriginal Corporation	Funding for NAIDOC Family Fun Day	$2,727.27
TOTAL		**$7,727.27**

Throughout the year the Shire has also provided a number of in-kind donations which have not been captured in the above decisions of Council. These include;

- Admin support for event planning,
- Event support / assistance,
- Equipment hire – tables, chairs, PA systems, projector screens,
- Facility hire,
- Ground works (e.g.: grass slashing, erection of temporary fences), and
- Marketing and promotion.

This report will be provided to the Audit and Risk Committee on a quarterly basis to provide an updated list of funding programs and applications. Report will include update on above listed funded programs, and the newly identified funding opportunities

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

Nil

COMMITTEE RESOLUTION AC19/24

Moved: Cr Brett Angwin
Seconded: Cr Geoff Haerewa

That the Audit and Risk Committee recommends that Council:

1. **Notes the summary of grant and funding applications which have been submitted by Officers;**
2. **Provides in principle support for the outlined projects for which funding is being sought; and**
3. **Notes the in-kind and financial supports provided to local community organisations by the Shire.**

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin and Geoff Haerewa

Against: Nil

CARRIED 4/0

8.5 SWIMMING POOL BARRIER INSPECTIONS - RESPONSE TO BUILDING COMMISSIONER

File Number: **7035**

Author: **Mark Chadwick, Manager of Development Services**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

The purpose of this agenda report is to inform Council of the requirement for private swimming pool barrier inspections to be reported to the Department of Energy, Mines, Industry Regulation and Safety (DMIRS). It also provides Council an update on the status of these inspections year on year between the months 1 July to 30 June.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

The Shire of Derby West Kimberley (the Shire) is required to report to the Building Commissioner yearly regarding the current status of private swimming pool barriers inspected throughout the district at the end of each financial year. This letter is provided as attachment 1.

A response has been provided by the CEO regarding the current inspection status of private swimming pool barriers, as attachment 3.

The Department of Energy, Mines, Industry Regulation and Safety monitors trends in the data and publishes a report each year to be tabled in Parliament. The 2022 to 2023 state annual report is provided as attachment 4.

STATUTORY ENVIRONMENT

The requirement for private swimming pool barrier inspections is stipulated by *regulation 4A of the Building Regulations 2012.* It states;

4A . Authorised persons (s. 93(2)(d))

(1) In this regulation —

***specified Part 8 provisions** , in relation to a designation under subregulation (2), means provisions of Part 8 that are specified in the designation.*

(2) A local government may, by instrument in writing, designate a person as an authorised person to inspect or test existing buildings located in the district of the local government for the purpose of monitoring whether specified Part 8 provisions are being complied with.

(3) A person may be designated under subregulation (2) for a fixed or indefinite period.

(4) A local government may, by instrument in writing, revoke a designation under subregulation (2) at any time."

In December 2023, the *Building Amendment Regulations 2023* came into effect which introduced a new authorised person pathway for contractors undertaking inspections of safety barriers to private swimming pools.

This information refers to the regulations mentioned above.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There are no financial implications as part of this report.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
2. Community	2.1 Safe Communities	2.1.1 Encourage community safety to be a whole-of-community responsibility

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: The Shire is required to arrange and keep a list of private swimming pool barriers that are due for inspection on an ongoing basis as required by *regulation 4A of the Building Regulations 2012*.	Almost Certain	Moderate	Low	The Shire has an existing list of private swimming pool barriers which is available to officers responsible and reporting agencies. The list is used to schedule inspections when they are due i.e. every four years.

CONSULTATION

The Manager Community Environments has consulted with the Senior Technical Officer, Building and Energy Division of the Department of Energy, Mines, Industry Regulation and Safety regarding the responsibilities, obligations and reporting requirements of private swimming pool barrier inspections. The consultation is provided in attachment 2. It provides comments regarding the opportunities for Council to appoint contractors and training of authorised persons.

COMMENT

The number and status of private swimming pools inspected is summarised in the following table;

COMPLIES CURRENTLY	94
NOT COMPLIANT CURRENTLY	0
OUTSTANDING INSPECTIONS	5
TOTAL	**99**

The Shire has since written to DEMIRS to inform them of the above and that the reason five (5) of the private pools are currently outstanding is that staff have made multiple attempts to contact

them. The Shire has and will continue to correspond with each outstanding pool owner and the staff will continue to visit each site.

The majority of private swimming pools are due for four-year inspections from March 2025.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Swimming Pool Letter DMIRS**
2. **Email from Martin Roddis DMIRS**
3. **Response letter to Building Commissioner on Status of Private Swimming Pools**
4. **Progress Report to DMIRS 2022 to 2023**

COMMITTEE RESOLUTION AC20/24

Moved: Cr Geoff Haerewa
Seconded: Cr Brett Angwin

That the Audit and Risk Committee:

1. **Notes the response to the Building Commissioner for the status of Private Swimming Pools, as submitted by the CEO; and**
2. **Notes the associated attachments provided in this report.**

In Favour: Mr Peter McCumstie and Andrew Twaddle, Brett Angwin and Geoff Haerewa

Against: Nil

CARRIED 4/0

Department of **Energy, Mines, Industry Regulation and Safety**

GOVERNMENT OF WESTERN AUSTRALIA

Building and Energy Western Australia

Our Ref: A77744786
Enquiries: Martin Roddis 6251 1012

27 June 2024

Ms Amanda Dexter
Chief Executive Officer
Shire of Derby-West Kimberley

CEO@sdwk.wa.gov.au

Dear Ms Dexter

FORMAL REQUEST FOR INFORMATION – POOL INSPECTION REPORT 2023-24

In response to recommendation 7 of the Ombudsman Western Australia report *Investigation into ways to prevent or reduce deaths of children by drowning* (Ombudsman Western Australia, 2017), I am preparing an annual report to the Parliament on progress made by local governments in carrying out their private swimming pool safety barrier inspections.

In accordance with regulation 53B of the Building Regulations 2012 (the Regulations), please provide the following information for the period 1 July 2023 to 30 June 2024:

1. the number of private swimming pools in your district that were subject to Part 8 Division 2 of the Regulations as at 30 June 2024;

Of those private swimming pools:

2. the number that were inspected between 1 July 2023 and 30 June 2024;
3. the number that were not inspected by an authorised person, at an inspection arranged under regulation 53(2)(b) of the Regulations, within four years of its previous inspection (i.e. safety barriers that were last inspected* prior to 1 July 2020).

* *'inspected' means a local government authorised person has physically attended the property and has completed an inspection of the pool safety barriers to monitor if the barrier is compliant with the Regulations.*

Should your local government have pools that have not been inspected within the required four-year period, you are encouraged to provide a short summary of reasons as to why this has not occurred. Building and Energy will likely include a summary of those responses in the report.

I would appreciate your response to me by **Thursday 1 August 2024** by email to pools@dmirs.wa.gov.au.

Level 1, 303 Sevenoaks Street (entrance Grose Ave) Cannington Western Australia 6107
Postal address: Locked Bag 100 East Perth WA 6892
Telephone 1300 489 099
be.info@dmirs.wa.gov.au www.dmirs.wa.gov.au/building-and-energy

If you require assistance in this matter, please contact Mr Martin Roddis, Senior Technical Officer on 6251 1012 or by email to martin.roddis@dmirs.wa.gov.au.

Thank you for your cooperation with this important safety initiative.

Yours sincerely

Saj Abdoolakhan
BUILDING COMMISSIONER

Mark Chadwick

From: Pool Review <PoolReview@dmirs.wa.gov.au>
Sent: Monday, 8 July 2024 10:13 AM
To: Mark Chadwick
Subject: RE: Inspectors for 2024

Hi Mark

Thank you for the email.

Please note that the Building Amendment Regulations 2023 came into effect in December 2023 and introduced a new authorised person pathway (regulation 4A of the Building Regulations 2012) for contractors undertaking inspections of safety barriers to private swimming pools.

Inspectors are required to be authorised persons to carry out their function of inspecting the safety barrier to a private swimming pool.
For the purpose of safety barrier inspections, authorised persons are not limited to being employees, with contractors able to fulfil the role.
The designation of an authorised person by the local government must be in a written document/record.
Authorised persons can have more powers than just safety barrier inspections, including, but not limited to:

- powers of entry,
- seize a record or document,
- direct a person to provide certain information or do something particular,
- conduct an inspection or test,
- use assistance and force,
- apply to a JP for an entry warrant,
- take action specified in a building order,
- cause specified actions to cease as detailed in a building order,
- for the purpose of an occupancy permit, to inspect or test equipment, machinery or systems, on a specified day, at specified intervals or when a specified event occurs,

It is important that the authorised person only have the appropriate powers for their particular role. The powers of the authorised person should be limited in the written document/record of the authorised person's designation or by written notice to the authorised person from the local government.
The authorised person is required to have an identity card. The card must identify the person as being an authorised person and contain a recent photograph of the person.
An authorised person must carry the identity card with them at all times when exercising powers or performing functions of an authorised person.
The identity card should be produced for the property owner/occupier prior to the exercise of any power. Alternatively the identity card can be displayed so that it is clearly visible. However, the card can be produced at the first reasonable opportunity where the above cannot be done for any practical reason.
Within 14 days of ceasing to be an authorised person the identity card must be returned to the permit authority.

Simplified table of common delegations and authorisations for safety barrier inspections	
Authorised person	• Inspect safety barriers to private swimming pools • Powers of entry

1

	• ID card
Authorised officer; and Authorised person	• Issue infringement notices
Approved officer; and Delegated authority by CEO	• Withdrawing or extending the time of infringement notices
Notes: • a person cannot be both an authorised officer and an approved officer. • the designation of an authorised person for the purpose of safety barrier inspections is not the same as the appointment of an authorised person for the purposes of issuing an infringement notice as an authorised officer.	

Building and Energy have published guidance available on the Local Government Extranet as well as its swimming pool webpage that can assist inspectors. Typically, in November/December, Building and Energy typically conduct professional development for pool inspectors.

I hope this helps.

Kind regards

Martin Roddis | Senior Technical Officer
Building and Energy Division

Department of Energy, Mines, Industry Regulation and Safety
303 Sevenoaks Street Cannington WA 6107
Tel: +61 8 6251 1012
martin.roddis@dmirs.wa.gov.au | www.demirs.wa.gov.au

Department of **Energy, Mines, Industry Regulation and Safety**

GOVERNMENT OF WESTERN AUSTRALIA

We respectfully acknowledge Aboriginal peoples as the Traditional Custodians of this land on which we deliver our services to the communities throughout Western Australia. We acknowledge their enduring connection to the lands, waterways and communities and pay our respects to Elders past and present.

From: Mark Chadwick <Mark.Chadwick@sdwk.wa.gov.au>
Sent: Wednesday, July 3, 2024 2:34 PM
To: Pool Review <PoolReview@dmirs.wa.gov.au>
Subject: Inspectors for 2024

You don't often get email from mark.chadwick@sdwk.wa.gov.au. Learn why this is important

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender's full email address and know the content is safe.

Hi
Previously I called about having inspectors provided delegations and ID to conduct swimming pool barrier inspections.

Previously the Shire used a consultant and we are hoping we can add new staff names to the list including an ID and whether any training is offered by DMIRS?

Regards

Mark Chadwick
Manager Community Environments

P 9191 0999
E Mark.Chadwick@sdwk.wa.gov.au

Shire of Derby / West Kimberley

30 Loch Street
PO Box 94, Derby WA 6728
www.sdwk.wa.gov.au

The Shire of Derby/West Kimberley acknowledges the Traditional Owners of the lands on which we live, learn and work, and pay our respects to Elders past and present.

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Shire of Derby / West Kimberley

OUR REF: 7035
YOUR REF: A77744786
DATE: 1 August 2024

Saj Abdoolakhan
Building Commissioner
Department of Energy, Mines, Industry Regulation and Safety
Locked Bag 100
East Perth WA 6892

Via email: pools@dmirs.wa.gov.au

Dear Saj

FORMAL REQUEST FOR INFORMATION - POOL INSPECTION REPORT 2023-24

Thank you for your letter dated 27 June 2024.

The Shire of Derby/West Kimberley responds to items 1 to 3 as follows;

1. The number of private swimming pools in the district that were subject to Part 8 Division 2 of the Regulations as at 30 June 2024 is **99**.

Of those private swimming pools:

2. The number that were inspected between 1 July 2023 and June 2024 is **3**.

3. The number that were not inspected by an authorised person at an inspection arranged under regulation 53 (2) (b) of the Regulations within four years of its previous inspection is **5**.

The reason private swimming pools have not been inspected within the required four-year period is due to the Shire not yet receiving a response from multiple attempts to the private swimming pool owners, follow up with these properties will be undertaken this month.

If you require further information please contact Mark Chadwick via email mark.chadwick@sdwk.wa.gov.au.

Yours sincerely

Amanda Dexter
Chief Executive Officer

Derby
(08) 9191 0999 | 30 Loch Street
sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing
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Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**

Building and Energy Western Australia

Progress report

Local governments' periodic inspections of private swimming pool safety barriers

2022/23

Executive summary

This Report has been prepared by the Department of Mines, Industry Regulation and Safety - Building and Energy Division (Building and Energy).

Pool safety barriers are known to be effective in helping to restrict the unsupervised access of young children into swimming pool areas, reducing the likelihood of a drowning incident.

Local governments are required to inspect the safety barriers of private swimming pools within their district at intervals not exceeding four years. These inspections monitor the compliance of those safety barriers. Local governments have powers under the *Building Act 2011* to assist them in enforcing compliance.

Local governments were formally requested to voluntarily provide data on their pool safety barrier inspection progress in June 2023. An early notification email was sent in March, and a reminder email in July to those that had not yet responded. The due date was 1 August. Where responses were received after this date they have been included in the Report where possible.

Of 139 local governments in Western Australia, 135 provided a response prior to the preparation of this Report. Where a local government's data was not received it has been recorded in the Report as 'Data not provided by deadline'.

This Report is the fifth annual report on the progress of local governments' pool inspection programs and is in response to recommendation 7 of the Ombudsman WA report *Investigation into ways to prevent or reduce deaths of children by drowning*, tabled in Parliament on 23 November 2017.

Building and Energy is currently undertaking a review of the regulatory requirements for pools and their safety barriers. It is anticipated that the provision of the data presented in this Report will become a mandatory annual requirement for local governments.

Some local governments, in their responses, detailed reasons why some inspections had not been conducted within the four year maximum period. These included:

- the vast size of some local government districts (predominantly regional areas);
- competing workloads and projects;
- difficulties organising access to some properties; and
- staff resourcing.

Summary	2022/23	2021/22	2020/21	2018/19	2017/18
Total number of pools	**175,535**	170,975	166,709	161,960	159,183
Total number pools overdue	**2,722**	2,571	2,673	2,545	3,632
Total pools overdue %	**1.6%**	1.5%	1.6%	1.6%	2.3%
Local governments with overdue inspections	**52**	49	54	40	44
Local governments that did not provide data	**4**	9	14	17	20

Progress report - Local governments' periodic inspections of private swimming pool safety barriers 2022/23

Local government	Total no. pools	Inspected in 2022/23	Overdue	Overdue Percentage
City of Albany	135	44	2	1.5%
City of Armadale	5,318	2,006	0	0.0%
Shire of Ashburton	537	0	323	60.1%
Shire of Augusta-Margaret River	242	167	75	31.0%
Town of Bassendean	866	20	0	0.0%
City of Bayswater	3,037	674	0	0.0%
City of Belmont	1,249	232	163	13.1%
Shire of Beverley	30	3	0	0.0%
Shire of Boddington	58	13	1	1.7%
Shire of Boyup Brook	4	0	0	0.0%
Shire of Bridgetown-Greenbushes	50	2	0	0.0%
Shire of Brookton	22	22	0	0.0%
Shire of Broome	1,867	524	0	0.0%
Shire of Broomehill-Tambellup	9	9	0	0.0%
Shire of Bruce Rock	8	0	0	0.0%
City of Bunbury	1,342	426	0	0.0%
City of Busselton	1,827	418	5	0.3%
Town of Cambridge	3,543	921	32	0.9%
City of Canning	6,287	2,142	56	0.9%
Shire of Capel	1,192	385	0	0.0%
Shire of Carnamah	1	1	0	0.0%

Progress report - Local governments' periodic inspections of private swimming pool safety barriers 2022/23

Local government	Total no. pools	Inspected in 2022/23	Overdue	Overdue Percentage
Shire of Carnarvon	109	6	84	77.1%
Shire of Chapman Valley	140	0	62	44.3%
Shire of Chittering	64	48	16	25.0%
Shire of Christmas Island	5	5	0	0.0%
Town of Claremont	879	224	0	0.0%
City of Cockburn	8,108	1,705	9	0.1%
Shire of Cocos (Keeling) Islands	2	0	0	0.0%
Shire of Collie	334	83	0	0.0%
Shire of Coolgardie	99	13	0	0.0%
Shire of Coorow	30	27	1	3.3%
Shire of Corrigin	16	17	0	0.0%
Town of Cottesloe	757	207	0	0.0%
Shire of Cranbrook	unknown	0	unknown	
Shire of Cuballing	38	38	0	0.0%
Shire of Cue	7	0	0	0.0%
Shire of Cunderdin	13	7	0	0.0%
Shire of Dalwallinu	17	2	1	5.9%
Shire of Dandaragan	69	3	5	7.2%
Shire of Dardanup	936	287	0	0.0%
Shire of Denmark	12	0	0	0.0%
Shire of Derby-West Kimberley	82	0	1	1.2%

Progress report - Local governments' periodic inspections of private swimming pool safety barriers 2022/23

Local government	Total no. pools	Inspected in 2022/23	Overdue	Overdue Percentage
Shire of Donnybrook-Balingup	201	26	0	0.0%
Shire of Dowerin	6	6	0	0.0%
Shire of Dumbleyung	12	0	1	8.3%
Shire of Dundas	*Data not provided by deadline*			
Town of East Fremantle	639	0	0	0.0%
Shire of East Pilbara	298	169	29	9.7%
Shire of Esperance	128	26	0	0.0%
Shire of Exmouth	146	23	0	0.0%
City of Fremantle	1,024	391	26	2.5%
Shire of Gingin	275	77	6	2.2%
Shire of Gnowangerup	12	3	0	0.0%
Shire of Goomalling	20	5	0	0.0%
City of Gosnells	7,444	2,351	0	0.0%
City of Greater Geraldton	2,065	600	22	1.1%
Shire of Halls Creek	*Data not provided by deadline*			
Shire of Harvey	1,663	609	0	0.0%
Shire of Irwin	166	3	11	6.6%
Shire of Jerramungup	1	0	0	0.0%
City of Joondalup	23,140	7,737	0	0.0%
City of Kalamunda	5,821	1,377	2	0.0%
City of Kalgoorlie-Boulder	2,309	307	656	28.4%

Progress report - Local governments' periodic inspections of private swimming pool safety barriers 2022/23

Local government	Total no. pools	Inspected in 2022/23	Overdue	Overdue Percentage
City of Karratha	1,999	506	0	0.0%
Shire of Katanning	110	14	0	0.0%
Shire of Kellerberrin	20	20	0	0.0%
Shire of Kent	6	1	0	0.0%
Shire of Kojonup	17	0	0	0.0%
Shire of Kondinin	3	0	0	0.0%
Shire of Koorda	3	3	0	0.0%
Shire of Kulin	7	0	0	0.0%
City of Kwinana	1,873	863	0	0.0%
Shire of Lake Grace	11	2	0	0.0%
Shire of Laverton	1	1	0	0.0%
Shire of Leonora	4	4	0	0.0%
City of Mandurah	6,304	2,264	8	0.1%
Shire of Manjimup	64	18	0	0.0%
Shire of Meekatharra	2	2	0	0.0%
City of Melville	10,738	2,221	0	0.0%
Shire of Menzies	0	0	0	0.0%
Shire of Merredin	101	21	5	5.0%
Shire of Mingenew	28	4	6	21.4%
Shire of Moora	74	0	0	0.0%
Shire of Morawa	0	0	0	0.0%

Where total number of pools is recorded as '0' this indicates the local government has no registered pools in their jurisdiction.

Progress report - Local governments' periodic inspections of private swimming pool safety barriers 2022/23

Local government	Total no. pools	Inspected in 2022/23	Overdue	Overdue Percentage
Town of Mosman Park	963	374	36	3.7%
Shire of Mount Magnet	8	0	2	25.0%
Shire of Mount Marshall	5	5	0	0.0%
Shire of Mukinbudin	2	0	1	50.0%
Shire of Mundaring	3,756	1,496	155	4.1%
Shire of Murchison	0	0	0	0.0%
Shire of Murray	1,245	225	0	0.0%
Shire of Nannup	11	0	1	9.1%
Shire of Narembeen	12	0	0	0.0%
Shire of Narrogin	138	11	0	0.0%
City of Nedlands	3,019	697	0	0.0%
Shire of Ngaanyatjarraku	0	0	0	0.0%
Shire of Northam	528	130	57	10.8%
Shire of Northampton	173	44	68	39.3%
Shire of Nungarin	0	0	0	0.0%
Shire of Peppermint Grove	280	81	0	0.0%
Shire of Perenjori	5	4	1	20.0%
City of Perth	221	109	0	0.0%
Shire of Pingelly	34	6	0	0.0%
Shire of Plantagenet	18	17	0	0.0%
Town of Port Hedland	947	605	44	4.6%

Where total number of pools is recorded as '0' this indicates the local government has no registered pools in their jurisdiction.

Progress report - Local governments' periodic inspections of private swimming pool safety barriers 2022/23

Local government	Total no. pools	Inspected in 2022/23	Overdue	Overdue Percentage
Shire of Quairading	*Data not provided by deadline*			
Shire of Ravensthorpe	0	0	0	0.0%
City of Rockingham	10,991	3,193	4	0.0%
Shire of Sandstone	3	2	0	0.0%
Shire of Serpentine-Jarrahdale	2666	659	16	0.6%
Shire of Shark Bay	7	6	1	14.3%
City of South Perth	2,966	1,235	495	16.7%
City of Stirling	13,280	3,473	13	0.1%
City of Subiaco	773	90	15	1.9%
City of Swan	8,877	3,355	3	0.0%
Shire of Tammin	1	1	0	0.0%
Shire of Three Springs	2	2	0	0.0%
Shire of Toodyay	102	3	76	74.5%
Shire of Trayning	3	0	0	0.0%
Shire of Upper Gascoyne	*Data not provided by deadline*			
Town of Victoria Park	987	0	0	0.0%
Shire of Victoria Plains	19	18	1	5.3%
City of Vincent	1,215	266	44	3.6%
Shire of Wagin	82	1	0	0.0%
Shire of Wandering	20	20	0	0.0%
City of Wanneroo	15,295	3,485	20	0.1%

Where total number of pools is recorded as '0' this indicates the local government has no registered pools in their jurisdiction.

Progress report - Local governments' periodic inspections of private swimming pool safety barriers 2022/23

Local government	Total no. pools	Inspected in 2022/23	Overdue	Overdue Percentage
Shire of Waroona	194	70	5	2.6%
Shire of West Arthur	4	0	0	0.0%
Shire of Westonia	0	0	0	0.0%
Shire of Wickepin	2	0	0	0.0%
Shire of Williams	28	0	1	3.6%
Shire of Wiluna	0	0	0	0.0%
Shire of Wongan-Ballidu	36	0	0	0.0%
Shire of Woodanilling	10	0	0	0.0%
Shire of Wyalkatchem	17	0	9	52.9%
Shire of Wyndham-East Kimberley	308	81	23	7.5%
Shire of Yalgoo	0	0	0	0.0%
Shire of Yilgarn	35	15	0	0.0%
Shire of York	171	144	23	13.5%
TOTAL:	175,535	50,258	2,722	1.6%

Where total number of pools is recorded as '0' this indicates the local government has no registered pools in their jurisdiction.

Department of Mines, Industry Regulation and Safety
Building and Energy

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National Relay Service: 13 36 77
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At 4:15 pm, Cr Geoff Davis entered to the meeting.

8.6 ENVIRONMENTAL HEALTH COMPLIANCE PROCESS AND ANNUAL REPORTING UNDER THE FOOD ACT 2008 AND PUBLIC HEALTH ACT 2016

File Number: **7035**

Author: **Mark Chadwick, Manager of Development Services**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

The purpose of this report is to inform Council of activities undertaken by the Shires Environmental Health team function and of the requirement to report on certain activities to the Department of Health Western Australia annually.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

Environmental Health is a service function provided by the Shire of Derby West Kimberley (SDWK) which aims to protect, reduce and mitigate health hazards associated with diseases such those caused by mosquito's, contaminated food, overcrowded accommodation, polluted drinking water, effluent any many others. The service assesses health risks in the environment, develops mitigation strategies, enforces and monitors local laws and regulations governing public health, in order to uphold and advance good environmental health practices that aims to safeguard and enhance human health.

The Department of Health Western Australia requires local government enforcement agencies to submit an annual report on their performance under the:

- *Food Act 2008 (section 121)*
- *Public Health Act 2016 (section 22)*

Reports are mandatory and must be submitted each financial year between 1 July to 31 August. Examples of the Food Act 2008 and Public Health Act 2016 reports are provided as attachment 3 and 4 respectively.

These reports assist the CEO of the Department of Health and the Chief Health Officer to anticipate: issues associated with the administration of public health legislation**,** gauge the level of consistency in which public health legislation is being administered across WA and identify knowledge gaps and areas for future policy development.

The Department of Health releases at the completion of each financial year an online reporting template, which includes details on what a local government will be required to report on. This guideline for the report is provided as attachment 2.

STATUTORY ENVIRONMENT

The following Acts and Regulations that are also used when ensuring health premises and other businesses are compliant within the shire. Officers are delegated powers and authorisations under most of the following acts and regulations to undertake their normal duties. These are as follows:

Environmental health hazards

Health (Miscellaneous Provisions) Act 1911

Food Regulations 2009

Construction Camp Regulations

Fly Eradication Regulations

Health (Air-handling and Water Systems) Regulations 1994

Health (Asbestos) Regulations 1992

Health (Construction Work) Regulations 1973

Health Act (Laundries and Bathrooms) Regulations

Health (Public Buildings) Regulations 1992

Health (Pesticides) Regulations 2011

Health (Prescribed Insect Pests) Regulations 1991

Health (Notification of Lead Poisoning) Regulations 1985

Registration, Enforcement and Discharge of Local Authority Charges on Land Regulations

Sewerage (Lighting, Ventilation and Construction) Regulations 1971

Tobacco products control

Tobacco Products Control Act 2006

Tobacco Products Control Regulations 2006

Water

Fluoridation of Public Water Supplies Act 1996

Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974

Health (Temporary Sanitary Conveniences) Regulations 1997

Health Act (Underground Water Supply) Regulations 1959

Health (Aquatic Facilities) Regulations 2007

In addition, the service function also enforces other legislation relevant to **Waste Facilities** and reporting, **Contaminated sites**, **Environmental Protection** and others, which are not the subject of this agenda report.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The Shire adopts a budget each year to ensure the legislative requirements are being met.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.1 Collaboration and partnership	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Environmental Health compliance processes support businesses and the community be helping them to comply with regulatory requirements through education, promotion and enforcement strategies.	Likely	Moderate	Low	The Shire mitigates unlawful practices conducted by businesses and in the community by engaging in preventative actions and statutory compliance.

CONSULTATION

The Department of Health WA is consulted regarding all aspects of Environmental Health and this includes regular annual reporting as provided in attachment 1. Other stakeholders are also consulted such as Department of Water Environmental Regulation, Department of Energy, Mines, Industry Regulation and Safety, Department of Agriculture and Food, Department of Communities, Department of Housing and others.

COMMENT

Environmental health is effectively managed by the staff available within the Shire. An excel spreadsheet is used to track registrations and licences of businesses. General correspondence is also captured in Synergy Soft within the health premises module, and as part of the Shires overall records management system.

The excel spreadsheet generated from the Health Premises module in Synergy, provides the source of data for the annual report provided to the Department of Health WA in attachment 1. This serves as the baseline for registration, licensing and surveillance work carried out by the environmental health team.

Other programs that are implemented within the service include implementing the mosquito management plan, investigation of health-related customer complaints, water sampling, maintaining an asbestos register, development referrals, septic tank approvals, investigation of pollution incidents, annual waste management reporting and others.

Process mapping for the environmental health team is still in progress, whilst an environmental health procedures manual exists it is used as a referral document for all environmental health related procedures. The Department of Health WA has also provided a Public Health Act Manual

which is published on its website. This manual is very detailed (i.e. 119 pages) and provides all the relevant details relating to public health that local government is expected to implement.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Shire Response to Annual Reporting under the Food Act 20028 and Public Health Act 2016**
2. **Department of Health WA Reporting Guidelines for Annual Reports**
3. **Food Act Report 2022**
4. **Public Health Act 2020 Summary**

COMMITTEE RESOLUTION AC21/24

Moved: Cr Brett Angwin
Seconded: Cr Geoff Haerewa

That the Audit and Risk Committee:

1. **Notes the response to the Department of Health Western Australia for the Annual Reporting under the Food Act 2008 and Public Health Act 2016, as submitted by Officers; and**
2. **Notes the associated attachments provided in this report.**

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0

Response ID ANON-XXMP-2MH8-C

Submitted to 2023-2024 Food Act 2008 and Public Health Act 2016 Reporting
Submitted on 2024-07-04 09:53:42

Food Act 2008 and Public Health Act 2016 Reporting

1 What is your Local Government name?

LGA:
Shire of Derby West Kimberley

Part A

2 How many Full-time Equivalent (FTE) Public Health Act authorised officers worked in your local government?

Number:
1.2

3 How many FTE persons that assisted authorised officers with their duties in your LG worked in your LG?

Number:
0.05

4 Did your local government experienced difficulties recruiting appropriately qualified persons to be designated as authorised officers under the Public Health Act during the reporting period?

Yes

If yes, please specify.:

The Shire appointed a EH technical officer to replace the vacancy of EHO in March 2024.

5 Did your local government have any authorised officers return their certificate of authority (i.e. cease to be authorised officers) during the reporting period?

Yes

If yes, how many?:
1

Part B

6 What is the number of FTE authorised officers? (as at 30 June 2024)

Number:
0.1

7 What is the number of FTE authorised officers - persons to assist with the discharge of duties of an authorised officer? (as at 30 June 2024)

Number:
1

8 If you had Food Act authorised officers who are not Environmental Health Officers, what were their primary qualifications?

Non-EHO qualifications

If non-EHO qualifications, specify type and number of each:

One was qualified from Kenya, the other with Environmental Science degree enrolled in Edith Cowan University. The subsequent EH Technical Officer joined in March 2024.

Food Businesses

9 What is the total number of food businesses in the enforcement agency's jurisdiction? (as at 30 June 2024)

Number:
43

10 How many food businesses were assessed at the frequency that was determined by the enforcement agency?

Number:
42

11 How many routine food safety assessments were conducted?

Number:
42

12 What is the number of food businesses by risk rating? (as at 30 June 2024)

High:
3

Medium:
33

Low:
4

Very low/exempt:
0

Not determined/other risk categories used:
2

Food Act compliance and enforcement activities

13 Number of prosecutions instigated

Number of prosecutions instigated:
0

14 Number of successful prosecutions

number of successful prosecutions:
0

15 Number of improvement notices served

Number of improvement notices served:
3

16 Number of infringement notices served

Number of infringement notices served:
0

17 Number of prohibition orders served

Number of prohibition orders served:
1

18 Number of seizures performed

Number of seizures performed:
0

Part C

19 What is the total number of food businesses captured under Standard 3.3.1? (as at 30 June 2024)

Number:
1

20 Does your LG conduct routine inspections of these premises in addition to reviewing regulatory food safety auditor reports?

No

21 How many of these food businesses have a food safety program that is verified?

Number:
1

22 How many of these food businesses are undergoing regulatory food safety auditing?

Number:
1

23 How many food businesses were not audited at their required frequency?

Number:
0

24 How many regulatory food safety audits led to compliance and enforcement action during the reporting year?

number:
0

Primary Production and Processing

25 What is the total number of food businesses captured by the Standard/s? (as at 30 June 2024)

Seafood primary producer/processor (other than bivalve molluscs) (Standard 4.2.1):
0

Poultry producer (Standard 4.2.2):
0

Poultry processor (Standard 4.2.2):
0

Meat producer/processor (Australian Standards related to meat and Standard 4.2.3):
0

Dairy primary producer/processor (Standard 4.2.4) Department of Health only:
0

Egg producer/processor (Standard 4.2.5):
0

Seed sprouts producer/processor (Standard 4.2.6):
0

26 How many of these food businesses are registered?

Seafood primary producer/processor (other than bivalvle molluscs) (Standard 4.2.1):
0

Poultry producer (Standard 4.2.2):
0

Poultry processor (Standard 4.2.2):
0

Meat producer/processor (Australian Standards related to meat and Standard 4.2.3):
0

Dairy primary producer/processor (Standard 4.2.4) Department of Health only:
0

Egg producer/processor (Standard 4.2.5):
0

Seed sprout producer/processor (Standard 4.2.6):
0

27 How many of these food businesses have a food safety program / management system/ management statement / approved arrangement that has been verified, approved or recognised?

Seafood primary producer/processor (Standard 4.2.1) Department of Health only, not applicable to Division 2 - general seafood safety requirements:
0

Poultry producer (Standard 4.2.2):
0

Poultry processor (Standard 4.2.2):
0

Meat producer/processor (Australian Standards related to meat and Standard 4.2.3):
0

Dairy primary producer/processor (Standard 4.2.4) Department of Health only:
0

Egg producer/processor (Standard 4.2.5):
0

Seed sprout producer/processor (Standard 4.2.6):
0

28 How many of these food businesses were assessed or audited in relation to the Standard/s during the reporting year?

Seafood primary producer/processor (other than bivalve molluscs) (Standard 4.2.1):
0

Poultry producer (Standard 4.2.2):
0

Poultry processor (Standard 4.2.2):
0

Meat producer/processor (Australian Standards related to meat and Standard 4.2.3):
0

Dairy primary producer/processor (Standard 4.2.4) Department of Health only:
0

Egg producer/processor (Standard 4.2.5):
0

Seed sprout producer/processor (Standard 4.2.6):
0

Part D

29 How many food businesses considered allergen management as part of their food operations?

nearly all

30 What is the number of food businesses captured by Standard 3.2.2A

number:
1

31 How many of these have appointed a Food Safety Supervisor?

number:
0

32 Number of re-inspections

number:
6

33 Number of food complaints investigated

number:
2

Feedback

34 Is there any feedback or suggestions that you would like to provide?

Please specify:

The Shire delivered a short food handler awareness session to promote the food handler supervisors' course. It was held in December 2023 and had 10% or so of businesses represented. Businesses have been also reminded to enrol in the available courses during routine inspections.
The Shire completed food sampling of locally manufactured food and no adverse findings were made.

Signed declaration by enforcement agency

35 Enforcement Agency

Enforcement Agency:
Shire of Derby West Kimbeley

36 Declaration

By checking this box, I declare that this is a true and accurate report on the performance of the functions during the 2023/2024 financial year and that I have the authorisation to submit this report on behalf of the Chief Executive Officer of the Local Government stated above. I understand that this declaration and the information I have provided will be retained according to the government record keeping laws.:
Yes

37 Authorisation

Name :
Mark Chadwick

Position:
Manager Community Environments

Date:
4 July 2024

Email:
Mark.Chadwick@sdwk.wa.gov.au

Generic email address for the environmental health team:
Mark.Chadwick@sdwk.wa.gov.au

Government of Western Australia
Department of Health

Guideline on *Food Act 2008* and *Public Health Act 2016* Enforcement Agency Reporting

Local government enforcement agencies are required to report to the Department of Health on their performance of functions under the *Food Act 2008* (Food Act) (as required by section 121) and the *Public Health Act 2016* (Public Health Act) (as required by section 22).

This document provides guidance on the questions and should be read when compiling your responses. Your response must be submitted to the Department of Health online at 2023-2024 Food Act 2008 and Public Health Act 2016 Reporting - Western Australia Department of Health - Citizen Space by **31 August**.

If you require any further assistance with these reporting requirements, please contact the Food Team, Environmental Health Directorate on (08) 9222 2000 or email foodsafety@health.wa.gov.au

Part A – Public Health Act functions

The information gathered in this part relates to your functions under the Public Health Act.

Public Health Act authorised officers

Question 2: How many Full Time Equivalent (FTE) Public Health Act authorised officers worked in your LG?

Question 3: How many FTE persons that assist authorised officers with their duties in your LG worked in your LG?

Authorised officers are persons who are designated the authority to administer and enforce provisions of the Public Health Act on behalf of the enforcement agency. They are designated by the enforcement agency (LG) under section 24 of the Public Health Act. It is the responsibility of the enforcement agency under section 27 to keep a list of all authorised officers.

Persons that assist authorised officers with their duties may be involved in a range of activities such as collection of public health data, drafting of correspondence, or reviewing and verifying compliance of public health activities. The specific role of this class of person may vary from local government to local government. For example, administration/customer service, finance, legal, rangers, and Environmental Health officers. Question 3 enables the Department of Health to monitor the total numbers of personnel involved with legislative functions under the Act. It is suggested that each local government keeps a record of the specific roles and job descriptions of persons that assist authorised officers with their duties so that a full-time equivalent estimate can be maintained consistently for all future reporting.

Further information about Public Health Act authorised officers can be found on the Department of Health website. The response to these questions should be on a full-time equivalent basis, which is a calculation of the total time that all authorised officers in your local government perform Public Health Act functions, where one day per week is 0.2 full-time equivalent. The response is numeric (decimals accepted).

Question 4: Did your LG experience difficulties recruiting appropriately qualified persons to be designated as authorised officers under the Public Health Act during the reporting period? If yes, please specify.

An enforcement agency may designate as an authorised officer:

- environmental health officers, as appointed under the Act, or
- persons who are not appointed environmental health officers, but who possess other appropriate qualifications and experience to perform particular functions under the Act.

Further information about qualifications of Public Health Act authorised officers is on the Department of Health website.

Please advise if you have experienced difficulties recruiting appropriately qualified persons to be designated as authorised officers under the Public Health Act during the reporting period. The response is a choice of 'Yes' or 'No'. If your response is 'Yes' please provide further information about your recruiting difficulties.

Questions 5: Did any authorised officers return their certificate of authority (i.e. cease to be authorised officers) during the reporting period? If yes, how many?

The response to this question is a choice of 'Yes' or 'No'. If your response is 'Yes' please advise how many (this response is numeric, whole numbers only).

Part B – Food Act functions

The information gathered in this section relates to your core functions under the Food Act.

Food Act authorised officers

Question 6: What is the number of FTE Food Act authorised officers? (as at 30 June 2024)

Question 7: What is the number of FTE authorised officers - persons to assist with the discharge of duties of an authorised officer? (as at 30 June 2024)

Food Act authorised officers are persons appointed by enforcement agencies under Part 10 Division 3 of the Food Act or designated by a local government as an authorised officer under section 24(1) of the Public Health Act for the purposes of the Food Act.

Persons to assist with the discharge of duties of Food Act authorised officers have some but not all of the powers and functions under the Food Act of authorised officers, in accordance with the CEO Guideline on the appointment of persons to assist with the discharge of duties of an authorised officer (PDF 244KB).

The response to this question should include Food Act authorised officers that are local government employees as well as contractors. The response should be on a full-time equivalent basis, which is a calculation of the total time that all Food Act authorised officers in your enforcement agency perform Food Act/food safety activities, where one day per week is 0.2 full-time equivalent. The response must be numeric (decimals accepted).

Question 8: If you had Food Act authorised officers who are not Environmental Health Officers, what were their primary qualification?

Food Act authorised officers are persons appointed by enforcement agencies under Part 10 Division 3 of the Food Act or designated by a local government as an authorised officer under the *Public Health Act 2016* section 24(1), for the purposes of the Food Act.

Food Act enforcement agencies may appoint a Food Act authorised officer if they are an environmental health officer, or if the enforcement agency, having regard to guidelines issued by the CEO, considers the person has appropriate qualifications and experience to perform the functions of an authorised officer.

Qualifications suitable to be appointed as an Environmental Health Officer can be found on the Department of Health website.

The response to this question should include each qualification type and subject, and the number of Food Act authorised officers that hold the qualification (the total number of officers, not full-time equivalent). This is the primary qualification for appointment of authorised officers who are not environmental health officers. Please do not include ancillary qualifications.

The response to this question enables the Department of Health to monitor the types of qualifications (other than environmental health officer qualifications) that enforcement agencies consider are appropriate for appointment as Food Act authorised officers.

Food businesses

Data obtained from the following questions enables the Department of Health to monitor the size and composition of the food industry that is regulated by Western Australian (WA) enforcement agencies, as well as the food safety assessment activities of enforcement agencies. Data on the type of food businesses is used to inform state and national food regulatory activities, where specific food industry sector data is required.

Question 9: What is the total number of food businesses in the enforcement agency's jurisdiction? (as at 30 June 2024)

The total number of food businesses includes all food businesses (as defined in section 10 of the Food Act) within an enforcement agency's district. This includes both food businesses that are registered under Part 9 the Food Act with the enforcement agency, and those that have notified only (exempted food businesses (section 109 (2) of the Food Act)).

Do not include temporary and mobile food businesses that are registered (i.e. primarily located) with other enforcement agencies and operate temporarily within your enforcement agency district.

The response is numeric (whole number).

Question 10: How many food businesses were assessed at the frequency that was determined by the enforcement agency?

Of the total number of food businesses within your jurisdiction (response to question 9), please advise how many of these were assessed at the assessment frequency that was determined by the enforcement agency. Also include those that were assessed at a higher frequency than determined.

The response is numeric (whole number).

Question 11: How many routine food safety assessments were conducted?

Routine food safety assessments are assessments performed at a food premises by authorised officers to assess food business' compliance with the food safety legislation. This does not include assessments to investigate complaints, or to follow-up from previous assessments or enforcement action. See food act compliance and enforcement activities to answer these questions.

The response is numeric (whole number).

Question 12: What is the number of food businesses by risk rating? (as at 30 June 2024)

The Department of Health encourages enforcement agencies to undertake risk profiling of food businesses to assist with determining an appropriate frequency and scope of food safety assessments. The Department of Health Food business risk classification system (PDF 257KB) guidance on the classification of food businesses is provided to assist enforcement agencies with risk profiling, which is based on the Food Standards Australia New Zealand priority classification system for food businesses.

The total number of food businesses per risk rating should be entered into the respective category. The response must be numeric and a whole number.

Please include all food businesses in your jurisdiction including those that are registered under the Food Act with your enforcement agency, and food businesses exempted from registration (notified only). Do not include temporary and mobile food businesses from other local government enforcement agency districts.

If food businesses have not been risk classified, or if you have used other risk classifications, include the number of food businesses in 'not determined/other risk categorises used'.

Please check that the total number of food businesses in response to this question is equal to the total number of food businesses in Question 9.

The response is numeric (whole number).

Food Act compliance and enforcement activities

Question 13: Number of prosecutions instigated

Question 14: Number of successful prosecutions.

Question 15: Number of improvement notices served.

Question 16: Number of infringement notices served.

Question 17: Number of prohibition orders served.

Question 18: Number of seizures performed.

Questions 13 to 18 relate to the number of enforcement actions taken. The response must be numeric (whole number). Please provide the following data for enforcement activities:

- The number of prosecutions instigated under the Food Act, and the number of prosecutions that were successful during the reporting year. Note that some of the successful prosecutions may have been instigated prior to the reporting period.

- The number of seizures performed, which is the number of occasions that seizure powers were utilised (in accordance with Part 5 of the Food Act), not the number of individual items seized.
- The number of improvement notices served in accordance with Part 6, Division 1 of the Food Act.
- The number of infringement notices served in accordance with section 126 of the Food Act.
- The number of prohibition orders served under Part 6, Division 2 of the Food Act.

The data obtained from these questions allows for the monitoring of frequency and trends in the use of Food Act enforcement provisions.

Part C The information gathered in this section relates to a focus area for the reporting period.

Regulatory food safety auditing

Questions 19 to 24 relate to implementation of Part 8 – Auditing of the Food Act and the WA regulatory food safety auditing system. Information about the WA regulatory food safety auditing system including guidelines and forms is available on the Department of Health website.

This data is used by the Department of Health to monitor the implementation of key regulatory functions for food safety auditing, as well as the size of this food industry sector.

Note that for local government, the responses do not include public hospitals as they are enforced by the WA Department of Health.

The response to these questions are numeric, whole number.

Question 19: What is the total number of food businesses captured under Standard 3.3.1? (as at 30 June 2024)

Standard 3.3.1 (Food safety programs for food service to vulnerable persons) of the Australia New Zealand Food Standards Code (the Code) requires certain food businesses involved in food service where potentially hazardous food is served to vulnerable people to implement a documented and audited Food Safety Program (FSP). The response to this question is the total number of food businesses in your jurisdiction that are required to comply with Standard 3.3.1 e.g. aged care facilities, childcare facilities, delivered meals to vulnerable persons, private hospitals etc. Note that this does not include public hospitals as they are enforced by the WA Department of Health.

Question 20: Does your LG conduct routine inspections of these premises in addition to reviewing regulatory food safety auditor reports?

The Department is seeking confirmation that these food businesses are being routinely inspected by local government authorised officers in addition to having regulatory food safety audits required under Standard 3.3.1.

Question 21: How many of these food businesses have a food safety program that is verified?

In accordance with Food Act 2008 Regulatory Guideline 6 – Regulatory Food Safety Auditing in Western Australia (PDF 95KB) (previously Regulatory Guideline 1: Introduction of Regulatory Food Safety Auditing in Western Australia), enforcement agencies are required to verify that a food safety program substantially complies with the requirements of Standard 3.2.1 – Food Safety Programs, of the Code.

Of the total number of food businesses captured by Standard 3.3.1 (response to question 21) please provide the number that have a food safety program that has been verified by your local government enforcement agency to substantially comply with Standard 3.2.1 of the Code.

Question 22: How many of these food businesses are undergoing regulatory food safety auditing?

In accordance with Part 8 of the Food Act and the WA regulatory food safety auditing system, food businesses captured by Standard 3.3.1 of the Code must commence regulatory food safety auditing within 6 months of the date of verification (refer to Food Act 2008 Regulatory Guideline 6 – Regulatory Food Safety Auditing in Western Australia (PDF 95KB).

Of the total number of food businesses captured by Standard 3.3.1 (response to question 19) please provide the number that are undergoing regulatory food safety auditing.

Question 23: How many businesses were not audited at their required frequency?

Food businesses captured by Standard 3.3.1 of the Code are required to be audited under the Food Act at the frequency determined by the enforcement agency using the WA Priority Classification System (PDF 73KB).

Please provide the total number of food businesses that were not audited at their required frequency during the reporting year.

Question 24: How many regulatory food safety audits led to compliance and enforcement action during the reporting year?

Enforcement agencies are responsible for responding to audit findings where they require a compliance and/or enforcement response (i.e. where issues have been identified that relate to non-compliance with the Code or offences against the Food Act). Please provide the number of audits that resulted in the enforcement agency taking compliance and enforcement action during the reporting year.

This includes the issuing of improvement notices, infringement notices, prohibition orders or prosecution through the courts.

Primary production and processing

Questions 25 to 28 relate to food regulatory activities for businesses captured by the Chapter 4 Standards of the Code, and meat producers/processors that are required to comply with the Australian Standards related to meat. This data is used by the Department of Health to monitor the implementation of these Standards in WA, identify areas that may require additional support, and to inform work on state-wide food-borne illness reduction.

Note that whilst the Department of Health is the controlling authority for meat food businesses, it is the enforcement agency (local government) that is required to report this data. These questions do not apply to export food businesses.

From 12 February 2025, Standards 4.2.7 (Berries), 4.2.8 (Leafy Vegetables) and 4.2.9 (Melons) come into effect. Local governments will be asked to report activities relating to these horticultural food businesses, some of which will require to be registered under the Act.

The response to these questions are numeric, whole number.

Question 25: How many food businesses captured by the Standard/s?

Question 26: How many of these food businesses are registered?

Provide the total number of food businesses that are captured by each of the Standards that are in your jurisdiction. Note that dairy and bivalve mollusc food businesses are enforced by the WA Department of Health and therefore data should not be provided for these businesses by local governments.

Under these standards, “processors” generally exclude manufacturing and retail sale activities. Manufacturers and retailers are captured by Chapter 3 of the Food Standards Code.

Of these food businesses, provide the number that you have registered under the Food Act. This would exclude export registered establishments exempted from registration under Section 109 / Regulation 13.

Question 27: How many of these food businesses have a food safety program/ management system/ statement/ approved arrangement that has been verified or approved or recognised?

The food businesses captured by the Chapter 4 Standards of the Code and the Australian Standards related to meat are required to implement some form of food safety management system, as required by the relevant standard. Depending on the requirements of the standard, this includes food safety programs, food safety management systems, food safety management statements or approved arrangements. These systems must be verified, or approve or recognise, in accordance with the relevant standard.

Please provide the total number of food businesses that have a food safety program/ management system/ statement/ approved arrangement that has been verified or approved or recognised.

Note that this question does not apply to Division 2 – general seafood safety requirements of Standard 4.2.1, and only bivalve molluscs (which are enforced by the WA Department of Health). Therefore, the response to this question for Standard 4.2.1 by local governments should be 0.

This question does not apply to export food businesses.

Question 28: How many of these food businesses were assessed or audited in relation to the standard/s during the reporting year?

Food businesses required to comply with these standards should be assessed or audited (depending on the specific regulatory requirements) against the standard. Please provide the total number of food businesses that were assessed or audited in relation to the standard/s during the reporting year.

Depending on the requirements of each standard, the assessments or audits may be conducted by the appropriate enforcement agency, the controlling authority (WA Department of Health), or an approved regulatory food safety auditor (part 8 of the Food Act).

Where the audits are conducted by the WA Department of Health as the controlling authority (for meat) the local government enforcement agency is required to report this data.

Part D The information gathered in this section relates to new questions for this reporting period.

This section has been introduced to highlight specific focus areas and these questions may change year to year. Please note, if you have not collected the information requested at Q29 to Q33, these will be repeated in the 2024/25 reporting year.

Question 29: How many food businesses considered allergen management as part of their food operations?

What level of consideration food businesses are applying to allergen awareness in their food operations. Answer using one of the following options.

- only a few, or
- around a quarter, or
- around half, or
- nearly all of the food businesses

Question 30: What is the number of Food businesses captured by standard 3.2.2A?

Question 31: How many of these have appointed a Food Safety Supervisor?

Question 32: Number of re-inspections

The number of re-inspections conducted of food businesses following routine inspections.

Question 33: Number of complaints investigated.

The number of complaints received that were investigated by the local government. This includes all allegations investigated (whether confirmed or not if a breach of the Food Act has occurred).

Question 34: Is there any other feedback or suggestions you would like to provide?

Signed declaration by enforcement agency.

The report must be authorised by the Chief Executive Officer of the enforcement agency. This signed form is not required to be sent to the Department of Health, please keep it for your records. When submitting the report online, the person submitting the report will need to check the following declaration:

"*By checking this box, I declare that this is a true and accurate report on the performance of the functions during the <year> financial year and that I have the authorisation to submit this report on behalf of the Chief Executive Officer of the Local Government stated above. I understand that this declaration and the information I have provided will be retained according to the government record keeping laws*."

Submitting the report

The report must be submitted to the Department of Health online at https://consultation.health.wa.gov.au by **31 August**.

This document can be made available in alternative formats on request for a person with disability.

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health.wa.gov.au

Government of **Western Australia**
Department of **Health**

Food Act 2008 Enforcement Agency Reporting 1 July 2019 to 30 June 2022

health.wa.gov.au

Prepared by the Department of Health

Contact the Environmental Health Directorate:

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PERTH BUSINESS CENTRE WA 6849

Email foodsafety@health.wa.gov.au

Phone +61 (08) 9222 2000

Website www.health.wa.gov.au

Acknowledgements

The Department of Health would like to thank the people and organisations who contributed to this report.

The following agencies contributed to this report:

Local government authorities

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Department of Health

Environmental Health Directorate

Communications Directorate

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Abbreviations, acronyms, initialisms and definitions

Authorised officer	means a person appointed under Part 10 Division 3 of the Food Act
CEO	Chief Executive Officer (Director General) of the Department of Health
Code	Australia New Zealand Food Standards Code
Enforcement agency	the CEO of the Department of Health, or the local government
Food Act	*Food Act 2008*
Food business	means a business, enterprise or activity that involves the handling of food intended for sale or the sale of food
FSMS	food safety management statement
FTE	full-time equivalent
WA	Western Australia

2021/22 Food Act reporting data summary

Introduction

Food Act 2008 (Food Act) enforcement agencies are required to report to the Chief Executive Officer of the Department of Health (the CEO) on the performance of food regulatory functions, in accordance with section 121(1) of the Food Act. The CEO has determined that enforcement agency reporting is undertaken annually in line with the financial year.

This summary report on the performance by enforcement agencies of functions under the Food Act is for the three financial years from 1 July 2019 to 30 June 2022.

There are 138 enforcement agencies in Western Australia (WA) consisting of 137 local governments and the Department of Health. The number of enforcement agencies that submitted a report each year was:

- 2019/20: 138 enforcement agencies (100%)
- 2020/21: 134 enforcement agencies (97%)
- 2021/22: 124 enforcement agencies (90%)

This report contains information received from enforcement agencies across seven key reporting areas:

- authorised officers,
- food businesses,
- compliance and enforcement activities,
- regulatory food safety auditing,
- primary production and processing,
- food safety education and training, and
- enforcement agency highlights.

Limitations and considerations

The data contained in this report is self-reported by enforcement agencies. The Department of Health takes steps to verify the data and follow-up anomalies, however, cannot guarantee that the data is free from error.

This report provides data on a range of regulatory activities. In addition to these reported regulatory activities enforcement agencies have an array of strategies to assist to achieve food business compliance and positive food safety outcomes, and autonomy in their application. There are therefore limitations to conclusions that can be drawn from the data in this report on the performance of regulatory functions.

There are many factors that can impact enforcement agencies' regulatory activities, and these may vary across enforcement agencies and regions of WA. For example, there is variation in the type of food businesses, the geographical area of an enforcement agency's jurisdiction, and distribution of food businesses which should be taken into consideration when comparing enforcement agency and geographical region data.

As the number of enforcement agencies that submitted a report varied each year, this should be considered when looking at trends across the three reporting years. In 2020/21 and 2021/22 there was not a 100% enforcement agency response rate and therefore this data cannot be used to represent all of WA.

Key reporting areas and findings

Food Act authorised officers

Food Act authorised officers perform a range of food business monitoring, compliance and enforcement activities, including undertaking specific functions of the Food Act. Persons to assist with the discharge of duties of authorised officers have some but not all Food Act authorised officer powers and functions.

The following table gives the number of fulltime equivalent (FTE) authorised officers each year and the percentage change on the previous year.

	2019/20	2020/21	2021/22
FTE authorised officers in WA	278.7	266.5	243.6
(percentage change on previous year)	(-4.6%)	(-4.5%)	(-8.6%)
FTE persons that assist	54.9	60.8	63
(percentage change on previous year)	(-25.8%)	(+10.5%)	(+3.6%)

There has been a decrease in the number of authorised officers across the three years. Some of this decrease can be accounted for by reduced enforcement agency reporting rates. In 2020/21 four enforcement agencies did not provide a response which accounts for 2.9 FTE authorised officers out of the 12.5 FTE decrease on the previous year. In 2021/22 14 enforcement agencies did not provide a response which accounts for 16.4 FTE authorised officers out of the 22.9 FTE decrease on the previous year.

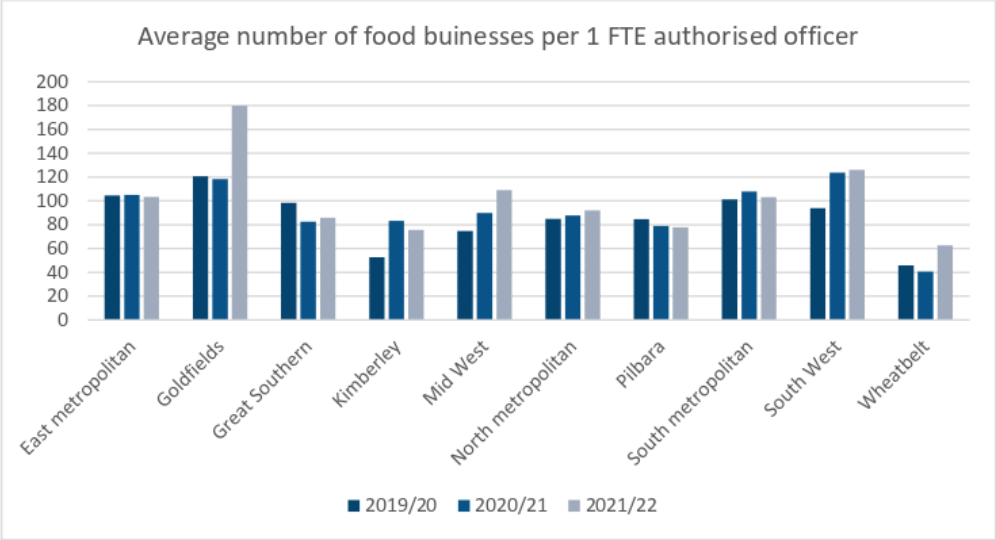
In 2019/20 a single enforcement agency reported a decrease of 14.9 FTE persons that assist authorised officers from the previous year, which forms a large portion of the decrease of 19 FTE in WA. The following two years saw an increase in the number of FTE persons that assist authorised officers, even with the lower response rate from enforcement agencies in these years. In 2020/21 a single enforcement agency reported an increase of 10.9 FTE from the previous year.

The number of FTE authorised officers per enforcement agency ranged from 13 in the largest, whilst two enforcement agencies reported that they did not have any authorised officers. These enforcement agencies still reported that regulatory activities were carried out during the year, therefore they may have contracted out this work or the officer may have recently resigned.

Most enforcement agency Food Act authorised officers are environmental health officers. Under the Food Act enforcement agencies may appoint a person to be an authorised officer if the enforcement agency considers the person has appropriate qualifications and experience to perform the functions of an authorised officer. Non-environmental health qualifications of authorised officers that were reported include building surveying, and food science/technology.

In WA the average number of food businesses per one FTE authorised officer was 88.5 in 2019/20, 95 in 2020/21 and 98.6 in 2021/22.

The following chart gives the average number of food businesses per 1 FTE authorised officer in each of the health regions in WA across the three reporting years.



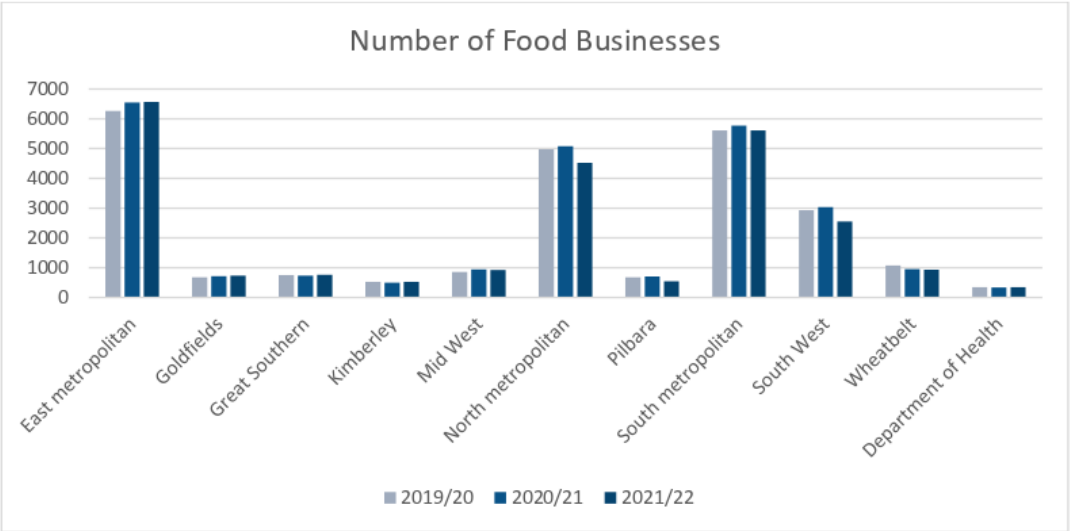
The Goldfields region saw an increase in the average number of food businesses per 1 FTE authorised officer in 2021/22 due to three enforcement agencies reporting decreases in their number of authorised officers.

Food businesses

Number of food businesses

The number of food businesses in WA reported by enforcement agencies was 24 669 in 2019/20, which increased to 25 325 in 2020/21 and decreased to 24 021 in 2021/22. In 2021/22 14 enforcement agencies did not provide a response which accounts for a reduction of 1459 food businesses from the previous year.

The following chart gives the number of food businesses by health region across the three years.



The number of food businesses per enforcement agency ranged from 1 in the smallest to 1588 in the largest in 2021/22.

Frequency of onsite food safety assessments

In 2020/21 and 2021/22 enforcement agencies were asked to provide information on how they determine the frequency of routine onsite food safety assessments, and how many of their food businesses were assessed at their assigned assessment frequency.

Enforcement agencies are encouraged to adopt a risk-based approach to food safety assessments. The WA Food Business Risk Profiling Tool was developed to assist enforcement agencies determine a suitable assessment frequency based on the risk of a food business.

The following table gives the breakdown of the methods used by enforcement agencies to determine the frequency of food safety assessments.

	2020/21	2021/22
Number of enforcement agencies that provided information on their method of determining food business assessment frequency	129	111
Number that used a risk-based approach	124 (96.1%)	105 (94.6%)
Number that used the WA risk profiling tool	69 (53.5%)	64 (57.7%)
Number that used a modified version of the WA risk profiling tool	14 (10.9%)	10 (9%)
Number that used a risk-based approach but did not specify the method	34 (26.4%)	26 (23.4%)
Number that developed their own risk classification tool	1 (0.8%)	1 (0.9%)
Number that used the FSANZ priority classification system	3 (2.3%)	4 (3.6%)
Number that based assessments on the performance of food businesses	3 (2.3%)	0
Number that had a set frequency of assessments regardless of risk	4 (3.1%)	5 (4.5%)
Number that conducted assessments based on staff resourcing	1 (0.8%)	1 (0.9%)

The information reported by enforcement agencies found that the majority (96% in 2020/21 and 95% in 2021/22) use a risk-based approach when determining assessment frequency. Most used the WA Risk Profiling Tool (54% in 2020/21 and 58% in 2021/22). Some enforcement agencies used a modified version of the WA Risk Profiling Tool. The modifications included adjusting the assessment frequency for: food businesses subject to regulatory food safety auditing, businesses implementing certain risk management practices such as undertaking food safety training, businesses handling raw egg products, and smaller and home-based food businesses. One enforcement agency developed their own tool, and the FSANZ priority classification system was also used.

One enforcement agency each reporting year advised that they perform food safety assessments when staff resources are available. Four enforcement agencies in 2020/21 and five in 2021/22 had a set frequency of assessments for all food businesses regardless of risk. The frequency ranged from annually to 2-monthly. One enforcement agency performed assessments on a needs basis and did not have a schedule.

In 2020/21 41.1% of enforcement agencies assessed all food businesses at their assigned assessment frequency, and in 2021/22 it was 36.7%. Some enforcement agencies commented that it had not been possible to achieve a 100% assessment rate due to COVID-19 causing a diversion of resources and food business closures, and some had adopted an educational approach rather than compliance and enforcement as a result. Some enforcement agencies also cited staff resourcing challenges as a reason for not completing all assessments.

Number of food safety assessments

Authorised officers perform routine onsite food safety assessments to monitor food regulatory compliance of food businesses. The total number of routine onsite food safety assessments reported by enforcement agencies was 30 928 in 2019/20, 28 982 in 2020/21, and 26 225 in 2021/22. Several enforcement agencies commented that the number of routine onsite assessments was lower than planned due to the impacts of COVID-19 (such as food business closures). Some enforcement agencies provided increased education and guidance to food businesses during this time as an alternative to premises inspections (such as via email, phone and mail out). Staff resourcing was also cited as a reason for lower than planned assessment rates by a few enforcement agencies (2 in 2019/20, 4 in 2020/21 and 3 in 2021/22).

The average number of routine onsite food safety assessments per food business by health region is given in the following table.

Health region	2019/20	2020/21	2021/22
East metropolitan	1.4	1.5	1.3
Goldfields	1.6	1.1	0.7
Great Southern	1.3	0.7	0.5
Kimberley	0.7	0.5	0.5
Mid West	1.1	0.9	0.7
North metropolitan	1.3	1.2	1.2
Pilbara	1.0	0.9	0.6
South metropolitan	1.5	1.3	1.4

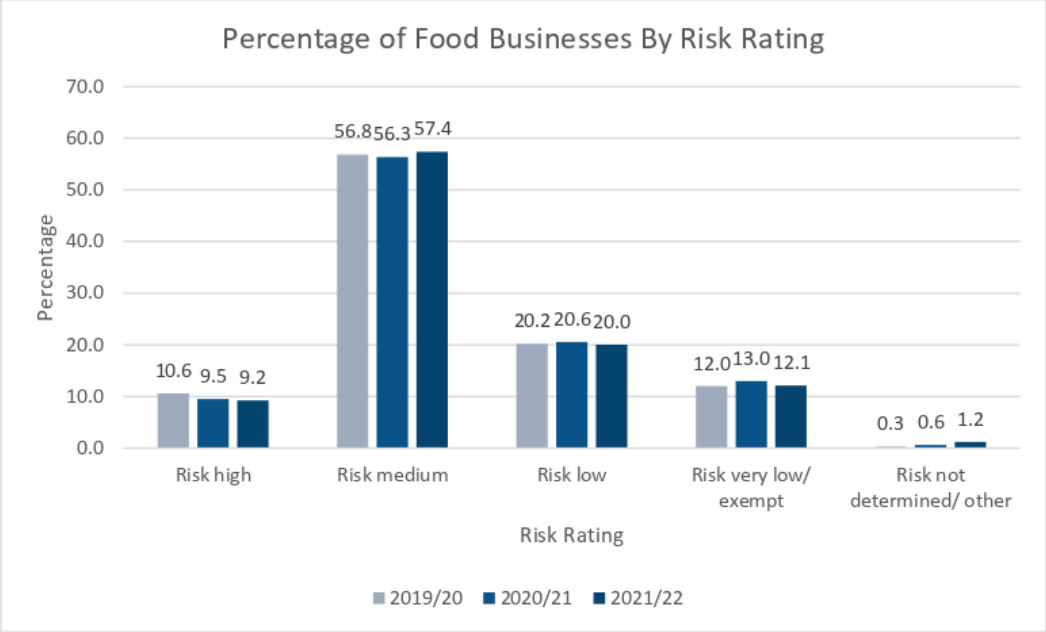
Health region	2019/20	2020/21	2021/22
South West	0.6	0.6	0.6
Wheatbelt	1.0	1.0	0.8
WA TOTAL	1.3	1.1	0.9

In addition to routine onsite food safety assessments, authorised officers perform a range of other compliance assessments such as complaint investigations, follow-up assessments, initial/registration assessments, and desktop assessments (for example of food safety programs, recipe/food process risks, labels, and premises design and fit out plans).

Many enforcement agencies also have many temporary and mobile food businesses operating in their district that are registered with another enforcement agency. This is not captured through the reporting requirements due to duplication; however authorised officers will also undertake assessments of these food businesses.

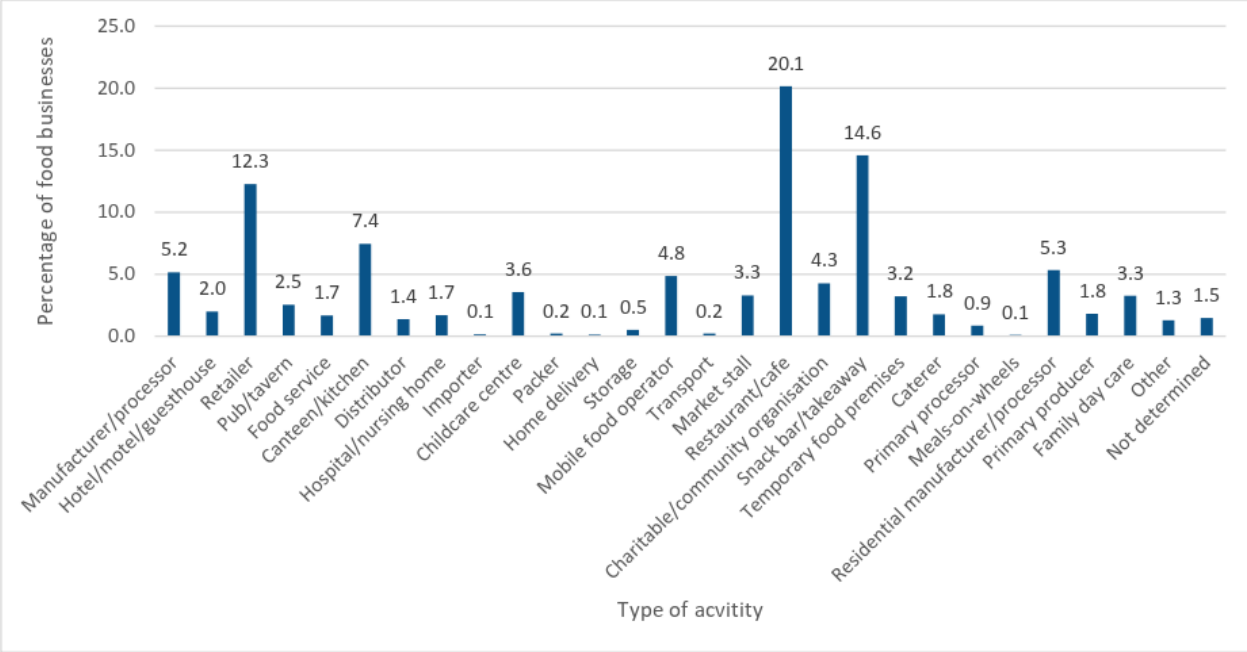
Risk profiling

Risk profiling of food businesses may assist enforcement agencies to determine an appropriate frequency and scope of food safety assessment. The following chart gives the percentage of food businesses by risk rating in WA. The proportion of food businesses in each risk category has remained quite consistent across the three reporting years. The majority of food businesses have been classified as medium risk.



Principal type of activity

The following chart gives the percentage of food businesses by principal type of activity in WA in 2021/22. This is the main activity of a food business (where it may have more than one activity).



Temperature monitoring of raw poultry meat

In 2019/20 data was collected on whether enforcement agencies measure the refrigerated storage and display temperatures of raw poultry meat for compliance during onsite food safety assessments. This was to gather information to inform work being undertaken as part of the WA foodborne illness reduction strategy. There were 81% of enforcement agencies that reported that they do measure these temperatures.

Food Act compliance and enforcement activities

Enforcement agencies are encouraged to implement a compliance and enforcement policy to guide decision making for appropriate enforcement action in response to non-compliance by a food business. In 2019/20 40% of WA enforcement agencies had a Food Act compliance and enforcement policy, in 2020/21 it was 44% and 56% in 2021/22.

The reasons given for not having a compliance and enforcement policy included:

- a policy has not yet been developed/ is currently being developed/ is due to be developed
- there is a management practice/ operational procedure/ process map/ work instruction instead of a policy
- the Department of Health compliance and enforcement policy/ guideline is used
- the enforcement agency is small/ there is only one officer therefore there is already consistency in decision making.

There are a range of enforcement options under the Food Act including improvement notices, infringement notices, prohibition orders, seizures, and prosecutions.

The following table gives the number of enforcement options used and outcomes in WA for each reporting year.

	2019/20	2020/21	2021/22
Prosecutions instigated	16	18	10
Prosecutions successful*	11	18	13
Prosecutions unsuccessful	0	Data not collected	Data not collected
Seizures	9	3	2
Improvement notices served	1179	1335	875
Improvement notices not complied with	57	Data not collected	Data not collected
Infringement notices served	405	328	275
Infringement notices withdrawn	38	Data not collected	Data not collected
Prohibition orders served	27	26	13
Prohibition orders not complied with	1	Data not collected	Data not collected
Prohibition for which compensation was paid	0	Data not collected	Data not collected

*Note that the data on successful prosecutions may include prosecutions that were instigated in previous reporting years.

Several enforcement agencies advised that they use an educational approach and issue letters to address non-compliances with positive outcomes. Some noted overall improved compliance resulting in less enforcement action. The impacts of COVID-19 causing food business closures and a reduction in onsite food safety assessments were also reported as reasons for reduced enforcement action.

Regulatory food safety auditing

Food businesses captured by Standard 3.3.1 – Food Safety Programs for Food Service to Vulnerable Persons of the Australia New Zealand Food Standards Code (the Code) must implement a documented food safety program which is verified by the enforcement agency for compliance with Standard 3.2.1 - Food Safety Programs of the Code and are required to undergo regulatory food safety auditing.

The following table gives the number of food businesses required to comply with Standard 3.3.1 and the percentage of which have verified food safety programs and are undergoing regulatory food safety auditing.

	2019/20	2020/21	2021/22
Total number of food businesses captured by Standard 3.3.1	1126	1245	1144
Number (and percentage of total) with a verified food safety program	940 (83%)	1170 (94%)	1024 (90%)
Number (and percentage of total) undergoing regulatory food safety auditing	923 (82%)	956 (77%)	995 (87%)
Number of regulatory food safety audits conducted during the year	1157	1202	1414
Number of audits that led to compliance and enforcement action	30	36	24

In 2019 the Department of Health temporarily suspended regulatory food safety audits of premises serving food to vulnerable persons in response to COVID-19. Several enforcement agencies reported that not all scheduled regulatory food safety audits were conducted due to restricted access to these food businesses because of COVID-19.

Auditing of childcare centres, private hospitals and nursing homes

From the 2020/21 to the 2021/22 reporting year there was an increase in the percentage of childcare centres that were audited at least once from 84% to 90%, and an increase from 87% to 95% for private hospitals and nursing homes.

	2020/21	2021/22
Number of childcare centres	642	683
Number (and percentage) that had at least one audit	540 (84%)	617 (90%)
Number of private hospitals and nursing homes	318	269
Number (and percentage) that had at least one audit	278 (87%)	256 (95%)

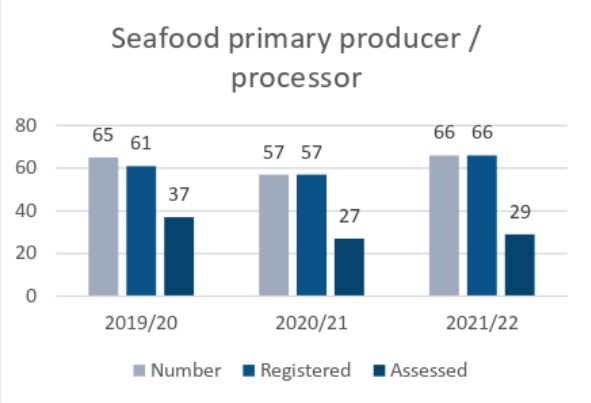
Primary production and processing

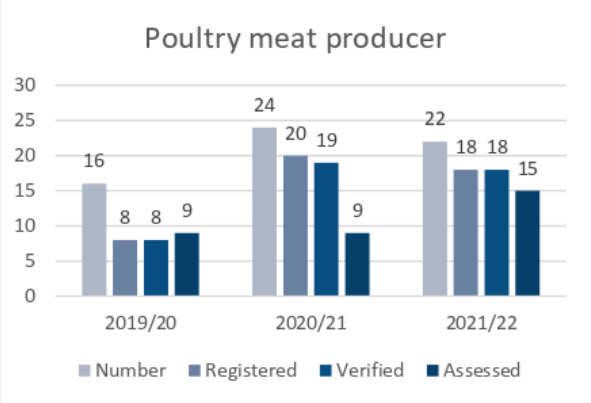
The primary production and processing standards of the Code currently in force are:

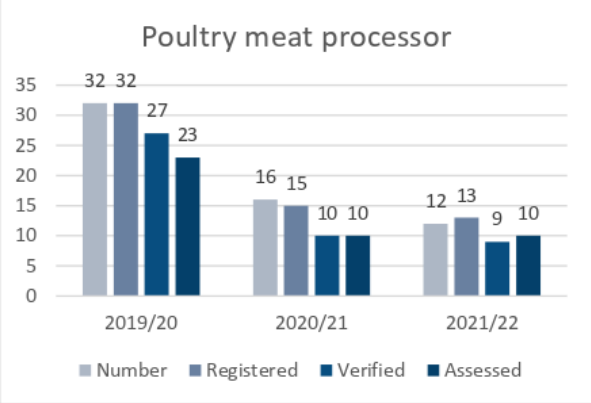
- Standard 4.2.2 Primary production and processing standard for poultry meat
- Standard 4.2.1 Primary production and processing standard for seafood
- Standard 4.2.3 Primary production and processing standard for meat
- Standard 4.2.4 Primary production and processing standard for dairy products
- Standard 4.2.5 Primary production and processing standard for eggs and egg product
- Standard 4.2.6 Production and processing standard for seed sprouts.

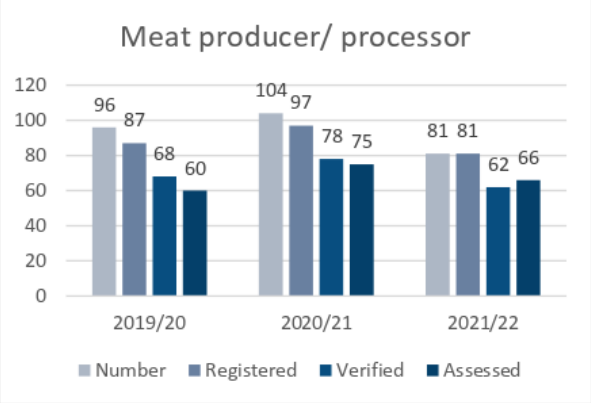
The food legislation requires that businesses captured by these standards register with the appropriate enforcement agency and implement a food safety program / management system / statement / approved arrangement, which the enforcement agency is required to verify, approve or recognise. These businesses are audited or assessed against these standards by the appropriate enforcement agency.

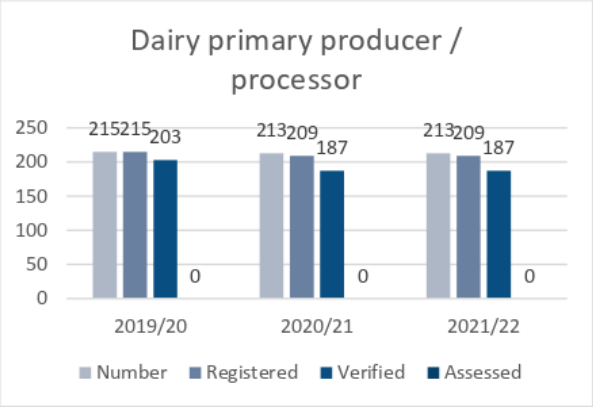
The following charts give the number of each of these food businesses in WA, how many have registered under the Food Act, the number with a verified food safety management system, and how many of the food businesses were assessed or audited or against the relevant standard across the three reporting years.

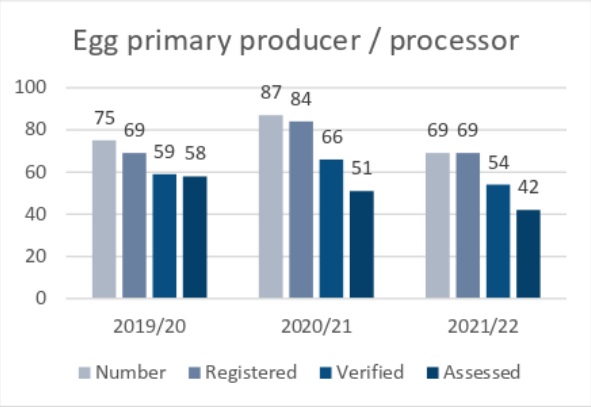


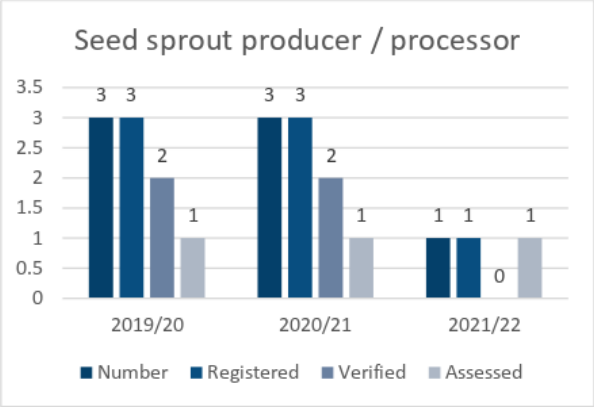












The seafood primary producers and processors have had a 100% registration rate in the final two reporting years. Most seafood businesses are not required to implement a documented food safety program as this only applies to bivalve mollusc seafood businesses, therefore data on rates of verification of food safety programs is not included. The rates of assessment of these businesses have remained at about a third of all businesses each year.

Registration of poultry producers increased from 50% of businesses in 2019/20 to 83% and 82% in 2020/21 and 2021/22. The percentage of poultry producers with a verified food safety management statement have also increased from 50% in 2019/20 to 79% and 82% in 2020/21 and 2021/22. Rates of assessment have fluctuated with 56% assessed in 2019/20, 38% in 2020/21 and 68% in 2021/22.

Poultry processors had a 100% registration rate. Verifications of food safety management statements fluctuated with 84%, 62% and 75% verified across the three years. Assessment rates were 72%, 63% and 83%.

Meat producers / processors had high registration rates (100% in 2021/22). Verification rates fluctuated at 68%, 78% and 62% over the three years. Assessment rates increased over the three years from 63%, to 72% and 82%.

Dairy primary producers and processors had a high registration rate (nearly all were registered). The proportion of dairy food businesses with verified food safety programs was also high. The assessment rate remained low over the three years as dairy food businesses are transitioning to third party regulatory food safety audits.

Egg primary producers and processors were all registered in 2021/22, and 78% had their food safety management statement verified. 61% were assessed during 2021/22.

There are only a few seed sprout businesses, all of which are registered. Verification of general food safety management requirements had been conducted for two out of the three food businesses. Only one of the businesses has been assessed each reporting year.

Egg safety

Regulatory Guideline 5 – The preparation of raw egg-based products – consistent approach to be adopted by enforcement agencies provides for a consistent approach to monitoring, compliance and enforcement of raw egg handling in food businesses.

Of the enforcement agencies with food businesses that handle raw egg-based products, the percentage that implemented Regulatory Guideline 5 increased from 69.2% in 2019/20 to 76.4% in 2020/21 and reduced to 66.7% in 2021/22. Reasons cited for not implementing the Regulatory Guideline included that there were few food businesses that handled raw egg-based products, authorised officers were already incorporating egg safety into food safety assessments, lack of awareness of the Regulatory Guideline, impacts of COVID-19 and reduced onsite food safety assessments, and insufficient staffing resources.

The data for the implementation of Regulatory Guideline 5 is given in the below table.

	2019/20	2020/21	2021/22
Number of enforcement agencies that implemented Regulatory Guideline 5	36	42	36
Number of enforcement agencies that used the egg inspection checklist	26	31	21
Number of assessments conducted using the egg inspection checklist	85	488	33
Number of enforcement agencies that used the advisory letter for Council	8	12	3
Number of enforcement agencies that used the compliance strategy	10	14	8
Number of improvement notices served in relation to raw egg-based product handling	100	109	4
Number prohibition orders served in relation to raw egg-based product handling	5	2	0
Number of enforcement agencies that used the template prohibition order	4	0	0

In 2019/20 and 2020/21 most improvement notices (94 and 101) were served by a single enforcement agency. In 2020/21 a single enforcement agency reported 396 assessments conducted using the egg inspection checklist. In general implementation of Regulatory Guideline 5 and the supporting tools has declined in 2021/22 with a reduction in use of the egg inspection checklist, advisory letter for Council, and compliance strategy, as well as less enforcement action taken in relation to raw egg-based product handling.

Food safety education and training

Food safety education and training was provided by 128 (93%) enforcement agencies in 2019/20, 118 (88%) in 2020/21 and 112 (90%) in 2021/22. This can assist to achieve safe food handling practices and food regulatory compliance. Enforcement agencies reported a wide range of types of education and training, summarised below.

Face-to-face training

Workshop for temporary and mobile food businesses, presentation to students, class based training, food safety seminars and workshops, food safety education program for underperforming food businesses,

Online training

I'm Alert and FoodSafe online training, website link to free online allergen labelling, AHA COVID online training.

Written resources

Information sheets on food safety and labelling, food safety newsletter, allergy awareness pamphlet, egg safety pamphlet, topic specific monthly mailout to all food businesses, posters and flyers, website content on food safety, provided food safety and information brochures to new food businesses, food safety posters and stickers distributed to food businesses.

Targeted/ ad hoc/ on demand training

Informal guidance during onsite assessments, attended events and provided guidance on food handling, guidance via phone calls, food handler training for events, educated food handlers on temperature control, storage, cleaning and personal hygiene, phone and email-based education, ad hoc to food businesses and members of the public when requested or during an inspection or complaint investigation, discussed allergens during assessments, educated on food safety culture during assessments.

Social media messaging

Food safety messaging on social media, social media posts during food safety week and Christmas, social media egg safety education campaign.

Key highlights and issues of enforcement agencies

Enforcement agencies commented on a range of highlights and issues regarding their food regulatory activities. COVID-19 made a significant impact and enforcement agencies reported issues and work highlights related to the pandemic. The below summarises some of the different matters that were raised.

Food safety education and awareness

- educated food businesses about egg safety and Salmonella

- uptake of FoodSafe online training
- food safety communication activities in response to the impacts of COVID-19 on food business and regulatory activities
- success of food safety training videos delivered as part of a food safety recognition program
- participation at face-to-face food handler training
- activities to promote food safety week
- development of food safety training sessions, guidelines and newsletters
- participated in the Play it Food Safe campaign
- developed a food safety education program for underperforming food businesses.

Staff resourcing

- officers completed auditor training
- COVID-19 put pressure on EHO resourcing
- challenges with attraction and retention of qualified environmental health staff in regional areas
- secured a full team of EHOs.

Food monitoring

- participated in coordinated food sampling programs (pesticides, food allergens, ready to eat foods, LHAAC)
- successful use of swabbing and sampling to support and demonstrate unsuitable practices
- sampling of high risk and “allergen free” foods
- conducted routine chemical and microbiological sampling
- implemented a food sampling program based on compliance history and nature of food handling, with a 90% compliance rate.

Food business monitoring, compliance and enforcement

- joint inspection with the Department of Health of egg producer/processor
- KPI met for food business assessments
- reduction in improvement notices issued due to improving standards in food businesses
- inspections reduced due to COVID-19, additional food business education and guidance provided
- reduction in complaints
- no reported cases of food poisoning
- all improvement notices were complied with
- largest monetary Food Act prosecution penalty in WA history
- improving the City’s food safety compliance program systems as part of an audit by the Office of the Auditor General
- implementation and success of the egg compliance strategy
- developed new management practices around inspection frequencies
- increase in the number of new food businesses registrations
- successful prosecution for inadequate skills and knowledge
- improvement in adhering to recommended inspection frequencies
- investigated and resolved foodborne disease outbreak
- work to develop positive food safety culture in food businesses

Administration

- reviewed the approval and assessment process, including consistency, record keeping and inspection frequencies
- adopted inspection fees for food premises for the first time, then refunded a portion due to COVID-19
- food safety program and annual report was circulated to elected members and the CEO
- introduced paperless applications, inspections and approvals
- Council decision to wave fees due to COVID-19
- commenced using new digital inspection form.

Nutrition related public health initiatives

- delivered healthy eating programs as part of the City's community health and wellbeing plan
- two food sensations courses delivered to educate and encourage healthy eating
- supported the community garden, edible plants distributed, and a seed library established to encourage health eating and food security
- developed a health and wellbeing strategy with key objectives to support food safety and healthy food choices.

Food safety recognition programs

- very successful 5 star program which includes online food safety training videos (63% of premises are rated as 5 Star, 32% rated as 4 Star and 5% rated as 3 Star)
- 41 food businesses are 5 star rated on the Town's scores on doors program
- the scores on doors hygiene recognition scheme had good take up from businesses.

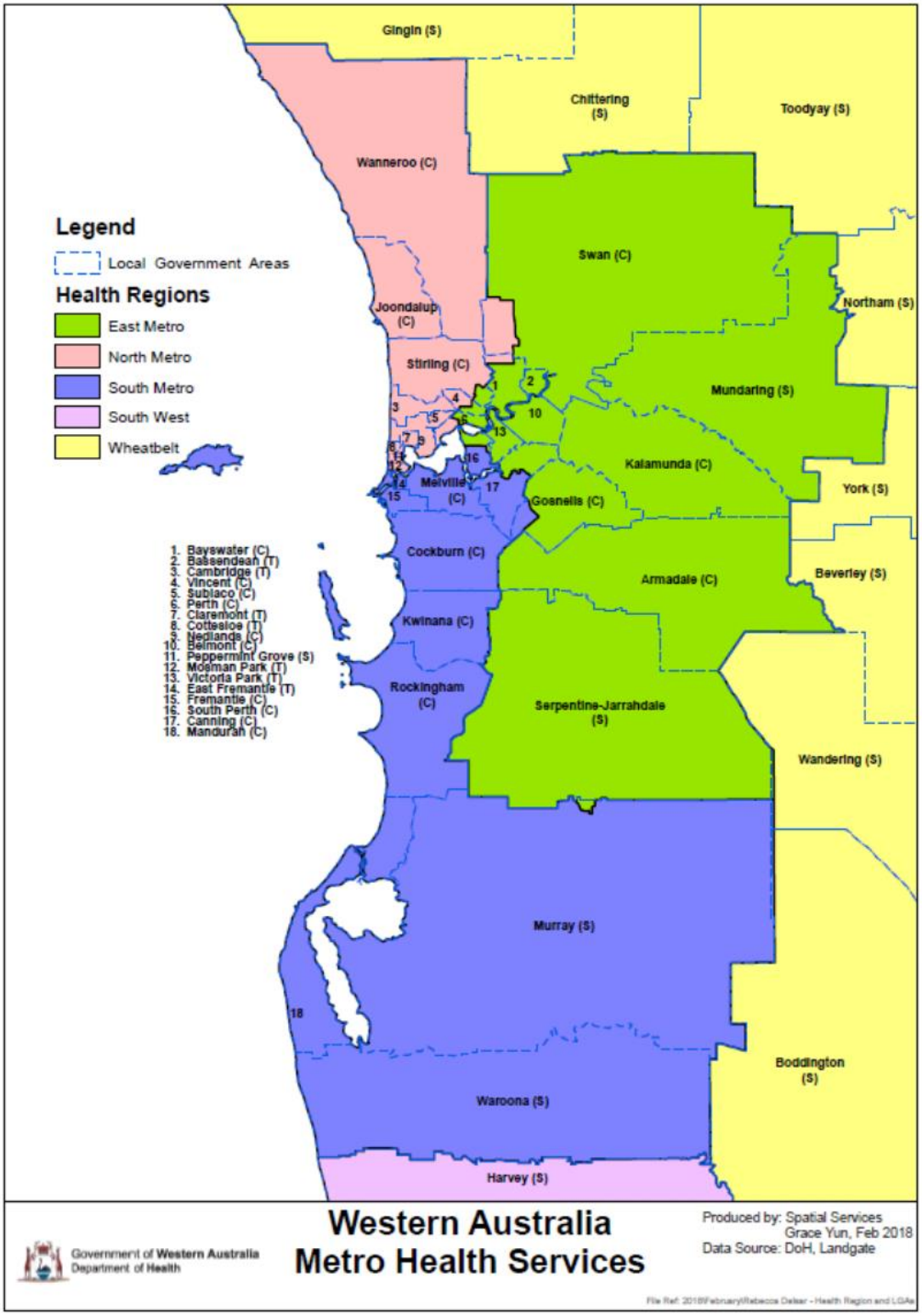
COVID-19

- provided education, information and support to food businesses
- worked to assist with implementation of COVID-19 directions such as ensuring social distancing was maintained
- supported food businesses with COVID-19 safety plans and operational changes
- EHOs were very instrumental in getting the food premises open and assisted in preparing businesses to be compliant with government requirements
- food businesses responded well to the COVID-19 requirements and took pride in setting up a front shop that was inviting and safe
- provided support to our community around COVID-19 training, COVID-19 safety plans and general information
- very positive feedback from the community via councillors and the police sergeant also came to the Shire and thanked us in person for our assistance with the COVID-19 Safety Plans at all our food premises
- despite the impacts of COVID-19 100% of all inspections were completed
- response to COVID-19 by the Environmental Health team was rapid and effective
- COVID-19 has been a challenging time but one that EHO's have the necessary skills for.

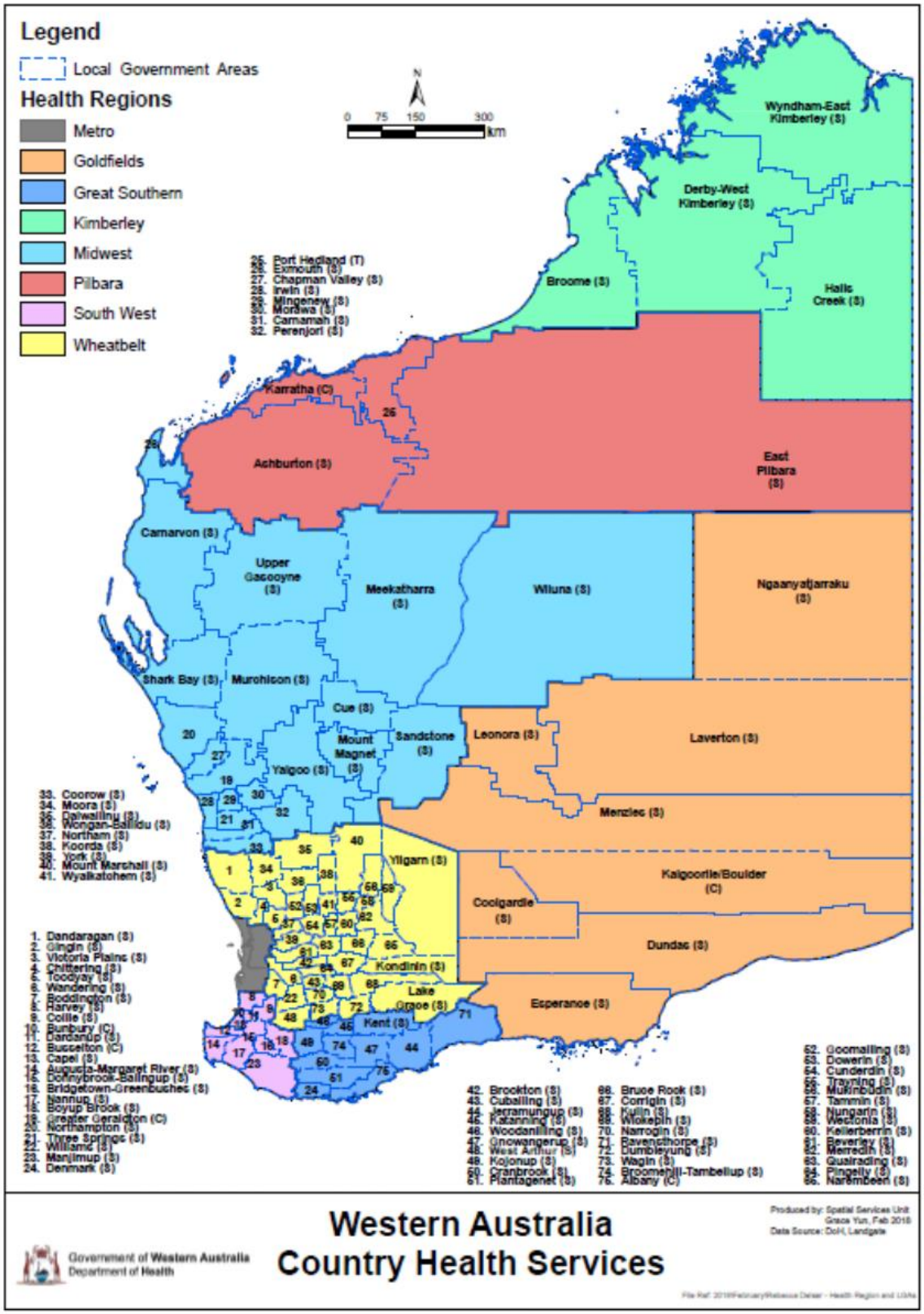
Enforcement agencies were faced with additional challenges due to the impact of the COVID-19 pandemic and resulting restrictions, including restricted access to perform onsite food business assessments, closure of food businesses, change in food business activities, and diversion of enforcement agency resources to assist with compliance with COVID-19 directions. Enforcement agencies demonstrated adaptability and innovation in responding to this situation, whilst maintaining the delivery of their food regulatory functions to continue to ensure good food safety outcomes.

Appendices

Appendix 1: Map of WA metropolitan health regions



Appendix 2: Map of WA country health regions



Appendix 3: Enforcement agencies by health region

East metropolitan

Cities of Armadale, Bayswater, Belmont, Gosnells, Kalamunda, Perth, Swan; Towns of Bassendean, Victoria Park; Shires of Mundaring, Serpentine-Jarrahdale.

Goldfields

City of Kalgoorlie-Boulder. Shires of Coolgardie, Dundas, Esperance, Laverton, Leonora, Menzies, Ngaanyatjarraku.

Great Southern

City of Albany. Shires of Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet, Ravensthorpe, Woodanilling.

Kimberley

Shires of Broome, Derby-West Kimberley, Halls Creek, Wyndham-East Kimberley.

Midwest

Cities of Greater Geraldton. Shires of Carnamah, Carnarvon, Chapman Valley, Coorow, Cue, Exmouth, Irwin, Meekatharra, Mingenew, Morawa, Mt Magnet, Murchison, Northampton, Perenjori, Sandstone, Shark Bay, Three Springs, Upper Gascoyne, Wiluna, Yalgoo.

North metropolitan

Cities of Joondalup, Nedlands, Stirling, Subiaco, Vincent, Wanneroo. Towns of Cambridge, Claremont, Cottesloe, Mosman Park. Shire of Peppermint Grove.

Pilbara

City of Karratha, Town of Port Hedland, Shires of Ashburton, East Pilbara.

South metropolitan

Cities of Canning, Cockburn, Fremantle, Mandurah, Melville, Rockingham, South Perth. Towns of East Fremantle, Kwinana. Shires of Murray, Waroona.

South West

Cities of Bunbury, Busselton, Shires of Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Manjimup, Nannup.

Wheatbelt

Shires of Beverley, Boddington, Brookton, Bruce Rock, Chittering, Corrigin, Cuballing, Cunderdin, Dalwallinu, Dandaragan, Dowerin, Dumbleyung, Gingin, Goomalling, Kellerberrin, Kondinin, Koorda, Kulin, Lake Grace, Merredin, Moora, Mt Marshall, Mukinbudin, Narembeen, Narrogin, Northam, Nungarin, Pingelly, Quairading, Tammin, Toodyay, Trayning, Victoria Plains, Wagin, Wandering, West Arthur, Westonia, Wickepin, Williams, Wongan-Ballidu, Wyalkatchem, Yilgarn, York.

Appendix 4: Food Act Section 121 reporting questions

Food Act authorised officers

1.	What is the number of FTE Food Act authorised officers?
2.	What is the number of FTE persons that assist with the discharge of duties of Food Act authorised officers?
3.	What are the primary qualifications of Food Act authorised officers that do not hold qualifications suitable to be appointed as an Environmental Health Officer, and the number of Food Act authorised officers with this qualification? (list each qualification type, subject and number of officers)
4.	Please provide comments in relation to the questions on Food Act authorised officers

Food businesses

5.	What is the total number of food businesses in the enforcement agency's jurisdiction?
6.	Explain how the enforcement agency determines the frequency of routine onsite food safety assessments of food businesses (please advise if the WA risk priority classification tool is used)
7.	How many food businesses were assessed at the frequency that was determined by the enforcement agency?
8.	What is the total number of routine onsite food safety assessments that were conducted?
9.	During food safety assessments of retail food businesses do you measure the refrigerated storage and display temperatures of raw poultry meat for compliance?
10.	What is the number of food businesses by risk rating? High / medium / low / very low/exempt / not determined / other
11.	What is the number of food businesses by principal type of activity?

Manufacturer/processor	Caterer	Mobile food operator
Retailer	Meals-on-wheels	Market Stall
Food service	Primary producer	Charitable/community organisation
Distributor	Other	Temporary food premises
Importer	Hotel/motel/guesthouse	Primary processor
Packer	Pub/tavern	Residential manufacturer/processor
Storage	Canteen/kitchen	Family day care
Transport	Hospital/nursing home	Not determined
Restaurant/café	Childcare centre	
Snack bar/takeaway	Home delivery	

12.	Please provide comments in relation to the questions on food businesses

Food Act compliance and enforcement activities

13.	Does the enforcement agency have a compliance and enforcement policy in place?
	If no, why?
14.	Number of prosecutions instigated, number of successful prosecutions, number of unsuccessful prosecutions
15.	Number of seizures performed
16.	Number of improvement notices served, number of improvement notices not complied with
17.	Number of infringement notices served, number of infringement notices withdrawn
18.	Number of prohibition orders served, number of prohibition orders not complied with (under Food Act section 68), number of prohibition orders for which compensation was paid (under Food Act section 70)
19.	Please provide comments in relation to the questions on compliance and enforcement activities

Regulatory food safety auditing

20.	What is the total number of food businesses captured under Standard 3.3.1?
21.	How many of these food businesses have a food safety program that is verified?
22.	How many of these food businesses are undergoing regulatory food safety auditing?
23.	How many regulatory food safety audits were conducted during the reporting year?
24.	How many regulatory food safety audits led to compliance and enforcement action during the reporting year?
25.	What is the total number of childcare centres captured by Standard 3.3.1, and private hospitals and nursing homes captured by Standard 3.3.1?
26.	How may childcare centres, and private hospitals and nursing homes had at least one regulatory food safety audit during the reporting year?
27.	Please provide comments in relation to the questions on regulatory food safety auditing

Primary production and processing

28.	What is the total number of food businesses captured by Standard 4.2.1 (seafood), Standard 4.2.2 (poultry producer), Standard 4.2.2 (poultry processor), Australia Standards related to meat (meat producer/processor), Standard 4.2.4 (dairy), Standard 4.2.5 (eggs), Standard 4.2.6 (seed sprouts)?
29.	How many of these food businesses are registered? (seafood, poultry producer, poultry processor, meat producer/processor, dairy, eggs, seed sprouts)
30.	How many of these food businesses have a food safety program/ management system/ statement/ approved arrangement that has been verified or approved or recognised? (seafood, poultry producer, poultry processor, meat producer/processor, dairy, eggs, seed sprouts)

31.	How many of these food businesses were assessed or audited in relation to the Standard/s during the reporting year? (seafood, poultry producer, poultry processor, meat producer/processor, dairy, eggs, seed sprouts)
32.	Please provide comments in relation to the questions on the implementation of the primary production and processing / Australian Standards
Regulatory Guideline 5	
33.	Did the enforcement agency implement Regulatory Guideline 5 and the "raw egg package"?
34.	Has the enforcement agency used the following "raw egg package" resources: egg inspection checklist (how many assessments were conducted using the checklist); advisory letter for council; compliance strategy
35.	How many improvement notices were served in relation to raw egg-based product handling assessments?
36.	How many prohibition orders were served in relation to raw egg-based product handling assessments?
	If prohibition orders were served was the template prohibition order used?
37.	Please provide comments in relation to the questions on Regulatory Guideline 5 and the raw egg package

Part C

38.	What food safety education or training did your enforcement agency provide during the reporting year?
39.	Please provide your key highlights and issues over the last 12 months

Appendix 5: Summary of data from enforcement agencies on Food Act activities for 1 July 2019 to 30 June 2020

Authorised Officers	East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies	**11**	**8**	**12**	**4**	**21**	**11**	**4**	**11**	**12**	**43**	**1**	**138**
Number of FTE Food Act authorised officers	59.9	5.6	7.6	10	11.4	58.6	8	55.4	31.2	23.4	7.6	**278.7**
Number of FTE persons that assist with the discharge of duties of Food Act authorised officers	10.5	3.0	5.0	1.2	1.8	12.3	1.2	4.3	6.8	8.8	0	**54.9**

Appendix 5: data 1 July 2019 to 30 June 2020

Registration and assessment of food businesses		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies		**11**	**8**	**12**	**4**	**21**	**11**	**4**	**11**	**12**	**43**	**1**	**138**
Total number of food businesses		6263	673	751	528	853	4972	677	5611	2927	1071	343	**24669**
Number of assessments conducted		8944	1071	996	366	943	6519	688	8360	1866	1121	54	**30928**
Number of enforcement agencies that monitor retail raw poultry meat temperature		8.0	4	7	4	14	10	3	11	10	41	0	**112**
Number of food businesses by risk rating	High	640	124	66	36	96	409	111	551	155	72	318	**2578**
	Medium	3850	284	351	344	459	3209	401	2958	1283	639	21	**13799**
	Low	1109	113	235	97	203	911	118	1145	705	267	1	**4904**
	Very low/exempt	619	123	20	51	90	409	29	741	743	94	3	**2922**
	Not determined	7	1	2	0	0	40	0	6	9	0	0	**65**
	Other	5	0	0	0	0	0	0	0	0	1	0	**6**
Number of food businesses by principal type of activity	Manufacturer/processor	255	37	43	21	23	220	1	354	304	52	0	**1310**
	Hotel/motel/guest house	75	26	55	27	86	20	37	29	128	99	3	**585**
	Retailer	615	79	151	81	88	746	48	679	347	121	2	**2957**
	Pub/tavern	169	27	24	12	35	73	48	104	66	84	0	**642**
	Food service	95	20	0	40	3	46	13	124	32	16	1	**390**
	Canteen/kitchen	225	66	79	45	116	296	177	294	170	112	1	**1581**
	Distributor	48	9	16	6	9	37	7	78	15	6	1	**232**
	Hospital/nursing home	97	8	12	11	6	96	5	83	23	14	87	**442**

Appendix 5: data 1 July 2019 to 30 June 2020

Registration and assessment of food businesses		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of food businesses by principal type of activity	Importer	8	1	0	0	0	3	0	18	0	0	0	**30**
	Childcare centre	176	8	12	12	15	293	18	184	48	6	0	**772**
	Packer	9	1	8	0	1	6	0	40	20	2	0	**87**
	Home delivery	9	2	5	1	0	4	2	2	28	4	0	**57**
	Storage	54	2	5	1	1	28	0	83	23	1	0	**198**
	Mobile food operator	265	50	42	66	60	215	53	185	124	50	2	**1112**
	Transport	16	5	10	1	1	3	0	2	13	1	1	**53**
	Market stall	47	49	127	29	14	58	52	160	148	8	0	**692**
	Restaurant/cafe	1335	70	176	80	130	1152	110	1267	469	121	11	**4921**
	Charitable/community	167	39	72	10	31	113	80	180	382	104	0	**1178**
	Snack bar/takeaway	1313	90	124	51	82	799	28	815	196	96	7	**3601**
	Temporary food premises	103	161	26	42	1	284	43	738	32	63	1	**1494**
	Caterer	123	6	15	9	12	139	7	62	66	30	0	**469**
	Primary processor	43	12	43	0	2	16	0	20	74	13	65	**288**
	Meal-on-wheels	2	6	3	1	0	2	1	6	6	3	0	**30**
	Residential manufacturer	314	0	78	16	48	209	7	318	149	68	0	**1207**
	Primary producer	45	10	32	0	4	2	0	12	61	21	156	**343**
	Family daycare	230	28	26	5	31	166	11	295	31	10	0	**833**
	Other	227	4	0	0	0	11	0	1	0	0	4	**243**
	Not determined	206	1	2	3	0	199	0	10	25	0	0	**446**

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Appendix 5: data 1 July 2019 to 30 June 2020

Compliance and enforcement activities		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies		**11**	**8**	**12**	**4**	**21**	**11**	**4**	**11**	**12**	**43**	**1**	**138**
Number of enforcement agencies with a compliance and enforcement policy		6	2	2	3	5	7	1	24	7	16	1	**55**
Prosecutions	number instigated	6	0	0	0	0	2	0	8	0	0	0	**16**
	number successful	5	0	0	0	0	1	0	5	0	0	0	**11**
	number unsuccessful	0	0	0	0	0	0	0	0	0	0	0	**0**
Seizure powers performed		1	0	0	0	0	0	0	0	3	5	0	**9**
Improvement notices	number served	624	4	0	4	18	120	141	186	20	43	19	**1179**
	number not complied with	1	4	0	0	1	10	20	10	9	2	0	**57**
Infringement notices	served	191	2	0	0	0	36	0	165	9	0	2	**405**
	withdrawn	33	1	0	0	0	2	0	2	0	0	0	**38**
Prohibition orders	number served	15	0	1	0	0	5	0	4	2	0	0	**27**
	number not complied with	0	0	0	0	0	0	0	1	0	0	0	**1**
	compensation paid	0	0	0	0	0	0	0	0	0	0	0	**0**

Appendix 5: data 1 July 2019 to 30 June 2020

Regulatory food safety auditing	East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies	**11**	**8**	**12**	**4**	**21**	**11**	**4**	**11**	**12**	**43**	**1**	**138**
Number of food businesses captured under Standard 3.3.1	245	46	15	25	21	362	19	239	46	21	87	**1126**
Number of food safety programs verified	236	15	14	23	20	227	18	236	45	21	85	**940**
Number of food businesses that are undergoing regulatory food safety auditing	235	15	14	17	20	223	19	231	43	21	85	**923**
Number of regulatory food safety audits conducted	302	16	18	16	22	316	19	297	48	29	74	**1157**
Number of regulatory food safety audits that led to enforcement action	0	0	3	1	0	2	7	0	9	8	0	**30**

Appendix 5: data 1 July 2019 to 30 June 2020

Primary production and processing standards		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies		**11**	**8**	**12**	**4**	**21**	**11**	**4**	**11**	**12**	**43**	**1**	**138**
Seafood primary producer/ processor (Standard 4.2.1)	Number of food businesses	3	6	1	0	13	2	0	15	17	2	6	**65**
	Number registered	3	6	1	0	9	2	0	15	17	2	6	**61**
	Number of FSMS recognised/verified	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6	**6**
	Number that were assessed	2	1	1	0	5	2	0	14	7	2	3	**37**
Poultry producer (Standard 4.2.2)	Number of food businesses	6	0	0	0	0	9	0	0	0	1	0	**16**
	Number registered	5	0	0	0	0	2	0	0	0	1	0	**8**
	Number of FSMS recognised/verified	5	0	0	0	0	2	0	0	0	1	0	**8**
	Number that were assessed	6	0	0	0	0	2	0	0	0	1	0	**9**
Poultry processor (Standard 4.2.2)	Number of food businesses	19	0	1	0	0	7	0	3	0	2	0	**32**
	Number registered	19	0	1	0	0	7	0	3	0	2	0	**32**
	Number of FSMS recognised/verified	17	0	1	0	0	4	0	3	0	2	0	**27**
	Number that were assessed	17	0	1	0	0	1	0	2	0	2	0	**23**

Appendix 5: data 1 July 2019 to 30 June 2020

Primary production and processing standards		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Meat producer/ processor (Australian Standards related to meat)	Number of food businesses	4	0	2	0	8	22	0	26	24	6	4	**96**
	Number registered	2	0	2	0	2	22	0	26	24	5	4	**87**
	Number of FSMS recognised/verified	3	0	2	0	2	14	0	25	14	4	4	**68**
	Number that were assessed	3	0	2	0	2	10	0	26	11	2	4	**60**
Dairy primary producer/ processor (Standard 4.2.4)	Number of food businesses	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	215	**215**
	Number registered	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	215	**215**
	Number of FSMS recognised/verified	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	203	**203**
	Number that were assessed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	**0**
Egg producer/ processor (Standard 4.2.5)	Number of food businesses	8	2	3	0	3	1	0	14	23	21	0	**75**
	Number registered	6	2	2	0	3	1	0	12	23	20	0	**69**
	Number of FSMS recognised/verified	4	2	2	0	2	1	0	12	18	18	0	**59**
	Number that were assessed	7	2	2	0	0	1	0	10	19	17	0	**58**
Seed sprout producer/ processor (Standard 4.2.6)	Number of food businesses	0	0	0	0	0	1	0	1	0	1	0	**3**
	Number registered	0	0	0	0	0	1	0	1	0	1	0	**3**
	Number of FSMS recognised/verified	0	0	0	0	0	0	0	1	0	1	0	**2**
	Number that were assessed	0	0	0	0	0	0	0	0	0	1	0	**1**

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Appendix 5: data 1 July 2019 to 30 June 2020

Regulatory Guideline 5	East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies	**11**	**8**	**12**	**4**	**21**	**11**	**4**	**11**	**12**	**43**	**1**	**138**
Number of enforcement agencies that implemented Regulatory Guideline 5	7	2	1	1	4	6	1	6	5	2	1	**36**
Number of enforcement agencies that used the egg inspection checklist	2	1	0	1	3	7	1	5	4	1	1	**26**
Number of enforcement agencies that used the advisory letter for Council	0	0	1	0	0	4	1	1	1	0	0	**8**
Number of enforcement agencies that used the compliance strategy	1	1	0	0	0	4	0	1	2	0	1	**10**
Number of assessments that were conducted using the egg inspection checklist	12	1	0	1	12	13	1	17	14	8	6	**85**
Number of improvement notices served in relation to raw-egg based product handling assessments	94	1	0	0	0	1	0	2	1	0	1	**100**
Number of prohibition orders served in relation to raw-egg based product handling assessments	1	0	0	0	0	4	0	0	0	0	0	**5**

Appendix 6: Summary of data from enforcement agencies on Food Act activities for 1 July 2020 to 30 June 2021

Authorised officers	East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies	**11/11**	**8/8**	**12/12**	**3/4**	**21/21**	**10/11**	**4/4**	**11/11**	**12/12**	**41/43**	**1/1**	**134/ 138**
Number of FTE Food Act authorised officers	62.3	6.1	8.9	6.0	10.5	58.0	9.0	53.5	24.5	23.4	4.4	**266.5**
Number of FTE persons that assist with the discharge of duties of Food Act authorised officers	20.9	1.45	4.76	1	2.89	12	2	4.6	3.2	7.95	0	**60.75**

Appendix 6: data 1 July 2020 to 30 June 2021

Food businesses		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies		**11/11**	**8/8**	**12/12**	**3/4**	**21/21**	**10/11**	**4/4**	**11/11**	**12/12**	**41/43**	**1/1**	**134/ 138**
Total number of food businesses		6546	718	734	499	940	5082	710	5771	3037	951	337	**25325**
Number of food businesses assessed at the required frequency		6384	370	234	60	579	2937	515	3862	1624	746	31	**17342**
Number of assessments conducted		9495	775	508	228	821	5848	658	7719	1891	980	59	**28982**
Number of food businesses by risk rating	High	570	153	58	26	98	404	109	616	154	43	161	**2392**
	Medium	3846	293	352	313	475	3262	405	3036	1402	647	172	**14203**
	Low	1244	118	219	102	217	866	133	1338	742	202	1	**5182**
	Very low/exempt	690	152	105	45	151	476	71	765	755	62	3	**3275**
	Not determined/other	37	0	3	0	0	37	0	42	25	10	0	**154**
Number of food businesses by principal type of activity	Manufacturer/processor	321	38	34	31	24	236	1	317	318	68	0	**1388**
	Hotel/motel/guest house	79	22	47	34	51	19	27	28	125	88	3	**523**
	Retailer	804	84	134	91	81	768	26	679	320	131	2	**3120**
	Pub/tavern	175	26	24	16	30	77	49	116	78	71	0	**662**
	Food service	110	26	0	63	2	22	14	150	35	19	1	**442**
	Canteen/kitchen	252	77	80	39	113	319	163	330	166	94	1	**1634**
	Distributor	61	12	14	7	1	38	7	61	28	4	1	**234**

Appendix 6: data 1 July 2020 to 30 June 2021

Food businesses		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies		**11/11**	**8/8**	**12/12**	**3/4**	**21/21**	**10/11**	**4/4**	**11/11**	**12/12**	**41/43**	**1/1**	**134/ 138**
Number of food businesses by principal type of activity	Hospital/nursing home	78	9	13	7	4	96	5	83	22	15	85	**417**
	Importer	15	1	0	0	0	1	0	11	0	0	0	**28**
	Childcare centre	205	8	12	11	15	293	27	201	47	7	0	**826**
	Packer	10	1	6	0	0	7	0	44	23	2	0	**93**
	Home delivery	9	2	5	1	1	8	5	2	6	0	0	**39**
	Storage	58	1	4	1	1	33	0	112	11	1	0	**222**
	Mobile food operator	289	59	30	70	61	202	38	423	143	57	2	**1374**
	Transport	15	14	8	2	1	3	0	2	15	0	2	**62**
	Market stall	193	51	83	34	10	49	52	574	155	12	0	**1213**
	Restaurant/cafe	1463	74	150	107	128	1246	124	1318	432	120	11	**5173**
	Charitable/community	154	45	77	13	31	115	63	155	405	76	0	**1134**
	Snack bar/takeaway	1220	101	105	48	78	744	60	848	233	92	7	**3536**
	Temporary food premises	108	78	20	51	2	299	47	422	43	32	1	**1103**
	Caterer	89	8	18	5	17	160	12	64	68	27	0	**468**
	Primary processor	27	17	34	2	2	13	0	10	76	22	176	**379**
	Meal-on-wheels	3	3	2	1	0	2	1	6	3	1	0	**22**

Appendix 6: data 1 July 2020 to 30 June 2021

Food businesses		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies		**11/11**	**8/8**	**12/12**	**3/4**	**21/21**	**10/11**	**4/4**	**11/11**	**12/12**	**41/43**	**1/1**	**134/ 138**
Number of food businesses by principal type of activity	Residential manufacturer	330	2	70	12	62	229	24	296	186	72	0	**1283**
	Primary producer	51	10	31	2	7	6	0	35	83	31	154	**410**
	Family daycare	274	30	28	4	28	159	8	305	33	3	0	**872**
	Other	1	0	0	0	33	0	0	11	0	0	0	**45**
	Not determined	226	0	0	3	0	256	0	12	3	0	0	**500**

Appendix 6: data 1 July 2020 to 30 June 2021

Compliance and enforcement activities	East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies	**11/11**	**8/8**	**12/12**	**3/4**	**21/21**	**10/11**	**4/4**	**11/11**	**12/12**	**41/43**	**1/1**	**134/ 138**
Number of enforcement agencies with a compliance and enforcement policy	7	2	3	3	9	7	0	6	8	14	0	**59**
Prosecutions instigated	7	0	0	0	1	3	0	7	0	0	0	**18**
Prosecutions successful	8	0	0	0	1	2	0	7	0	0	0	**18**
Seizure powers performed	3	0	0	0	0	0	0	0	0	0	0	**3**
Improvement notices	696	62	0	3	14	83	85	292	16	55	29	**1335**
Infringement notices	106	0	0	0	4	44	1	164	4	0	5	**328**
Prohibition orders	14	0	0	0	1	4	0	6	0	1	0	**26**

Appendix 6: data 1 July 2020 to 30 June 2021

Regulatory food safety auditing	East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies	**11/11**	**8/8**	**12/12**	**3/4**	**21/21**	**10/11**	**4/4**	**11/11**	**12/12**	**41/43**	**1/1**	**134/ 138**
Number of food businesses captured under Standard 3.3.1	242	16	32	19	22	295	11	244	48	10	306	**1245**
Number of food safety programs verified	241	16	16	16	22	272	10	241	46	10	280	**1170**
Number of food businesses that are undergoing regulatory food safety auditing	224	16	16	16	21	272	11	240	45	10	85	**956**
Number of regulatory food safety audits conducted	332	16	21	24	33	384	11	320	42	15	4	**1202**
Number of regulatory food safety audits that led to enforcement action	10	0	1	2	0	0	11	2	1	8	1	**36**
Number of childcare centres	176	9	9	12	17	206	11	163	35	4	0	**642**
Number of private hospitals/ nursing homes	78	7	9	7	4	98	5	83	20	7	0	**318**
Number of childcare centres audited at least once	167	10	9	8	17	136	6	158	25	4	0	**540**
Number of private hospitals/ nursing homes audited at least once	65	6	8	6	4	92	1	81	11	4	0	**278**

Appendix 6: data 1 July 2020 to 30 June 2021

Primary production and processing standards		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies		**11/11**	**8/8**	**12/12**	**3/4**	**21/21**	**10/11**	**4/4**	**11/11**	**12/12**	**41/43**	**1/1**	**134/ 138**
Seafood primary producer/ processor (Standard 4.2.1)	Number of food businesses	1	5	5	0	8	2	0	13	16	3	4	**57**
	Number registered	1	5	5	0	9	2	0	12	15	4	4	**57**
	Number of FSMS recognised/verified	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4	**4**
	Number that were assessed	1	5	1	0	5	1	0	13	0	0	1	**27**
Poultry producer (Standard 4.2.2)	Number of food businesses	14	0	1	0	0	7	0	0	0	2	0	**24**
	Number registered	12	0	1	0	0	5	0	0	0	2	0	**20**
	Number of FSMS recognised/verified	12	0	0	0	0	5	0	0	0	2	0	**19**
	Number that were assessed	5	0	0	0	0	2	0	0	0	2	0	**9**
Poultry processor (Standard 4.2.2)	Number of food businesses	3	0	1	0	0	7	0	3	0	2	0	**16**
	Number registered	1	0	2	0	0	7	0	3	0	2	0	**15**
	Number of FSMS recognised/verified	0	0	1	0	0	4	0	3	0	2	0	**10**
	Number that were assessed	1	0	1	0	0	4	0	2	0	2	0	**10**

Appendix 6: data 1 July 2020 to 30 June 2021

Primary production and processing standards		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Meat producer/ processor (Australian Standards related to meat)	Number of food businesses	9	0	4	1	2	25	0	34	20	5	4	**104**
	Number registered	5	0	4	1	3	25	0	34	16	5	4	**97**
	Number of FSMS recognised/verified	5	0	1	1	2	15	0	31	15	4	4	**78**
	Number that were assessed	5	0	1	1	1	24	0	28	8	4	3	**75**
Dairy primary producer/ processor (Standard 4.2.4)	Number of food businesses	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	213	**213**
	Number registered	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	209	**209**
	Number of FSMS recognised/verified	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	187	**187**
	Number that were assessed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	**0**
Egg producer/ processor (Standard 4.2.5)	Number of food businesses	9	2	6	0	4	1	0	10	31	24	0	**87**
	Number registered	9	2	5	0	4	1	0	10	30	23	0	**84**
	Number of FSMS recognised/verified	8	2	2	0	2	1	0	10	23	18	0	**66**
	Number that were assessed	7	2	0	0	1	1	0	5	19	16	0	**51**
Seed sprout producer/ processor (Standard 4.2.6)	Number of food businesses	0	0	0	0	0	1	0	0	1	1	0	**3**
	Number registered	0	0	0	0	0	1	0	0	1	1	0	**3**
	Number of FSMS recognised/verified	0	0	0	0	0	0	0	0	0	2	0	**2**
	Number that were assessed	0	0	0	0	0	0	0	0	0	1	0	**1**

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Appendix 6: data 1 July 2020 to 30 June 2021

Regulatory Guideline 5	East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies	**11/11**	**8/8**	**12/12**	**3/4**	**21/21**	**10/11**	**4/4**	**11/11**	**12/12**	**41/43**	**1/1**	**134/ 138**
Number of enforcement agencies that implemented Regulatory Guideline 5	7	2	1	0	4	8	0	7	6	7	0	**42**
Number of enforcement agencies that used the egg inspection checklist	3	2	0	0	2	7	0	5	6	6	0	**31**
Number of enforcement agencies that used the advisory letter for Council	2	0	0	0	0	3	0	4	2	1	0	**12**
Number of enforcement agencies that used the compliance strategy	3	1	0	0	0	2	0	4	2	2	0	**14**
Number of assessments that were conducted using the egg inspection checklist	13	3	0	0	396	15	0	12	24	25	0	**488**
Number of improvement notices served in relation to raw egg-based product handling assessments	102	1	0	0	0	3	0	2	0	1	0	**109**
Number of prohibition orders served in relation to raw egg-based product handling assessments	0	0	0	0	0	1	0	0	0	1	0	**2**

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Appendix 7: Summary of data from enforcement agencies on Food Act activities for 1 July 2021 to 30 June 2022

Authorised officers	East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies	**11/11**	**8/8**	**11/12**	**4/4**	**19/21**	**8/11**	**3/4**	**11/11**	**11/12**	**37/43**	**1/1**	**124/ 138**
Number of FTE Food Act authorised officers	63.5	4.1	8.9	7.0	8.5	49.1	7.0	54.4	20.2	14.9	6.0	**243.6**
Number of FTE persons that assist with the discharge of duties of Food Act authorised officers	15.8	1.5	5.8	0.0	2.9	12.8	2.0	4.1	6.8	11.3	0.0	**63.0**

Appendix 7: data 1 July 2021 to 30 June 2022

Food businesses		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies		**11/11**	**8/8**	**11/12**	**4/4**	**19/21**	**8/11**	**3/4**	**11/11**	**11/12**	**37/43**	**1/1**	**124/ 138**
Total number of food businesses		6564	733	763	529	925	4521	544	5614	2551	935	342	**24021**
Number of food businesses assessed at the required frequency		5915	402	258	116	493	3258	154	3639	1032	604	32	**15903**
Number of assessments conducted		8532	485	360	285	634	5477	349	7633	1580	775	115	**26225**
Number of food businesses by risk rating	High	635	111	68	34	60	370	11	566	152	28	166	**2201**
	Medium	3906	324	383	335	505	2764	437	3108	1160	600	171	**13693**
	Low	1236	152	219	99	197	878	58	1101	628	207	2	**4777**
	Very low/exempt	642	127	82	56	46	498	39	749	581	69	3	**2892**
	Not determined/other	33	0	18	67	80	0	0	54	23	18	0	**293**
Number of food businesses by principal type of activity	Manufacturer/processor	307	31	48	18	28	190	6	345	180	61	0	**1214**
	Hotel/motel/guest house	72	22	47	29	52	19	18	32	97	77	3	**468**
	Retailer	746	81	132	65	73	657	47	685	283	118	0	**2887**
	Pub/tavern	189	25	24	14	33	55	15	118	61	63	0	**597**
	Food service	105	23	9	25	14	50	0	112	32	22	1	**393**
	Canteen/kitchen	270	87	86	47	108	301	173	426	140	113	1	**1752**
	Distributor	69	13	13	3	10	33	5	144	25	6	1	**322**

Appendix 7: data 1 July 2021 to 30 June 2022

Food businesses		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies		**11/11**	**8/8**	**11/12**	**4/4**	**19/21**	**8/11**	**3/4**	**11/11**	**11/12**	**37/43**	**1/1**	**124/ 138**
Number of food businesses by principal type of activity	Hospital/nursing home	80	14	14	10	4	67	3	85	20	14	89	**400**
	Importer	13	0	0	0	0	2	0	16	2	1	0	**34**
	Childcare centre	234	9	12	15	15	275	24	212	36	6	0	**838**
	Packer	14	1	5	0	0	3	0	5	21	0	0	**49**
	Home delivery	11	0	3	1	0	4	3	3	5	0	0	**30**
	Storage	56	1	4	1	1	19	0	34	7	0	0	**123**
	Mobile food operator	289	47	40	68	61	198	54	232	102	47	3	**1141**
	Transport	14	6	6	0	1	4	0	6	11	0	2	**50**
	Market stall	190	55	71	22	9	225	3	92	102	4	0	**773**
	Restaurant/cafe	1462	84	147	79	122	877	96	1387	359	121	10	**4744**
	Charitable/community	195	46	72	16	29	90	10	152	335	62	0	**1007**
	Snack bar/takeaway	1232	92	103	61	76	721	61	786	209	85	7	**3433**
	Temporary food premises	104	79	21	72	2	88	0	335	26	30	2	**759**
	Caterer	98	11	17	8	22	111	5	64	62	20	0	**418**
	Primary processor	34	15	34	4	4	2	0	0	28	22	59	**202**
	Meal-on-wheels	3	4	1	2	0	2	1	5	4	3	0	**25**

Appendix 7: data 1 July 2021 to 30 June 2022

Food businesses		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies		**11/11**	**8/8**	**11/12**	**4/4**	**19/21**	**8/11**	**3/4**	**11/11**	**11/12**	**37/43**	**1/1**	**124/ 138**
Number of food businesses by principal type of activity	Residential manufacturer	420	13	62	10	57	134	15	363	130	52	0	**1256**
	Primary producer	45	11	42	3	83	2	0	25	40	21	154	**426**
	Family daycare	219	36	16	4	22	166	0	275	29	4	0	**771**
	Other	0	0	2	3	0	261	0	19	19	0	4	**308**
	Not determined	234	0	0	10	24	47	0	19	0	12	0	**346**

Appendix 7: data 1 July 2021 to 30 June 2022

Compliance and enforcement activities	East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies	**11/11**	**8/8**	**11/12**	**4/4**	**19/21**	**8/11**	**3/4**	**11/11**	**11/12**	**37/43**	**1/1**	**124/ 138**
Number of enforcement agencies with a compliance and enforcement policy	9	3	2	4	8	5	1	8	6	22	1	**69**
Prosecutions instigated	4	0	0	0	0	2	0	4	0	0	0	**10**
Prosecutions successful	6	0	0	0	0	3	0	4	0	0	0	**13**
Seizure powers performed	0	0	0	0	0	1	0	1	0	0	0	**2**
Improvement notices	461	25	0	5	6	114	16	211	18	12	7	**875**
Infringement notices	73	2	0	3	0	31	0	154	9	0	3	**275**
Prohibition orders	5	0	0	0	1	3	2	2	0	0	0	**13**

Appendix 7: data 1 July 2021 to 30 June 2022

Regulatory food safety auditing	East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies	**11/11**	**8/8**	**11/12**	**4/4**	**19/21**	**8/11**	**3/4**	**11/11**	**11/12**	**37/43**	**1/1**	**124/ 138**
Number of food businesses captured under Standard 3.3.1	255	20	39	23	19	292	19	270	105	13	89	**1144**
Number of food safety programs verified	252	19	37	20	19	248	19	266	49	6	89	**1024**
Number of food businesses that are undergoing regulatory food safety auditing	252	19	15	16	17	247	19	266	46	9	89	**995**
Number of regulatory food safety audits conducted	339	20	17	10	17	414	14	347	68	5	163	**1414**
Number of regulatory food safety audits that led to enforcement action	16	0	0	0	0	2	0	1	4	0	1	**24**
Number of childcare centres	191	9	7	12	14	222	18	170	36	4	0	**683**
Number of private hospitals/ nursing homes	63	9	10	12	4	59	1	85	17	9	0	**269**
Number of childcare centres audited at least once	177	9	6	6	12	193	18	161	32	3	0	**617**
Number of private hospitals/ nursing homes audited at least once	68	9	9	5	4	54	1	84	16	6	0	**256**

Appendix 7: data 1 July 2021 to 30 June 2022

Primary production and processing standards		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies		**11/11**	**8/8**	**11/12**	**4/4**	**19/21**	**8/11**	**3/4**	**11/11**	**11/12**	**37/43**	**1/1**	**124/ 138**
Seafood primary producer/ processor (Standard 4.2.1)	Number of food businesses	6	6	4	1	8	5	0	17	14	1	4	**66**
	Number registered	6	6	4	1	8	5	0	17	14	1	4	**66**
	Number of FSMS recognised/verified	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4	**4**
	Number that were assessed	6	0	1	0	4	0	0	7	7	0	4	**29**
Poultry producer (Standard 4.2.2)	Number of food businesses	14	0	0	0	0	5	0	0	3	0	0	**22**
	Number registered	12	0	0	0	0	3	0	0	3	0	0	**18**
	Number of FSMS recognised/verified	12	0	0	0	0	3	0	0	3	0	0	**18**
	Number that were assessed	12	0	0	0	0	0	0	0	3	0	0	**15**
Poultry processor (Standard 4.2.2)	Number of food businesses	3	0	1	0	0	5	0	2	1	0	0	**12**
	Number registered	3	0	1	0	0	5	0	2	2	0	0	**13**
	Number of FSMS recognised/verified	2	0	1	0	0	2	0	2	2	0	0	**9**
	Number that were assessed	2	0	1	0	0	3	0	2	2	0	0	**10**

Appendix 7: data 1 July 2021 to 30 June 2022

Primary production and processing standards		East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Meat producer/ processor (Australian Standards related to meat)	Number of food businesses	6	0	3	1	0	11	0	34	12	10	4	**81**
	Number registered	5	0	3	1	0	11	0	34	12	11	4	**81**
	Number of FSMS recognised/verified	5	0	1	1	0	1	0	33	10	7	4	**62**
	Number that were assessed	5	0	1	0	0	11	0	32	10	7	0	**66**
Dairy primary producer/ processor (Standard 4.2.4)	Number of food businesses	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	213	**213**
	Number registered	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	209	**209**
	Number of FSMS recognised/verified	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	187	**187**
	Number that were assessed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	**0**
Egg producer/ processor (Standard 4.2.5)	Number of food businesses	10	2	5	0	4	1	0	9	21	17	0	**69**
	Number registered	10	2	5	0	4	1	0	9	21	17	0	**69**
	Number of FSMS recognised/verified	10	2	2	0	1	1	0	9	16	13	0	**54**
	Number that were assessed	9	2	0	0	2	1	0	7	12	9	0	**42**
Seed sprout producer/ processor (Standard 4.2.6)	Number of food businesses	0	0	0	0	1	0	0	0	0	0	0	**1**
	Number registered	0	0	0	0	1	0	0	0	0	0	0	**1**
	Number of FSMS recognised/verified	0	0	0	0	0	0	0	0	0	0	0	**0**
	Number that were assessed	0	0	0	0	1	0	0	0	0	0	0	**1**

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Appendix 7: data 1 July 2021 to 30 June 2022

Regulatory Guideline 5	East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies	**11/11**	**8/8**	**11/12**	**4/4**	**19/21**	**8/11**	**3/4**	**11/11**	**11/12**	**37/43**	**1/1**	**124/ 138**
Number of enforcement agencies that implemented Regulatory Guideline 5	7	5	0	0	7	4	2	6	3	1	1	**36**
Number of enforcement agencies that used the egg inspection checklist	3	5	0	0	3	2	0	5	3	0	0	**21**
Number of enforcement agencies that used the advisory letter for Council	0	0	0	0	0	1	0	1	1	0	0	**3**
Number of enforcement agencies that used the compliance strategy	2	2	0	0	1	1	0	1	1	0	0	**8**
Number of assessments that were conducted using the egg inspection checklist	3	9	0	0	5	1	0	6	9	0	0	**33**
Number of improvement notices served in relation to raw egg-based product handling assessments	4	0	0	0	0	0	0	0	0	0	0	**4**
Number of prohibition orders served in relation to raw egg-based product handling assessments	0	0	0	0	0	0	0	0	0	0	0	**0**

Appendix 7: data 1 July 2021 to 30 June 2022

Pet Meat	East metro	Goldfields	Great Southern	Kimberley	Midwest	North metro	Pilbara	South metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies that reported / total enforcement agencies	**11/11**	**8/8**	**11/12**	**4/4**	**19/21**	**8/11**	**3/4**	**11/11**	**11/12**	**37/43**	**1/1**	**124/ 138**
Number of pet meat processing establishments	4	1	2	0	4	3	1	3	10	0	0	**28**
Number of retail pet meat shops	24	4	3	0	0	14	1	10	6	2	0	**64**
Number of knackeries	1	0	0	0	0	0	0	0	0	0	0	**1**

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Government of Western Australia
Department of Health

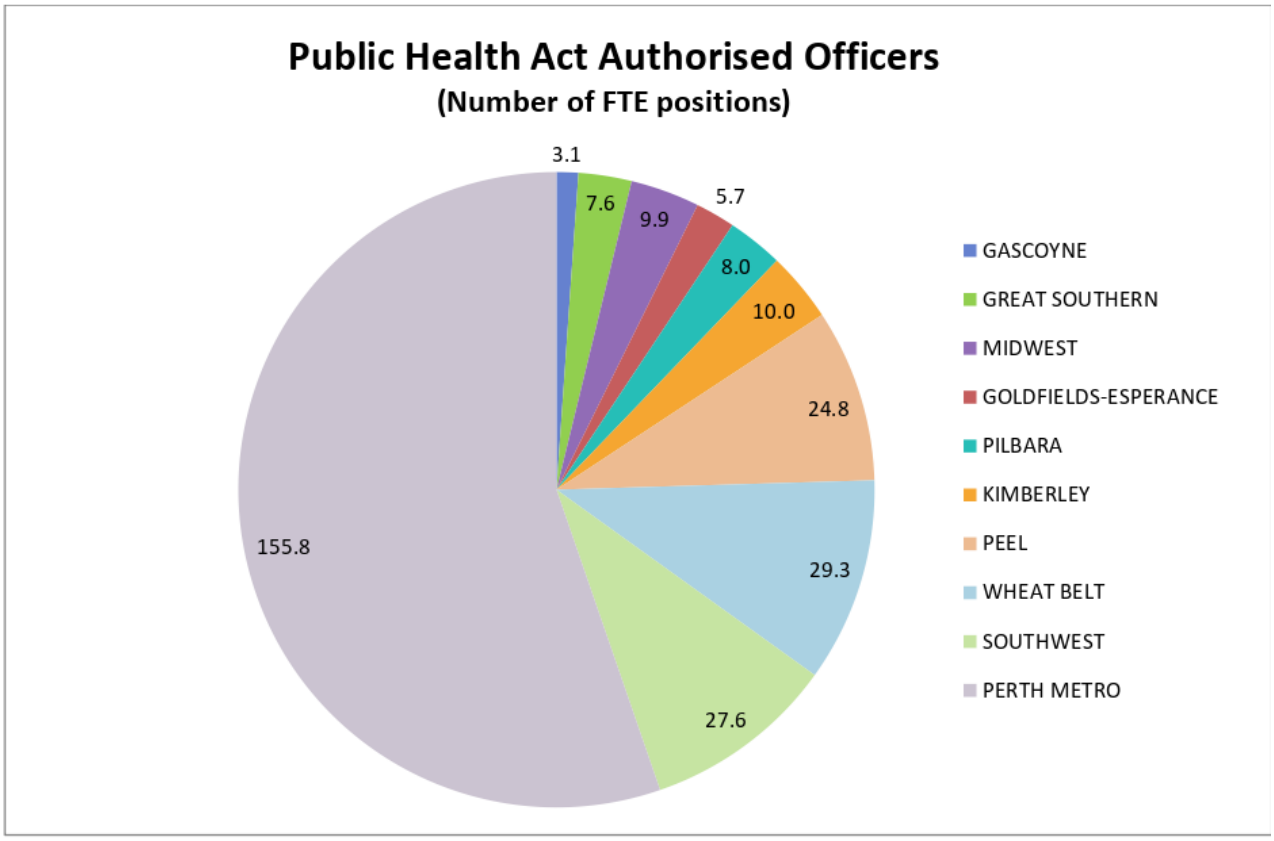
2019/2020 *Public Health Act 2016* Enforcement Agency Reporting

Section 22 of the *Public Health Act 2016* (the Public Health Act) requires local government (LG) to report to the Chief Health Officer on the performance of functions under the Public Health Act.

The reporting survey for the period of 2019/2020 was undertaken and 137 of a total of 137 Western Australia LGs provided their response to the survey. The number of LGs that reported in 2018/2019 was also 137.

Authorised Officers

During the 2019/2020 reporting period, there were 281.7 Full Time Equivalent (FTE) Public Health Act Authorised Officers employed by local governments. A summary is provided below.



The LG with the highest number of authorised officers reported having 11.3 FTE positions, while two LGs reported not having any positions.

There was a total decrease of ten (-3.6%) FTE authorised officer positions in the 2019/2020 reporting period when compared to the 2018/2019 reporting period.

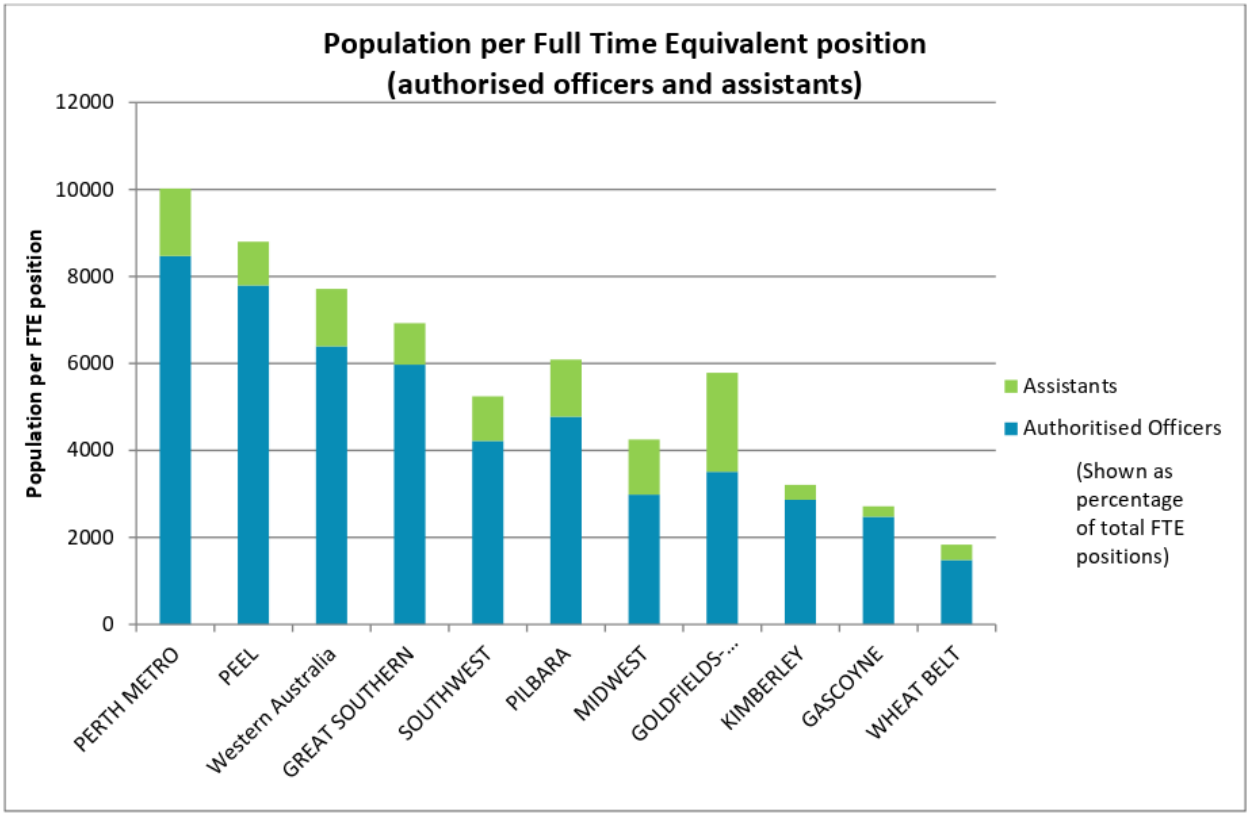
45% of LGs reported a decrease in FTE positions while 28% reported an increase. The remaining 27% of LGs reported no changes in their FTE positions. It should be noted that the 2019/2020 FY was subject to pressures related to the COVID-19 pandemic.

The total number of FTE positions that assisted authorised officers for the 2019/2020 period was 58.2 FTE positions. This total number was down 28% from the 81.7 FTE positions of the 2018/2019 reporting period but similar to the 58.1 FTE positions that assisted authorised officers in the 2017/2018 reporting period after correcting for the 3 local governments that didn't report in that period.

The LG with the highest number of authorised officer assistant positions reported having 4 FTE positions, while 47% (65) of LGs reported not having any.

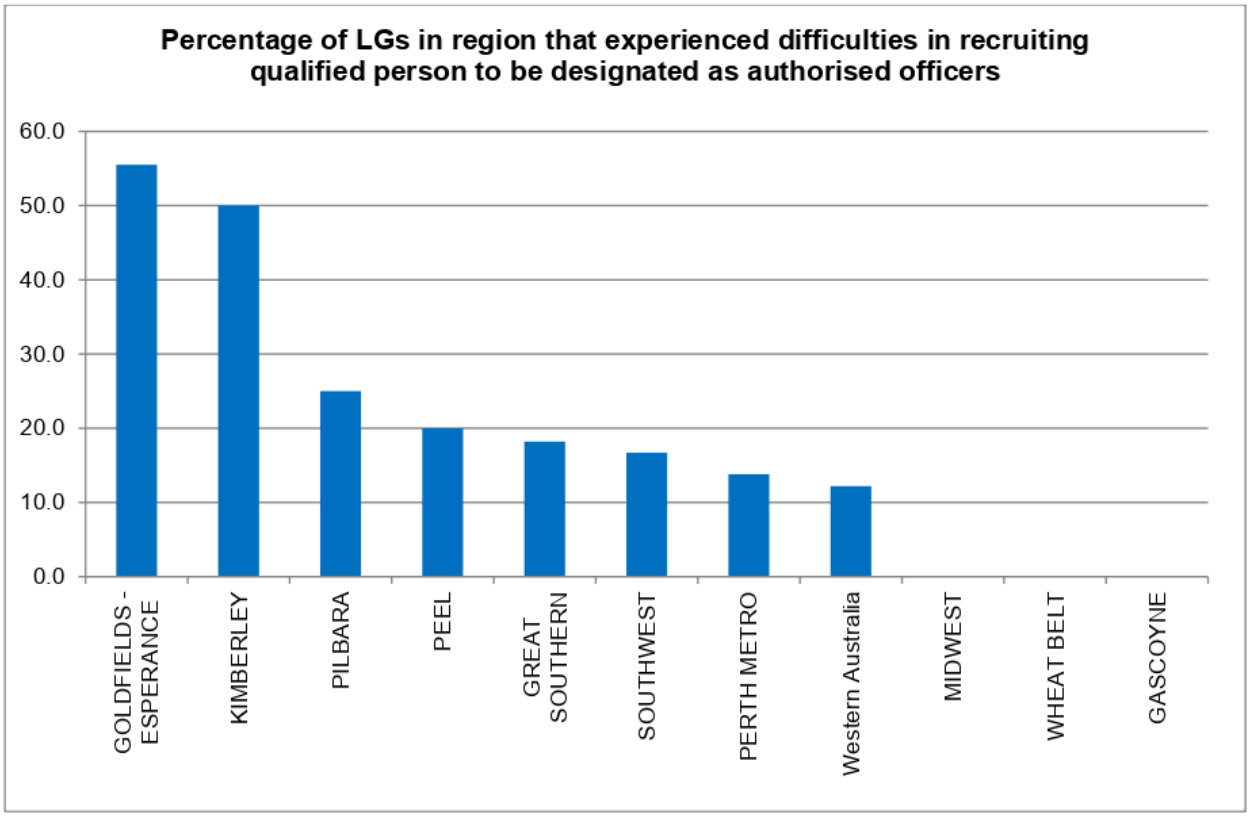
When comparing the average population numbers (ABS, 2018 LGA data) with the combined FTE positions (authorised officers and assistants), Western Australia has an average of 7,710 persons per every FTE position. This number can be compared with the average of 6,900 persons per every FTE position for the 2018/2019 reporting period. The 2017/2018 average was 7,400 persons per every FTE position.

The average population per FTE position for the regions ranged from 1,831 to 10,019 persons per FTE position. This range has increased from the 2018/2019 reporting period where the range was 1,831 to 9,220 persons per FTE position. The difference across the regions for 2018/2019 is shown below.



Recruitment of appropriately qualified persons

During the 2019/2020 reporting period, 17 LGs (12%) experienced difficulties in recruiting appropriately qualified persons to be designated as authorised officers under the Public Health Act. 13 of these LGs were located in regional WA and 4 were located within the Perth Metropolitan Area. This was an improvement compared to the previous reporting period where 19 LGs experienced difficulties. The difference across the regions is shown below.



Additional findings

During the 2019/2020 reporting period, 47 Authorised Officers returned their Certificate of Authority.

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8.7 COMPLIANCE REPORTS - COUNCIL MINUTE MANAGEMENT

File Number: **4262 - Status Reports**

Author: **Sarah Smith, Executive Services Coordinator**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

The Council Minute Management Report provides Council with an update on all actions required to be undertaken by the Administration once a resolution has been adopted by Council at the Ordinary Council and Audit Committee Meetings.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

Officers are required to provide an accurate update on items to inform the Council on the progress, or any delays or the completion of each recommendation adopted by Council at the Ordinary Council and Audit Committee Meetings.

The report assists the Shire fulfil its corporate governance responsibilities in managing the affairs of the organisation. This includes financial reporting, risk management, compliance requirements and auditing.

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

GOAL	OUR PRIORITIES	WE WILL
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

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: 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

Most items are up to date within reasonable parameters.

Staff leave, recent resignations and flood recovery impacts have had some impact on progress, and however the delays at this point are not concerning.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Actions - August 2024

COMMITTEE RESOLUTION AC22/24

Moved: Cr Geoff Haerewa
Seconded: Cr Brett Angwin

That the Audit and Risk Committee receives the information contained in the report detailing Council Minute Management.

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 16 August 2024 4:06 PM

Meeting	Officer/Director	Section	Subject
Council 29/02/2024	Chadwick, Mark Karlsson, Jess	Development Services	Proposed Dedication of Portion of Sandford Road, Fitzroy Crossing

RESOLUTION 17/24

Moved: Cr Andrew Twaddle
Seconded: Cr Brian Ellison

That Council initiate the process required to dedicate a previously constructed portion of Sandford Road, Fitzroy Crossing through Lot 126 on DP215485 (Reserve 36669) and portion Lot 402 on DP77614 (Reserve 36669) as a public road pursuant to section 56 of the *Land Administration Act 1997* and associated regulations and direct the Shire Chief Executive Officer to progress the proposal accordingly.

In Favour: Mr Peter McCumstie and Crs Brett Angwin, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 7/0

16 May 2024 2:17pm Chadwick, Mark
The road dedication process has been initated with the Lands Division

Meeting	Officer/Director	Section	Subject
Council 28/03/2024	Chadwick, Mark Karlsson, Jess	Development Services	Local Planning Scheme No. 9 Review - Schedule of Submissions and Modifications

RESOLUTION 38/24

Moved: Cr Geoff Davis
Seconded: Cr Geoff Haerewa

That Council:

1. **Pursuant to Regulation 25(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, acknowledge all submissions received public advertising of the Shire of Derby/West Kimberley Local Planning Scheme No.9 and endorse the recommendations contained in Attachment 2 – Schedule of Submissions prepared in respect of the new Scheme;**

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 16 August 2024 4:06 PM

2. **Pursuant to Regulation 25 (3)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, support the Shire of Derby/West Kimberley Local Planning Scheme No.9 subject to the various modifications contained in Attachment 3 – Schedule of Proposed Modifications;**

3. **Pursuant to Regulation 28 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, forward the advertised version of the Shire of Derby/West Kimberley Local Planning Scheme No.9, the Schedule of Submissions (i.e. Attachment 2), the Schedule of Proposed Modifications (i.e. Attachment 3), and a copy this resolution to the Western Australian Planning Commission for formal consideration and the Hon. Minister for Planning's final determination;**

4. **Authorise the Chief Executive Officer to make any additional minor modifications to the Shire of Derby/West Kimberley Local Planning Scheme No.9 Scheme Text and/or Maps as may be required by the Western Australian Planning Commission or authorised person to address any spelling, grammar, legibility issues or mapping anomalies/errors as well as all modifications required by the Hon. Minister for Planning; and**

5. **Authorise the Chief Executive Officer and President to endorse all final revised documentation required to be prepared in respect of the Shire of Derby/West Kimberley Local Planning Scheme No.9 in due course by affixing the Shire's common seal and signing the documentation accordingly.**

In Favour: Crs Peter McCumstie, Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley and Kerrissa O'Meara

Against: Nil

CARRIED 8/0

15 May 2024 10:47am Chadwick, Mark
Awaiting confirmation from the Minister of Planning that the Local Planning Scheme may be published.
15 May 2024 10:49am Chadwick, Mark
Awaiting notification from the Minister of Planning that the Local Planning Scheme No. 9 is ready to endorse.

Meeting	Officer/Director	Section	Subject
Council 28/03/2024	Chadwick, Mark Karlsson, Jess	Matters for which the Meeting May Be Closed (Confi	Waste Facility Site Identification Derby and Fitzroy Crossing 2024

RESOLUTION 42/24

Moved: Cr Geoff Davis
Seconded: Cr Geoff Haerewa

That Council:

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 16 August 2024 4:06 PM

1. **Receives the report Waste Facility Site Identification Derby and Fitzroy Crossing prepared by ASK Waste Management Consulting;**
2. **Directs the CEO to ensure the potential waste facility sites remain confidential until land tenure agreements are secured.**
3. **Directs the CEO to complete the following;**
   - **(a) Identify potential waste facility sites and seek land tenure agreements;**
   - **(b) Investigate potential waste facility sites in parallel for Derby and Fitzroy Crossing;**
   - **(c) Complete basic soil test assessments of potential waste facility sites;**
   - **(d) Conduct a survey to confirm projected operational lifespan of the Derby waste facility site;**
   - **(e) Engage a suitably qualified and experienced project manager for the two waste facility projects; and**
   - **(f) Define specific lots for each potential waste facility site where tenure is required and detailed investigations can take place.**
4. **Considers the full costs of site investigations and construction for inclusion in the long-term financial plan for the waste facility sites in Derby and Fitzroy Crossing; and**
5. **Directs the CEO to prepare revaluation of future waste facility closure costs for Derby and Fitzroy Crossing and to bring back a report to Council for its consideration in the subsequent budget.**

In Favour: Crs Peter McCumstie, Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley and Kerrissa O'Meara

Against: Nil

CARRIED 8/0

15 May 2024 10:41am Chadwick, Mark
The project has commenced; several meetings held and the setting up of a project working group on 17 May 2024., Currently officers are awaiting further advice (i.e. Enquiry Form has been lodged) with Department Planning Lands and Heritage regarding obtaining access to the 5 parcels of land vested with the (DPLH). This is required to conduct the soil site tests. , The expected completion date for this portion of project for reporting back to Council, will be once two sites have been identified for Derby and Fitzroy Crossing; to purchase each of the sites and to secure tenure., Currently in the process of developing a business plan and timeline to be endorse by Council a the OCM in August 2024. Once endorsed it will be presented to DWER and DPLH. , Tenders to be obtained via Vendorpanel for the investigation and construction of the waste facility site in Derby as well as the site testing. The scope of the tenders is pending review via the Waste project meeting group.

Meeting	Officer/Director	Section	Subject

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 16 August 2024 4:06 PM

Council 27/06/2024	Clarkson, Tamara Clarkson, Tamara	Matters for which the Meeting May Be Closed (Confi	Compensation Claim

RESOLUTION 94/24

Moved: Cr Geoff Davis
Seconded: Cr Brett Angwin

That Council:

1. **Endorse a without fault "ex-gratia" payment to Ms Pene Brown of up to $831.30 for replacement of the broken window on her vehicle, upon provision of a repairer receipt (or alternatively, a payment of up to $831.30 to a licenced local provider to undertake the repair); and**
2. **Instructs the CEO to develop a policy for Council's consideration, addressing the more likely future damages claims that might be submitted.**

In Favour: Mr Peter McCumstie and Crs Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 9/0

Meeting	Officer/Director	Section	Subject
Council 13/06/2024	Clarkson, Tamara Clarkson, Tamara	Corporate Services	Schedule of Fees and Charges 2024/2025

RESOLUTION 79/24

Moved: Cr Geoff Haerewa
Seconded: Cr Brett Angwin

That Council by ABSOLUTE MAJORITY pursuant to Section 6.16 of the Local Government Act 1995,

1. **Adopts the draft 2024/25 Fees and Charges Schedule, as attached; and**
2. **Authorises the CEO to advertise by Local Public Notice the proposed Fees and Charges.**

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 16 August 2024 4:06 PM

In Favour: Crs Peter McCumstie, Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley and Andrew Twaddle

Against: Nil

CARRIED 8/0 BY ABSOLUTE MAJORITY

Meeting	Officer/Director	Section	Subject
Council 28/03/2024	Davis, Mark Dexter, Amanda	Executive Services	Delivery of Visitor Servicing (Derby)

RESOLUTION 36/24

Moved: Cr Brett Angwin
Seconded: Cr Paul Bickerton

That Council:

1. **Endorses the delivery of face-to-face visitor servicing to be undertaken moving forward by the Shire, and absorbed by the Customer Service Team.**
2. **Notes that visitor servicing will be delivered by Shire staff from the Derby Visitor Centre on Loch Street, Derby alongside the Shire's administrative and Department of Transport services.**

In Favour: Crs Peter McCumstie, Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley and Kerrissa O'Meara

Against: Nil

CARRIED 8/0

16 May 2024 5:01pm Davis, Mark
Work is progressing towards the reopening of the facility at the start of June. The centre has been cleared of merchandise that belongs to the Derby Touist Bureau, and enquiries continue in regards to ability to dispose of assets previously the property of DTB.

Meeting	Officer/Director	Section	Subject
Council 30/05/2024	Davis, Mark Dexter, Amanda	Executive Services	Fitzroy Crossing Youth Facilities Concept Design

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 16 August 2024 4:06 PM

RESOLUTION 68/24

Moved: Cr Kerrissa O'Meara
Seconded: Cr Paul Bickerton

That Council:

1. **Endorses the concept plans for the two preferred sites (Flynn Drive and McLarty Road) for the proposed Fitzroy Crossing Youth Zones;**
2. **Notes the projects will be delivered in a staged approach dependent on external funding; and**
3. **Notes that the water and splash play elements received overwhelming community support and will be prioritised for the first stage of funding and construction.**

In Favour: Mr Peter McCumstie and Crs Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 9/0

Meeting	Officer/Director	Section	Subject
Council 30/05/2024	Davis, Mark Dexter, Amanda	Executive Services	Memorandum of Understanding with Gooniyandi Aboriginal Corporation

RESOLUTION 67/24

Moved: Cr Brett Angwin
Seconded: Cr Paul Bickerton

That Council:

1. **Endorses the draft MOU and Addendum 1 between the Shire of Derby-West Kimberley and the Gooniyandi Aboriginal Corporation, recognizing its significance in formalizing the cooperative relationship between the two entities;**

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 16 August 2024 4:06 PM

2. **Directs the CEO to finalise the MOU and Addendum 1 for execution via signatories from both parties;**
3. **Notes both parties will continue to engage in open dialogue and collaboration to ensure the effective implementation of the MOU and the achievement of its stated objectives;**
4. **Notes that this MOU does not supersede the Shire's responsibilities under the Local Government Act 1995; and**
5. **Supports the principle of additional MOUs being established with other Aboriginal and Traditional Owner groups throughout the region.**

In Favour: Mr Peter McCumstie and Crs Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 9/0

Meeting	Officer/Director	Section	Subject
Council 30/05/2024	Dexter, Amanda Dexter, Amanda	Matters for which the Meeting May Be Closed (Confi	Ngunga Early Years - Lease of Land and Proposed Transfer of Reserve - Commercial in Confidence

RESOLUTION 77/24

Moved: Cr Geoff Davis
Seconded: Cr Kerrissa O'Meara

That Council:

1. **Endorses the establishment of a 21-year lease (on a peppercorn style basis) to Ngunga Women's Group for a 1,300sqm parcel of land from Reserve Number; 24904 (part of 28 Ashley Street) vested in the Shire of Derby/West Kimberley for Recreation and Community Purposes, for the establishment of the Early Years Centre, inclusive of a day care centre with a 30 children capacity;**
2. **Authorises the CEO to progress the lease to its conclusion;**
3. **Authorises the CEO (once the initial lease has been executed) to apply to the Minister for Lands, for a further 21-year lease as above;**

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 16 August 2024 4:06 PM

4. Approves the CEO to progress the formal transfer of the leased area of land (approximately 1,300sqm) to Ngunga Women's Group (Aboriginal Corporation) through the Department of Planning, Lands and Heritage, under the authority of the Minister for Lands; and

5. Authorises the CEO to undertake all necessary actions to facilitate the above transfer.

In Favour: Mr Peter McCumstie and Crs Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 9/0 BY ABSOLUTE MAJORITY

Meeting	Officer/Director	Section	Subject
Council 26/08/2021	Dexter, Amanda Dexter, Amanda	Executive Services	Aboriginal Empowerment Strategy

RESOLUTION 84/21

Moved: Cr Geoff Davis
Seconded: Cr Rowena Mouda

That Council:

1. Endorses the Workshop Report – 22 July 2021 – Shire of Derby/West Kimberley Aboriginal Empowerment Strategy;

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

3. Endorse the scoping and development of a senior Aboriginal identified position within the SDWK to operationalise empowerment strategies including economic development and communications.

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

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 16 August 2024 4:06 PM

10 Sep 2021 4:12pm Smith, Sarah - Reallocation
Action reassigned to O'Halloran, Amanda by: Smith, Sarah for the reason: Sarah Tobias is an external consultant

16 Mar 2022 11:30am Dexter, Amanda
Amanda will arrange advertising to progress the appointment of a Organisation/ Consultant to assist with the Development of a Strategy and/ or high level prioirities in order to get this program up and running over the next few months.

16 Mar 2022 11:34am Dexter, Amanda - Target Date Revision
Revised Target Date changed by: Dexter, Amanda From: 9 Sep 2021 To: 31 May 2022, Reason: This item has not been resourced adequartely and higher priioritisation has been allocated to ensure that it progresses over the next few months

09 Jun 2022 4:02pm Dexter, Amanda - Target Date Revision
Revised Target Date changed by: Dexter, Amanda From: 31 May 2022 To: 30 Jul 2022, Reason: This project has unfortunately not progressed due to resoucing 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.

12 Aug 2022 11:09am Dexter, Amanda - Target Date Revision
Revised Target Date changed by: Dexter, Amanda From: 30 Jul 2022 To: 30 Sep 2022, Reason: This Item is a high priority for the first quarter of the 2022/23 FY.

12 Aug 2022 11:10am Dexter, Amanda - Target Date Revision
Revised Target Date changed by: Dexter, Amanda From: 30 Sep 2022 To: 30 Sep 2022, Reason: This Item is a high priority of the 2022/23 FY. A detailed report will be provided to Council by the 30 September 2022

11 Oct 2023 3:26pm Smith, Sarah - Target Date Revision
Target date changed by Smith, Sarah from 30 September 2022 to 29 February 2024 - Aboriginal Empowerment Strategy this is ongoing – the CEO Exec Team will continue to progress this as time permits. We will look to regroup in the new year (11/10/2023)

Meeting	Officer/Director	Section	Subject
Council 24/04/2024	Fromont, Paul Karlsson, Jess	Community and Recreation Services	Youth Engagement and Safety at Derby Youth Centre

RESOLUTION 55/24

Moved: Cr Kerrissa O'Meara
Seconded: Cr Brian Ellison

That Council by ABSOLUTE MAJORITY:

1. **Approves the recommendation of installing a new, upgraded fence at the Derby Youth Centre;**
2. **Approves expenditure of up to $148,000 (noting this amount includes art installations) (inc. GST) for the purpose of installing the Derby Youth Centre fence, and four (4) art installations, within the FY23/24 Shire budget;**
3. **Delegates oversight of this project to the Shire CEO; and**
4. **Notes that Shire administration will pursue funding to offset the cost of fence installation at the Derby Youth Centre.**

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 16 August 2024 4:06 PM

In Favour: Mr Peter McCumstie and Crs Geoff Haerewa, Brett Angwin, Brian Ellison, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 6/0 BY ABSOLUTE MAJORITY

16 May 2024 3:45pm Reilly, Telia - Reallocation
Action reassigned to Fromont, Paul by Reilly, Telia - Following the production of the report, this has been assigned to appropriate manager

16 May 2024 3:49pm Reilly, Telia - Target Date Revision
Target date changed by Reilly, Telia from 08 May 2024 to 31 July 2024 - Following Council approval of the business case, a vendor panel post was done giving 14 days to submit a qoute for the installation of a new fence and the removal of the old fence. Replies must be received before the 24th May. Once all submissions have been received a preferred supplier will be selected.

Meeting	Officer/Director	Section	Subject
Council 30/05/2024	Hartley, Neil Dexter, Amanda	Executive Services	Economic Development Study and Action Plan

RESOLUTION 62/24

Moved: Cr Brett Angwin
Seconded: Cr Geoff Davis

That Council:

1. **Endorses the attached Request for Quotation (for an Economic Development Strategy and Action Plan); and**
2. **Directs the CEO to commence the procurement process once a funding source (2024/25 Shire Budget and/or WA State Government) has been confirmed.**

In Favour: Mr Peter McCumstie and Crs Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 9/0

08 Jun 2024 11:16am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 13 June 2024 to 31 October 2024 - Requires State Government Funding (at least $100,000) which has been applied for through Kimberley Development Commission. $30,000 contributory allocated within the Shire's 2024/25 budget.

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 16 August 2024 4:06 PM

Meeting	Officer/Director	Section	Subject
Council 30/05/2024	Hartley, Neil Dexter, Amanda	New Business Of An Urgent Nature	Disposal of Motor Vehicle - Unbudgeted

RESOLUTION 74/24

Moved: Cr Brett Angwin
Seconded: Cr Brian Ellison

That Council:

1. Authorises the unbudgeted sale of the 2004 Toyota Landcruiser motor vehicle (1BSR.168); and

2. Notes that the vehicle's availability for purchase at the Pickles Auctioneers' Auction will be advertised locally on the Shires website (Public Notice).

In Favour: Mr Peter McCumstie and Crs Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 9/0 BY ABSOLUTE MAJORITY

Meeting	Officer/Director	Section	Subject
Council 29/02/2024	Hartley, Neil Dexter, Amanda	Executive Services	One Tree Community Services Inc. Child Care Centre Lease and Building Modification; and Associated Residence

THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_ReportName_11247)
CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT

DOCUMENT: \\SDWK-APP02\INFOCOUNCIL\DOCUMENTS\COUNCIL\MINUTES\CO_20240229_MIN_2286_AT.DOCX
Resolution not found

03 Apr 2024 10:06am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 14 March 2024 to 30 June 2025 - Discussions between Shire and One Tree (and third party, LotteryWest) occurring. Agreement in principle reached, but securing LotteryWest funding and implementation of building renovation will take time.

Meeting	Officer/Director	Section	Subject
Council 31/08/2023	Hartley, Neil Dexter, Amanda	Executive Services	Derby Airport - Lease to Federal Government (SouthPAN Project)

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 16 August 2024 4:06 PM

RESOLUTION 93/23

Moved: Cr Peter McCumstie
Seconded: Cr Andrew Twaddle

That Council:

1. **Notes that this proposed lease arrangement is exempt from the standard Local Government Act S3.58 requirements, via Regulation 30 of the Local Government (Functions and General) Regulations;**
2. **Agrees to lease the portion of land referred to in this report to the Federal Government agency, Geoscience Australia, for a period of up to 20 years; and**
3. **Authorises the Chief Executive Officer to negotiate the appropriate lease form, conditions, and annual lease charge.**

In Favour: Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Pat Riley and Peter McCumstie

Against: Nil

CARRIED 6/0

06 Sep 2023 3:32pm Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 14 September 2023 to 31 December 2023 - Advice of Council's position forwarded to Federal Government's Geoscience Australia. Awaiting its response so lease price can be negotiated. Will largely use Geoscience Australia lease document as a base, plus include operational protections for the Derby Airport. Timeline and lease priority establishment for Geoscience Australia is unknown.

02 Oct 2023 8:35am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 31 December 2023 to 31 December 2023 - Drafting of a lease agreement for the Shire's consideration is being progressed by SouthPAN.

04 Dec 2023 9:37am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 31 December 2023 to 31 March 2024 - Shire's comments on lease draft have been submitted to SouthPAN for feedback (generally only minor as lease looks to be an almost standard type commonwealth government lease document). Lease price is still to be negotiated.

03 Apr 2024 10:02am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 31 March 2024 to 31 May 2024 - Discussions occuring between SouthPan and the Shire to finalise arrangements. Access point agreed; power and communications arrangements being progressed; lease deatils agreed to but not yet executed.

05 Aug 2024 4:16pm Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 31 May 2024 to 31 October 2024 - Lease being prepared by Commonwealth government.

Meeting	Officer/Director	Section	Subject
Council 29/02/2024	Hartley, Neil	Matters for which the Meeting May Be Closed (Confi	Derby Airport - Lease to Recharge Fuels (Lease Areas #'s 6 and 11)

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 16 August 2024 4:06 PM

Dexter, Amanda

RESOLUTION 20/24

Moved: Cr Wayne Foley
Seconded: Cr Brian Ellison

That Council:

1. **Agrees to progress the Derby Airport leases for Recharge Fuels (Areas 6 and 11) as indicated in the draft public advertisement attachment (noting that lease fees will be included once received from the licensed valuer);**
2. **Authorises the CEO to negotiate and progress the lease proposal, conditional on it being progressed consistently with Section 3.58 of the Local Government Act, the content of this report, and conditional also on Recharge Fuel's agreement to meeting legal and valuation costs, and contributing to the Shire's administration costs (total estimated at $12,000);**
3. **Advises Recharge Fuels that in accordance with Section 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**
4. **Notes that if there are no submissions as per #3 above, the President and Chief Executive Officer will execute the necessary lease and other documentation and apply the Shire's Common Seal (if required) under Delegation 1.1.33 (Applying Common Seal).**

In Favour: Mr Peter McCumstie and Crs Brett Angwin, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 7/0

03 Apr 2024 10:11am Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 14 March 2024 to 30 June 2024 - Public submission period closed on 2 April 2024 with no submissions received. Lease Agreements to now be drafted and forwarded to parties for review and agreement/execution.

05 Aug 2024 4:13pm Hartley, Neil - Target Date Revision
Target date changed by Hartley, Neil from 30 June 2024 to 30 November 2024 - Recharge Fuels have requested a 1 November 2024 start date. BP Lease will continue that transition date.

Meeting	Officer/Director	Section	Subject
Council 24/04/2024	Mildenhall, Christie Karlsson, Jess	Community and Recreation Services	Community Funding Scheme Grants Program Review

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 16 August 2024 4:06 PM

RESOLUTION 54/24

Moved: Cr Geoff Haerewa
Seconded: Cr Kerrissa O'Meara

That Council by ABSOLUTE MAJORITY;

1. **Delegates the determination of Community Grant applications to a subgroup of Council – "Community Grant Review Group" comprising of the President and 2 Councillors, being Cr Kerrissa O'Meara and Cr Wayne Foley;**

2. **Approves the Terms of Reference as guidelines for the Community Grants Review Group (CGRG) as per Attachment Two;**

3. **Approves increasing the frequency of Community Development Funding round assessments to be completed monthly, with applications closing on the last day of each month;**

4. **Approves adding to existing Shire Community Grants guidelines a funding scheme to support individuals and groups attending representative sport, recreation, arts, cultural or community events effective the commencement of the 2024/25 financial year;**

5. **Allocates a budget amount, in line with standard budget approval, to support individuals attending representative events, making the following funding levels available under the scheme, noting that once the annual budget is exhausted no further funding will be granted until the following financial year;**
   a. **Regional level representation - $500 (ex GST) per individual**
   b. **State level representation - $750 (ex GST) per individual**
   c. **National level representation - $1000 (ex GST) per individual**

6. **Directs the CEO to present to Council the draft updated funding guidelines, at the Ordinary Council Meeting of 30 May 2024.**

In Favour: Mr Peter McCumstie and Crs Geoff Haerewa, Brett Angwin, Brian Ellison, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 16 August 2024 4:06 PM

CARRIED 6/0 BY ABSOLUTE MAJORITY

16 May 2024 11:51am Mildenhall, Christie
* Community Grant Review Group in planning - to be activate for the start of the 24/25 financial year. , * Draft guidelines prepared for Council to consider at May OC.

11 Jul 2024 8:11am Mildenhall, Christie
* Application form for Representative Grants created., * Grants page on website updated to include updated guidelines for both programs, along with applictaion form for Representative grants.

Meeting	Officer/Director	Section	Subject
Council 26/10/2023	Mildenhall, Christie Karlsson, Jess	Community and Recreation Services	Derby Landcare Group Cattle Grid and Installation Request for Donation

RESOLUTION 131/23

Moved: Cr Geoff Haerewa
Seconded: Cr Paul Bickerton

That Council:

1. **Approves the donation of an ex-Main Roads WA cattle grid to the Derby Landcare Group for installation at the entrance to Munkajarra Wetlands subject to Derby Landcare Group taking on the ongoing maintenance and upkeep of the cattle grid; and**
2. **Approves the in-kind donation of Shire resources (staff and material) to the value of $3,000.00 to assist with the installation of the cattle grid at the entrance to Munkajarra Wetlands.**

In Favour: President Peter McCumstie, Crs Geoff Haerewa, Geoff Davis, Andrew Twaddle, Wayne Foley, Brian Ellison, Kerrissa O'Meara, Brett Angwin and Paul Bickerton

Against: Nil

CARRIED 9/0 BY ABSOLUTE MAJORITY

16 May 2024 11:08am Smith, Sarah - Reallocation
Action reassigned to Mildenhall, Christie by Smith, Sarah - Shane Edwards has left SDWK

16 May 2024 11:45am Mildenhall, Christie
Not yet progressed due to wet season. Installation of cattle grid proposed for end of May 2024

16 May 2024 11:51am Mildenhall, Christie - Target Date Revision
Target date changed by Mildenhall, Christie from 09 November 2023 to 03 June 2024 - Due to wet season installation scheduled for end of May 2024.

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 16 August 2024 4:06 PM

Meeting	Officer/Director	Section	Subject
Council 27/06/2024	Neate, Wayne Clarkson, Tamara	Technical Services	Awarding of Tender T08- 2023/24 Maintenance Grading 2024-2027

RESOLUTION 90/24

Moved: Cr Andrew Twaddle
Seconded: Cr Brett Angwin

That Council award tender T08-2023/24 Maintenance Grading 1 July 2024 to 30 June 2025 for:

1. **Area 1 to Walyarra Contracting Pty Ltd**
2. **Area 2 to Robbro WA Pty Ltd**
3. **Area 3 to Martuwarra Central Earthmoving Pty Ltd**
4. **Area 4 to Walyarra Contracting Pty Ltd**

In Favour: Mr Peter McCumstie and Crs Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 8/0

Meeting	Officer/Director	Section	Subject
Council 25/03/2021	Neate, Wayne Clarkson, Tamara	Development Services	Policy H2 - Traders and Stall Holders Permits (revised)

RESOLUTION 24/21

Moved: Cr Rowena Mouda
Seconded: Cr Paul White

That Council:

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 16 August 2024 4:06 PM

1. 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.

2. 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.

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

17 May 2021 3:49pm Paull, Robert
Further report to Council on outcome of advertising

10 Sep 2021 4:14pm Paull, Robert
Report to be prepared for the 28 October 2021 Council meeting.

10 Aug 2022 11:04am Smith, Sarah - Reallocation
Action reassigned to Neate, Wayne by: Smith, Sarah for the reason: Rob Paull has left the organisation

12 Aug 2022 10:49am Neate, Wayne - Target Date Revision
Revised Target Date changed by: Neate, Wayne From: 8 Apr 2021 To: 01 Sep 2022, Reason: With resignation of MDS the DTDS will need to investigate what has occurred

16 May 2024 11:53am Neate, Wayne - Target Date Revision
Target date changed by Neate, Wayne from 01 September 2022 to 01 August 2024 - Wayne Neate is still following this matter up to resolve.

Meeting	Officer/Director	Section	Subject
Council 25/08/2022	Neate, Wayne Clarkson, Tamara	Technical Services	REQUEST TO CLOSE HOLLAND STREET, DERBY AND TO AMALGAMATE WITH ADJOINING LAND

RESOLUTION 110/22

Moved: Cr Andrew Twaddle
Seconded: Cr Rowena Mouda

That with respect to request to close Holland Street, Derby and to amalgamate with adjoining land, Council:

1. Pursuant to Section 58 of the Land Administration Act 1997, support the permanent closure of Holland Street, Derby as outlined in this Report and expresses its preference that the closed portion be offered to adjoining land owners to acquire those portions of the closed road that abut their land;

	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: 16 August 2024 4:06 PM

2. **Give notice of the proposed road closure in accordance with *Land Administration Act 1978* allowing a minimum period of 35 days for people to lodge submissions from the date of the notice;**
3. **At the conclusion of the submission period, that the Chief Executive Officer be requested to provide a further report addressing whether to proceed or not to proceed with the proposed road closure in light of any submissions; and**
4. **Instruct the Chief Executive Officer to write to all of the owners requesting that they indemnify the Shire and the State of Western Australia of any and all third party costs that may be triggered by this process and only proceed with points 1, 2 and 3 when all letters are received from all property owners that adjoin the Holland Street road reserve.**

In Favour: Crs Geoff Davis, Andrew Twaddle, Rowena Mouda, Pat Riley, Linda Evans and Peter McCumstie

Against: Nil

CARRIED 6/0

03 Nov 2022 4:38pm Neate, Wayne - Target Date Revision
Revised Target Date changed by: Neate, Wayne From: 8 Sep 2022 To: 30 Jan 2023, Reason: All letters agreeing to indemnify Shire have been recieved from all property Owners. Currently advertising proposal and will await outcome of advertising.

02 Aug 2023 3:17pm Neate, Wayne - Target Date Revision
Target date changed by Neate, Wayne from 30 January 2023 to 09 December 2023 - Application has been lodged with DPLH we now await thier confirmation and process's to occur to finalise the process

08 May 2024 12:43pm Neate, Wayne - Target Date Revision
Target date changed by Neate, Wayne from 09 December 2023 to 25 December 2024 - The matter is now sitting with DPLH and will fall within thier processing timeframes - Road closures are normally not a priority so this process may take some time

Meeting	Officer/Director	Section	Subject
Council 30/05/2024	Neate, Wayne Clarkson, Tamara	Technical Services	Shire of Derby/West Kimberley - Road Management Upgrade Strategy 2024 - 2029 - Sealed Roads

RESOLUTION 69/24

Moved: Cr Andrew Twaddle
Seconded: Cr Geoff Haerewa

That Council:

1. Endorse the Road Management Upgrade Strategy 2024-29 – Sealed Roads;

	Division:	**Date From:**
	Committee:	**Date To:**
	Officer:	
Action Sheets Report		**Printed:** 16 August 2024 4:06 PM

2. Endorse the following roads as grant funded roads for 2025/26 financial year:

- **Nevill Street;**
- **Johnston Street;**
- **Clarendon Street; and**
- **Various Road Reseals.**

3. Undertake an ongoing commitment to review the strategy on an annual basis.

In Favour: Mr Peter McCumstie and Crs Geoff Haerewa, Brett Angwin, Paul Bickerton, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 9/0

Meeting	Officer/Director	Section	Subject
Council 29/02/2024	O'Meara, Gertrude Karlsson, Jess	Community and Recreation Services	Community Grants Assesments Round 2 - 2024

THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_ReportName_11275)
CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT

DOCUMENT: \\SDWK-APP02\INFOCOUNCIL\DOCUMENTS\COUNCIL\MINUTES\CO_20240229_MIN_2286_AT.DOCX
Resolution not found

16 May 2024 2:55pm O'Meara, Gertrude
Recipients have been reached out to and will aim to process payment of Grant by end of Month - May 2024

8.8 COMPLIANCE REPORTS - COUNCILLOR MEETING ATTENDANCE

File Number: **4262 - Status Reports**

Author: **Sarah Smith, Executive Services Coordinator**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

For the Committee to monitor councillor attendance at Ordinary Meetings of Council and Special Council Meetings to oversee compliance with the Local Government Act.

In accordance with regulation 14D of the Local Government (Administration) Regulations 1996 Council may approve the holding of any Ordinary or Special Council Meeting by electronic means (vis. telephone, video conference or other means of instantaneous communication).

Council cannot authorise more than half of its Council meetings, to be held electronically, in any rolling 12 months period.

A Councillor may attend council or committee meetings by electronic means if the member is authorised to do so by the President or the Council. Electronic means attendance can only be authorised for up to half of the Shire's in-person meetings they have attended in total, in any rolling 12 months prior period. Authorisation can only be provided if the location and the equipment to be used by the Councillor are suitable to enable effective, and where necessary confidential, engagement in the meeting's deliberations and communications.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

The Councillor Meeting Attendance Reports provides Council with accurate meeting attendance register and allows the Administration to monitor attendance by Councillors to ensure compliance with the Local Government Act 1995 and Local Government (Administration) – Amendment Regulations 2022.

STATUTORY ENVIRONMENT

Local Government Act 1995

2.25. Disqualification for failure to attend meetings

(1) A council may, by resolution, grant leave of absence, to a member.

(2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.

(3A) Leave is not to be granted in respect of —

(a) a meeting that has concluded; or

(b) the part of a meeting before the granting of leave.

(3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.

(4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.

(5A) If a council holds 3 or more ordinary meetings within a 2 month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.

(5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —

(a) if no meeting of the council at which a quorum is present is actually held on that day; or

(b) if the non-attendance occurs —

(i) while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or

(ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or

(iii) while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or

(iiii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

(6) A member who before the commencement of the *Local Government Amendment Act 2009* section 5 was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.

[Section 2.25 amended: No. 49 of 2004 s. 19(1); No. 17 of 2009 s. 5; No. 31 of 2018 s. 5.]

Local Government Act 1995 – Local Government (Administration) – Amendment Regulations 2022

Regulation 7 inserts additional provisions for meetings that are conducted entirely by electronic means under regulation 14D. Regulation 14D provides for a meeting of council or committee to be conducted by electronic means outside of a declared state of emergency. Regulation 14D(1) defines a relevant period in relation to the backward-looking test used to calculate how many electronic meetings a local government has conducted over the previous 12 months relative to the proposed meeting, and the 50% cap provided by regulation 14D(2A). Subsection 14D(2)(a)(ii) is amended to require the mayor, president or council to consider the requirements under subregulation 14D(2B) in deciding whether to conduct an electronic meeting. Regulation 14D(2B) requires the local government to consider the suitability of a person's location and their equipment with respect to effective communication and confidential matters during a meeting.

Regulation 14D(2A) applies the 50% cap to the number of electronic meetings that a local government (council) may authorise outside of an emergency situation under subregulation (2)(c) over a 12-month period. The backward-looking test used to determine how many meetings have

already been held by electronic means in the preceding 12 months applies in the same way it does for electronic attendance at in-person meetings.

Regulation 14D(2B) inserts the criteria that the authorising authority (the mayor, president or council) are required to consider before deciding to hold an electronic meeting. The authorising authority is required to consider each council or committee member's ability to maintain confidentiality during closed parts of the meeting and the suitability of each person's intended location and equipment to enable effective engagement in council deliberations. The authorising authority must have regard to these matters when deciding to hold and authorise electronic meetings. Electronic meetings held outside of emergency circumstances under subregulation 2(c) may only be approved by council.

Subregulations 14D(5)(a) and (b) insert subsections (6) to (8) that apply to closed parts of electronic meetings. Subsection (6) requires each member in attendance to make a declaration that they can maintain confidentiality during the closed part of the meeting. Subsection (7) requires that if a member makes a confidentiality declaration but is unable to maintain confidentiality subsequent to the declaration, they are required to leave prior to the closed part of the meeting. Subsection (8) requires a member's declaration to be recorded in the meeting minutes.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
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

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: 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

There is no compliance concerns noted for this reporting period.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Council Meeting Attendance Table - 23-24**
2. **Electronic Council Meeting Attendance Table - 23-24**

COMMITTEE RESOLUTION AC23/24

Moved: Cr Brett Angwin
Seconded: Cr Geoff Davis

That the Audit and Risk Committee receives the information contained in the reports detailing Councillor meeting attendance (including via electronic means).

In Favour: Mr Peter McCumstie and Crs Andrew Twaddle, Brett Angwin, Geoff Davis and Geoff Haerewa

Against: Nil

CARRIED 5/0

Shire of Derby / West Kimberley

MEETING ATTENDANCE

The following table provides information on attendance at the 2023/24 Financial Year Ordinary and Special Council Meetings:

Councillor	Cancelled	17	31	12	26	30	15	29	28	24	30	27
	Jul	**Aug**	**Aug**	**Oct**	**Oct**	**Nov**	**Dec**	**Feb**	**Mar**	**Apr**	**May**	**June**
	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	2024
	OCM	Special	OCM	OCM	OCM	FX OCM	OCM	OCM	OCM	OCM	OCM	OCM
G Haerewa	-	✓ Phone	✓	✓	✓	LOA	✓	✓ Phone	✓	✓	✓	✓
P McCumstie	-	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
A Twaddle	-	✓	✓	✓ Phone	✓	✓	✓	✓	A	✓	✓	✓
G Davis	-	✓	✓	✓ Phone	✓	✓	✓	✓ Phone	✓	A	✓	✓
B Angwin					✓	✓	✓	✓	✓	✓	✓	✓
P Bickerton					✓	✓	✓	A	✓	LOA	✓	✓
B Ellison					✓	✓	✓	✓	✓	✓	✓	✓
W Foley					✓	✓	✓	✓	✓	LOA	✓	✓
K O'Meara					✓	✓ Phone	✓	✓	✓	✓	✓	✓

Derby
(08) 9191 0999 | 30 Loch Street
sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing
(08) 9191 5355 | Flynn Drive
sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing
ABN 98 934 203 063 | www.sdwk.wa.gov.au

MONTH	26-Oct	30-Nov	15-Dec	22-Feb	29-Feb	21-Mar	28-Mar	24-Apr	30-May	13-Jun	27-Jun	25-Jul	29-Aug	26-Sep	31-Oct	28-Nov	12-Dec	
TYPE/LOCATION	OCM - DBY	OCM - FX	OCM - DBY	Special DBY	OCM - DBY	Special DBY	OCM - FX	OCM - DBY	OCM - FX	Special DBY	OCM - DBY	OCM - REMOTE	OCM - DBY	OCM - FX	OCM - DBY	OCM - FX	OCM - DBY	
NAME																		
P McCumstie	P	P	P	P	P	P	P	P	P	P	P	C						
G Haerewa	P	LOA	P	O	O	P	P	P	P	P	P	C						
A Twaddle	P	P	P	P	P	P	A	P	P	P	P	C						
G Davis	P	P	P	O	O	O	P	A	P	O	O	C						
B Angwin	P	P	P	P	P	P	P	P	P	P	P	C						
P Bickerton	P	P	P	P	A	P	P	LOA	P	P	P	C						
B Ellison	P	P	P	P	P	P	P	P	P	P	P	C						
W Foley	P	P	P	P	P	P	P	LOA	P	P	P	C						
K O'Meara	P	O	P	P	P	P	P	P	P	P	P	C						

P	: IN-PERSON
O	: ONLINE
A	: APOLOGY
LOA	: LEAVE OF ABSENCE
C	CANCELLED

* Inclusion depends on date not conflicting with 12 months rolling period.

Physical Attendance	Online Attendance	Apology*	LOA*	Total Attendance	Physically In Attendance %*	NAME
11	0	0	0	11	100	P McCumstie
8	2	0	1	10	80	G Haerewa
10	0	1	0	10	100	A Twaddle
5	5	1	0	10	50	G Davis
11	0	0	0	11	100	B Angwin
9	0	1	1	9	100	P Bickerton
11	0	0	0	11	100	B Ellison
10	0	0	1	10	100	W Foley
10	1	0	0	11	91	K O'Meara

*Not counted in attendance %

*Measured using "rolling 12 months period".

9 NEW BUSINESS OF AN URGENT NATURE

- Nil.

10 NEW AND EMERGING ITEMS FOR DISCUSSION

- Nil.

11 DATE OF NEXT MEETING

The next meeting of Audit & Risk Committee will be held Tuesday, 10 December 2024 in the Council Chambers, Clarendon Street, Derby.

12 CLOSURE OF MEETING

The Presiding Member closed the meeting at 4:19pm**.**

These minutes were confirmed at a meeting on

……..

Signed: ……

Presiding Person at the meeting at which these minutes were confirmed.

Date: ……..

REPORTS

12 CORPORATE SERVICES

12.1 COUNCIL POLICY REVIEW

File Number: **4160**

Author: **Janyce Smith, Governance Administration Officer**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

This report sets out eleven (11) policies and two (2) new policies for endorsement.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

Sixteen (16) policies were reviewed and adopted by Council at its 22 February 2024 Ordinary Meeting of Council (Resolution No. 09/24). This ensures policies remain current and in line with legislation, accounting standards and other relevant information.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* regulates the ability of a local government to delegate the exercise of its powers or discharge its duties under the Act.

***Local Government Act 1995* S 2.7(2)(b) Role of Council -** outlines that one of the roles of Council is to "determine the local government's policies".

POLICY IMPLICATIONS

As detailed in each policy.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
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

RISK	LIKELIHOOD	CONSEQUENCE	RISK	MITIGATION

			ANALYSIS	
Organisation's Operations: Inefficiency and inconsistency can occur if policy positions are not set, or no consistency followed.	Possible	Moderate	Medium	Regular review of policies, and ongoing induction and training of staff to ensure policies are consistently applied.

CONSULTATION

Nil.

COMMENT

Council policies reviewed on this occasion are:

- C8 Public Statement by Present, Councillors and Chief Executive Officer
- C9 Temporary Employment or Appointment of (Acting) Chief Executive Officer
- F19 Community Funding Scheme
- F20 Related Parties Disclosure Policy
- PC4 Provision of Staff Housing
- ES1 Legal Representation Costs Indemnification
- ES2 Establishment of Commercial Leases
- ES4 Local Publications
- W1 Crossovers
- W3 Underground Public Utilities Services that Cross Council Controlled Thoroughfares
- W5 Public Art

In addition, there are two (2) new policies for council's consideration:

- C16 Use of Common Seal and Execution of Documents
- W7 Closed Circuit Television (CCTV)

Attached is a copy of the proposed policy modifications. There are three (3) outcome types:

Yell highlights	Minor changes - including terminology, typographical, formatting, pronunciation improvements and linkage to delegations.
Blue highlights	Changes warranting Council's specific consideration.
No highlights	Policies that have been reviewed, but have no suggested changes / improvements.

The table below outlines the changes that require specific consideration:

POLICY	CHANGE / NEW POLICY	REASONING

F19 Community Funding Scheme	The policy has been amended to include that individuals can apply for assistance.	To support individuals who have been selected at a representative level to participate in relevant events.
PC4 Provision of Staff Housing	This policy has been amended to include the housing allowance and eligibility. The administration functions have been removed.	To support the initiative of providing staff with housing allowances to assist with recruitment and retention. A CEO Directive is being developed for the administration functions.
C16 Use of Common Seal and Execution of Documents	New policy has been developed to provide information on documents that have general authority of the Council in which the Common Seal can be applied.	Council will require to revoke delegation 1.1.33 Applying Common Seal. This policy will replace that delegation and will ensure that the Shire's Common Seal is used, and documents are executed in accordance with the provisions of the *Local Government Act 1995*.
W7 Closed Circuit Television (CCTV)	New policy has been developed to set out the principles for the use of CCTV by the Shire and sharing of footage.	To prevent crimes through systems installed on Shire owned land and infrastructure.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. **Policy Review August 2024**
2. **Delegation 1.1.33 Applying Common Seal**

RECOMMENDATION

That Council by ABSOLUTE MAJORITY

1. **Adopts the policies and guideline in the attached Policy Review August 2024 document, inclusive of the policy revisions and the new policies outlined therein; and**
2. **Revokes delegation 1.1.33 Applying Common Seal noting that it has been replaced with policy C16 Use of Common Seal and Execution of Documents.**

Shire of Derby / West Kimberley

August 2024 Policy Review

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(C8) PUBLIC STATEMENTS BY PRESIDENT, COUNCILLORS AND CHIEF EXECUTIVE OFFICER

POLICY OBJECTIVE

It is common experience that the President or a Councillor identified as such in a media or other public statement is at risk of being understood as speaking for the local government. It is appropriate to take precautions against that risk.

The objective of this policy is to provide clarity as to the roles and responsibilities of the President, the Deputy President, Councillors and the Chief Executive Officer (CEO) when speaking publicly / issuing public statements on behalf of the Shire of Derby / West Kimberley (the Shire).

POLICY STATEMENT

Speaking Otherwise than for the Local Government

The performance of a role as Councillor imposes special limitations on what would otherwise be a normal member of the public's right to speak in public on local government affairs.

The principal limitation is that a Councillor who is not the President cannot speak or purport to speak on a matter which the *Local Government Act 1995* (the Act) assigns to the role of the President, or to be a function of the CEO.

Each of the President, Deputy President and a Councillor may speak in public to the extent that doing so does not conflict with each other's roles.

1. **The President**

   1.1 When speaking to the media or otherwise in public the President is the only member of Council who may speak on behalf of the Shire.

   1.2 When the President is speaking to the media or otherwise in public but not officially speaking on behalf of the Shire, the President must make it clear that he/she is not speaking as President or in any other Shire capacity.

2. **The Deputy President**

   2.1 The Deputy President may only speak to the media or otherwise in public on behalf of the Shire in the circumstances set out in s.5.34 of the Act.

   2.2. The Deputy President must otherwise comply with the limits on the role of a Councillor when speaking to the media or otherwise in public.

3. **Councillor**

   3.1 A Councillor may not speak to the media or otherwise in public on behalf of the Shire.

   3.2 When a Councillor is speaking to the media or otherwise in public, he/she must make it clear that he/she is not speaking on behalf of the Shire, or in the role of a Council member.

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3.3 A member of Council speaking on Shire matters to the media or otherwise in public may identify himself/herself as an elected member of the Council but must avoid any suggestion or appearance of speaking on behalf of the Shire.

4. Chief Executive Officer

4.1 It is part of the function of the Chief Executive Officer to speak on behalf of the Shire if the President agrees.

4.2 The President may give agreement to the CEO speaking on behalf of the Shire:

a) on a specific occasion; or
b) on a specific subject matter; or
c) on a specified category of occasions or a specified category of subjects when they arise.

4.3 Further to the above, the CEO may speak to the media or otherwise in public as to the Shire's affairs in performance of the CEO's functions under s.5.41 of the Act, including that of managing the day-to-day operations of the Shire. The CEO only requires the agreement of the President when making statements of the kind which would ordinarily fall within the role of the President as spokesperson of the Shire.

5. Written, Oral and Electronic Statements

This policy applies equally to statements in public whether they are communicated orally, in writing, electronically, or by any other means.

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Policy Details			
Original Adoption date:	27 June 2019 (Item 12.2, Res. 60/19)	**Review Frequency (~~Annual/Bi-ennial~~):**	~~Bi-ennial~~ 3 years
		Next Review Due:	August 2027
Policy Implementing Officer or Team:	Executive Services Coordinator	**Policy Reviewer:**	Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995 S.2.8(1)(d) of the LG Act provides that it is part of the role of the President to speak on behalf of the local government. S.5.41(f) of the LG Act provides that it is part of the function of the CEO to speak on behalf of the local government if the President agrees. Under s.5.41, the CEO has additional broad functions including the function of managing the day-to-day operations of the local government. That function requires the CEO from time to time to speak in public as to the local government's affairs, but the agreement of the President is only required where the CEO makes a public statement on behalf of the local government of a kind which would ordinarily fall within the role of the President as the spokesperson of the local government. S.2.10 of the LG Act sets out the role of a Councillor, and the role does not include speaking on behalf of the local government. S.5.34 of the LG Act provides that the Deputy President may perform the functions of the President if: (a) the office of President is vacant; or (b) the President is not available or is unable or unwilling to perform the functions of President.		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):			

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2, Res. 57/21
2.	24 February 2022	Item 11.5, Res. 07/22
3.	29 August 2024	Item xx, Res. xxx

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(C9) TEMPORARY EMPLOYMENT OR APPOINTMENT OF (ACTING) CHIEF EXECUTIVE OFFICER

POLICY OBJECTIVE
To:

1. Outline an appropriate process for the appointment of an Acting Chief Executive Officer (Acting CEO) ~~in the absence~~ during leave absences of the Chief Executive Officer (CEO) ~~during leave of absences~~; and to

2. Ensure compliance with s.5.36 of the *Local Government Act 1995* (the Act), which requires every local government to adopt (by absolute majority decision) a policy that sets out the process to be followed by the local government in relation to the employment of a person (being an existing employee or otherwise) in the position of CEO for a term not exceeding one year.

POLICY SCOPE
This policy applies to all appointments to the position of Acting CEO for a term not exceeding one year.

POLICY DEFINITIONS

CEO~~:~~ means the Chief Executive Officer of the Shire of Derby/West Kimberley.

Leave~~:~~ means annual, long service or personal leave.

Publicly invited~~:~~ means an open invitation to submit proposals, the format and extent of which is to be decided by Council if time permits, or alternatively the CEO.

POLICY STATEMENT

1. The process to be followed by the local government in relation to the employment of a person to the position of Acting CEO for a term not exceeding one year, other than to an existing employee as outlined in (2) above, is:

   (a) That invitations are to be sought from at least two suitably qualified persons where the appointment is for a period of four weeks or less, with the appointment being at the discretion of the CEO;
   (b) That invitations are to be sought from at least four suitably qualified persons for consideration, where the appointment is for a period of four to 26 weeks, with the appointment being made by Council;
   (c) That where time reasonably permits, invitations are to be publicly invited for appointments believed to be for a period greater than 26 weeks;
   (d) The relevant provisions of ~~Local Government~~ the Act sections 5.36 (Local government employees); 5.39 (Contracts for CEO and senior employees) and 5.40 (Principles affecting employment by local governments) must be maintained in compliance; and
   (e) All relevant human resource standards, protocols and procedures for the selection and appointment of Shire employees must be followed.

2. In accordance with the requirements of ~~section~~5.36(2)(a) of the ~~Local Government~~ Act ~~1995~~, the Council has determined that the persons holding either of the following position titles within the organisation are suitably qualified and experienced to be considered for the position of Acting CEO:

   ~~a) Director Technical and Development Services;~~

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~~b) Director Corporate & Community Services; and~~
~~c) Director Strategic Business.~~

(a) Deputy Chief Executive Officer (Deputy CEO)
(b) Director of Infrastructure
(c) Director Strategic Business
(d) Director Sustainable Communities

3. For periods of up to four weeks, the CEO is to appoint the Acting CEO (with any decision regarding the appointment of an Acting CEO for any period exceeding four weeks to be made by Council). There is no minimum period that the CEO needs to be on leave or away from the district for, to appoint an Acting CEO, that will be at the CEO's discretion and depend on operational needs.

4. The methodology for the CEO to appoint an Acting CEO from the listed positions in (2) for a period of absence of up to four weeks; is that the Deputy CEO or Directors will be appointed to the role at the discretion of the CEO, ~~generally on a rotational basis as a personal development opportunity, but the CEO will also take~~ taking into consideration for example, current and anticipated operational requirements, past performance, and the employee's availability.

5. All Acting CEO appointments are to be confirmed in writing and to be for a defined period. Appointments may be extended if circumstances change (subject to any decision regarding the appointment of an Acting CEO for any period exceeding four weeks being confirmed by the Council).

6. The CEO is to advise the Shire President and Councillors of any appointments made under this policy arrangement.

7. Should the CEO become incapacitated and unable to appoint ~~a Director~~ an officer to the role of Acting CEO, the Deputy CEO (or if the Deputy CEO is unavailable, the Director with the most years of service at the Shire is to ~~initially~~ until the Deputy CEO is available) take on the role as Acting CEO.

8. Should the Acting CEO not be available or themselves become incapacitated, the Deputy CEO (in the first instance) or the Director with the next highest service at the Shire (in the second instance) is appointed as Acting CEO.

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Policy Details			
Original Adoption date:	29 April 2021 (Item 11.7, Res. 39/21)	**Review Frequency: (Annual/Bi-ennial):**	~~Bi-ennial~~ 3 years
		Next Review Due:	August 2027
Policy Implementing Officer or Team:	Chief Executive Officer	**Policy Reviewer:**	Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995 S 5.39C requires that local governments prepare and adopt a policy for temporary employment or appointment of an acting CEO.		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Nil (Note: The Procedure for CEO recruitment and selection do not apply to the employment or appointment of an acting or temporary CEO for less than one year).		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2, Res. 57/21
2.	24 February 2022	Item 11.5, Res. 07/22
3.	29 August 2024	Item xx, Res. xxx

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(F19) COMMUNITY FUNDING SCHEME

POLICY OBJECTIVE
To provide financial and non-monetary in-kind assistance to individuals, community groups and not-for-profit organisations in a transparent, equitable and consistent manner. Support is provided as a contribution towards the delivery of services, activities and initiatives by community groups and not-for-profit organisations which enhance community participation and wellbeing. Contributions may also be provided to support individuals who have been selected at a representative level to participate in relevant events.

POLICY SCOPE
This policy applies to all requests from individuals, community groups and not-for-profit organisations to access financial, or non-monetary in-kind resources, to support the delivery of activities and initiatives with the Shire of Derby/West Kimberley (the Shire) district.

This policy does not cover:

(a) Sponsorship arrangements whereby the Shire negotiat~~ione~~s the right to associate the Shire's name with an event, service or activity;
(b) Partnership arrangements; and
(c) Lease agreements and approved waivers for Shire fees and charges.

POLICY DEFINITIONS

Non-monetary and in-kind assistance – the provision of goods and services which do not involve a monetary transaction. This may include, but is not limited to, the use of Shire operated facilities, equipment and personnel.

Not-for-profit organisations – Organisations that provide services to the community and do not operate to make a profit for its members. All profits must go back into the services the organisations provide and must not be distributed to members, even if the organisation winds-up. This includes registered charities, sporting and recreation clubs, community service organisations, professional and business associations, cultural and social societies and some indigenous corporations (*Australia Tax Office definition*).

POLICY STATEMENT
The Shire ~~of Derby/West Kimberley~~ acknowledges its role as a facilitator and partner in building the capacity, ownership and identity of the community. To support this role the Shire is committed to supporting community groups and not-for-profit organisations in the delivery of activities, services and initiatives by making an annual allocation to the Community Funding Scheme (the Scheme). Funds allocated to this scheme can be accessed by individuals, community groups and not-for-profit organisations through grant programs or requests to Council and can include financial or non-monetary contributions from the Shire.

Activities funded through the ~~Community Funding~~ Scheme must address identified community priorities as outlined in the Shire's Strategic Community Plan. Generally, the funded activities are to be delivered within the district of the Shire ~~of Derby/West Kimberley~~. Exceptions can be made where it can be demonstrated the project has significant benefit to Shire residents or promotes the Shire on a wider basis. Priority is given to groups that are based within the Shire district, however this does not preclude organisations who are based outside of the Shire area from obtaining funding.

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The funding allocation to the individual grants programs to be administered under the Scheme will be determined annually by Council. Each grants program will have a management guideline which will, at a minimum, outline:

(a) Objectives of the grant program and types of projects to be funded:
(b) Eligibility criteria;
(c) Funding criteria;
(d) Terms and conditions of the grant;
(e) Application, assessment and approval process;
(f) Appeals process;
(g) Acquittal and reporting requirements; and
(h) How the Shire's contribution should be acknowledged.

All other funding requests will be presented to Council, or as otherwise determined by Council, and outlined in the relevant program's management guidelines.

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Policy Details			
Original Adoption date:	26 September 2002 (Item 10.5.4 Res. 223/2002)	**Review Frequency ~~(Annual/Bi-ennial):~~**	~~Bi-ennial~~ 3 years
		Next Review Due:	August 2027
Policy Implementing Officer or Team:	Manager Community ~~Services~~ Development	**Policy Reviewer:**	~~Director – Corporate & Community Services~~ Director Sustainable Communities
Legislative Head of Power (Act, Regulation, or Local Law):	Not applicable		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Policy PC1 Risk and Opportunity Management Policy Policy PC10 Code of Conduct Behaviour Complaints Management Policy Strategic Community Plan 2021-2031 Record Keeping Procedure ~~Quick Grants Management Guidelines~~ ~~Development Grants Management Guidelines~~ Community Grants Management Guidelines Community Representatives Grants Program Guidelines		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	28 February 2019	Item 9.1.1, Res. 005/2019
2.	30 September 2020	Item 15.1, Res. 168/20
3.	29 September 2022	Item 15.3. Res/ 124/22
4.	29 August 2024	Item xx, Res. xx

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(F20) RELATED PARTIES DISCLOSURE POLICY

POLICY OBJECTIVE
The objective of the policy is to ensure that the Shire of Derby/West Kimberley's (the Shire's) financial statements disclose dealings with related parties and transactions and outstanding balances, including commitments with such parties that may have affected ~~its~~ the Shire's financial position and profit or loss.

POLICY STATEMENT
The Shire is committed to ensuring its financial operations are conducted with the highest of ethical integrity and in an open and transparent environment. To evidence this, and to comply with the Australian Accounting Standard AASB 124 Related Party Disclosures (AASB 124), the Shire will:

1. Establish, review and maintain a list of Key Management Personnel (KMP);
2. Establish, review and maintain a Related Party Transactions Register for the Shire; and will
3. Disclose related party relationships, transactions and outstanding balances, including commitments, in the Shire's annual financial statements.

For the purposes of implementing this policy, individuals who meet the definition of a Key Management Personnel (KMP) will include:

1. President, Deputy President and Councillors;
2. Chief Executive Officer (CEO), Deputy Chief Executive Officer and all Directors of the Shire; and
3. All officers with a procurement authority of $50,000 or more.

Council requires temporary appointments to KMP positions or persons acting as KMP in their absence, to be considered as KMP for that duration if the appointment is for three or more months in the financial year. For appointments of less than three months, the assessment is a matter of judgment based on facts, that is to be made by the Chief Executive Officer, such as that person's participation in key decisions made in that period.

For the purposes of implementing this policy, the related parties for nominated KMP will include:

(a) Their spouse or domestic partner (including married, de-facto, civil union partnership, but excluding separated or divorced spouse or partner);
(b) Their children, including children of their spouse/partner (whether step, adopted, dependant/non-dependant, adult children living/not living at home);
(c) Their dependants, including dependants of their spouse/partner (i.e. family members financially supported by them or their spouse/partner and may include siblings, elderly parents/grandparents or disabled family members); and
(d) Entities (including sole proprietors, partnerships, companies and trusts) in which KMP and/or his/her close family members have control or joint control (i.e. hold 50% or more of the shares or 50% or more of the voting power).

For the purpose of implementing this policy Ordinary Citizen Transactions (OCT), that is transactions that occur on terms and conditions no different to those applying to the general public and are of an immaterial nature, include:

(a) Attending Shire functions that are open to the public;
(b) Fines on normal terms and conditions;
(c) Paying rates and other statutory fees or charges for applications, licences, approvals or permits;
(d) Using Shire services and accessing Shire facilities; and

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(e) Making a development application.

These aforementioned OCT's that meet the definition as stated, do not require disclosure. As such they will not be captured by the Shire within its Related Party Register.

For all other transactions, Key Management Personnel will be required to make a declaration on the relevant *Related Parties Disclosure - Declaration* form.

Designation	Period of Declaration	Disclosure Frequency
Key Management Personnel.	To 30 June annually.	By 31 July annually.
Key Management Personnel.	To the date of KMP termination.	Immediately prior to the date of KMP termination.
Councillors participating in a Shire of Derby/West Kimberley Councillor election.	To Election Day.	Within 30 days of the ordinary or extraordinary election day.

Information (including personal information) provided by a key management person in a Related Party Transaction Notification and personal information contained in a register of related party transactions is classified as confidential, and will not be available for inspection by, or disclosure to, the public.

The CEO will prepare a *Related Party Disclosure Management Procedure,* so as to provide guidelines for the implementation of this Related Party Disclosure Policy.

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Policy Details			
Original Adoption date:	25 November 2021 (Item 12.1, Res. 146/21)	**Review Frequency: (Annual/Bi-ennial):**	~~Bi-ennial~~ 3 years
		Next Review Due:	August 2027
Policy Implementing Officer or Team:	~~Director – Corporate & Community Services~~ Manager Corporate Services	**Policy Reviewer:**	~~Director – Corporate & Community Services~~ Deputy Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	Australian Accounting Standard AASB124		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Management Procedure Related Party Disclosure Related Party Disclosure Declaration Form Code of Conduct (Council Members, Committee Members and Candidates) Code of Conduct (Employees)		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 February 2022	Item 11.5. Res. 07/22
2.	29 August 2024	Item xx, Res. xx

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(PC4) PROVISION OF STAFF HOUSING

POLICY OBJECTIVE
To provide adequate ~~subsidized~~ adequate housing and housing allowances to assist in the recruitment and retention of ~~necessary and professional~~ staff.

POLICY STATEMENT

1. **Introduction**
It is essential for the Shire of Derby/West Kimberley (the Shire) to have an effective staff housing policy that adequately addresses its accommodation needs and ensures equity and fairness across the ogranisation. ~~The policy must be consistent with corporate objectives and must be a means of attracting and retaining the services of quality staff. It must also recognise that geographic and isolation factors are significant determinants of accommodation needs.~~

~~The spirit of this policy is to ensure that *genuine* housing needs are met. In most instances, "qualifying staff" will be recruited from outside the Shire's boundaries and the policy will be easy to administer. However, exceptions do occur and guidelines need to be established to ensure that a consistent approach is adopted by the Shire.~~

2. **Eligibility and entitlements**

~~**2.1 Qualifying staff**~~
~~Self-contained accommodation (house or unit) will where available, be provided.~~

2.~~2~~1 General
Housing Provision: In all instances the level of accommodation provided will be dependent upon the availability of housing at the time of appointment and the needs of staff. ~~the family requirements of staff members.~~

Housing Rental Allowance: Where an employee has alternate rental accommodation arrangements, an annual Housing Rental Allowance may be considered – outlined in CEO Directive D-PC21 Provision of Staff Housing and Housing Allowances.

Housing Ownership Allowance: Where an employee has purchased and is living in their own home, the Shire will recognise their commitment to the district by providing the payment of an annual Housing Ownership Allowance – $18,200 (EBA Employees) $21,000 (Common Law Contract Employees).

Rental and Housing Allowance Eligibility: Employees are not eligible for a rental or housing allowance if their partner receives housing or a housing and rental payment through their employment, and the employee does not receive housing as part of their role with the Shire.

~~Housing is allocated to designated positions within the workforce and shall be determined predominately on a hierarchical basis, or for positions that have traditionally been difficult to attract to the district. In exceptional circumstances the CEO may take into account personal requirements of the employee and/or significance of the position for the ongoing operations of the organisation.~~

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In exceptional circumstances where an employee does not qualify for staff housing under the policy, the CEO may offer a rental allowance as per Schedule 2, taking into consideration the difficulty in recruiting in the position and the personal circumstances of the employee.

Where an employee is entitled to staff housing but has alternate accommodation arrangements, an annual Housing Allowance as outlined in Schedule 2 below will be paid.

Where an employee is entitled to staff housing but has purchased and is living in their own home, Council will recognise such initiative by paying an annual Housing Subsidy as outlined in Schedule 2 below.

Where an employee was originally offered with the advertised position, a staff house, however had alternate housing arrangements, Council will endeavour to provide housing for that employee if their accommodation circumstances change.

An employee is permitted to own properties within the Shire whilst living within a Shire provided house.

Refer to Appendix 1 for a list of qualifying positions for Staff Housing.

Refer to Appendix 2 for a list of Council owned Housing.

3. **Administration**

The day to day management of staff accommodation, including allocation, tenancy agreements, tenant occupancy issues, occupancy changes, maintenance, tenant liability and the like, shall be the responsibility of the Chief Executive Officer (CEO)., in accordance with this policy.

4. **Residential Tenancy Agreements**

All tenancies shall be subject to the relevant provisions of the *Residential Tenancies Act 1987*, including bond requirements.

5. **Residential Premises**

5.1 Use of Shire Housing for Business Purposes

Home occupation activities may be approved by the Chief Executive Officer; however, this policy expressly forbids goods or produce to be grown, assembled or manufactured on the premises if they are for commercial purposes.

5.2 Sub Letting

Sub-letting of Shire accommodation is not permitted.

6. **Rent**

The rentals charged to staff in qualifying positions will be in accordance with Schedule 1. Rentals for staff that may be allocated staff housing though not in a qualifying position will be negotiated by the Chief Executive Officer as part of the contract of employment of that person.

6.1 Rental Reviews

Rentals are to be reviewed on an annual basis each January, in conjunction with the annual budget planning cycle, and any adjustment implemented from 1st July in the same calendar year. Increases will be a minimum of the CPI for Western Australia for the preceding 12 months, rounded to the nearest whole dollar.

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6.2 Deduction from Wages

In all cases payment for rent and service charges will be made by a properly authorised fortnightly deduction from wages.

7. Sundry Issues

7.1 Water Beds and Swimming Pools

No tenant may install a water-bed or a swimming pool without the express approval in writing of the Building Section. In circumstances where the Building Section has given such permission, the tenant will be held liable for the full cost of repairing any damage caused to fixtures and / or fittings in the residence.

7.2 Pets

Pets are permitted provided they do not adversely affect the property or cause a nuisance for neighbours.

7.3 Insurance

The Shire carries insurance for buildings, outbuildings and contents owned by the Shire of Derby West Kimberley. The Shire's policies do not cover the tenant's possessions. A tenant is responsible for insuring his/her own contents in Shire housing along with any public liability responsibilities.

7.4 Utilities

The employee is responsible for all utility costs except water in recognition of the need to maintain gardens and lawns to a reasonable standard.

7.5 Housing Inspections

Six monthly inspections of Council housing, including yards shall be conducted by a person authorised by the CEO. The second inspection shall coincide with the yearly inspection of all Council dwellings to determine the budget allocation for the housing maintenance program.

Policy Details			
Original Adoption date:	27 October 1999	**Review Frequency: ~~(Annual/Bi-ennial)~~:**	~~Bi-ennial~~ 3 years
		Next Review Due:	August 2027
Policy Implementing Officer or Team:	People & Culture Team	**Policy Reviewer:**	~~Human Resources Advisor~~ Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	Residential Tenancy Act 1987		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	CEO Directive D-PC21 Provision of Staff Housing and Housing Allowances (under development) Residential Tenancy Agreement Inspection Report		
Version Control Council Meeting Review Details:			
Review #:	**Council Meeting Date:**	**Item/Resolution#:**	
1.	26 April 2012	Item 11.2.1, Res 62/2012	
2.	24 June 2021	Item 11.2, Res. 57/21	
3.	24 February 2022	Item 11.5, Res. 07/22	
4.	29 August 2024	Item xx, Res. xx	

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APPENDIX 1 - QUALIFYING POSITIONS

- ~~Chief Executive Officer~~
- ~~Director – Technical and Development Services~~
- ~~Director – Corporate and Community Services~~
- ~~Director - Strategic Business~~
- ~~Manager Finance~~
- ~~Manager Administration~~
- ~~Manager Technical Services~~
- ~~Manager Development Services~~
- ~~Community Development Manager~~
- ~~Aboriginal Environmental Health Coordinator~~
- ~~Environmental Health Coordinator~~
- ~~Derby Works Supervisor~~
- ~~Fitzroy Crossing Works Supervisor~~
- ~~Fitzroy Crossing Customer Service Officer (Level 4 and above)~~
- ~~Senior Finance Officer~~
- ~~Senior Ranger~~
- ~~Library Manager~~
- ~~Asset Management Coordinator~~
- ~~Youth Services Coordinator (Derby)~~
- ~~Youth Services Coordinator (Fitzroy Crossing)~~
- ~~Engineering Project Officer~~
- ~~Community Development Coordinator (Fitzroy Crossing)~~
- ~~Community Development Coordinator (Derby)~~
- ~~Sport and Recreation Coordinator~~
- ~~Senior Governance Officer~~

- Chief Executive Officer
- Deputy Chief Executive Officer
- Director Infrastructure
- Director - Sustainable Communities
- Director - Strategic Business
- Executive Services Project Director
- Manager of Corporate
- Manager of Administration
- Manager Infrastructure Services
- Manager Assets
- Manger of Community Environments
- Manager of Community Development (0Derby)
- Manager of Community Development (Fitzroy Crossing)
- Manager of Wellbeing Safety and Compliance
- Manager of Ports

The criteria outlined in the provided appendix are not exhaustive. Other eligibility considerations, not explicitly mentioned, may be evaluated on a case-by-case basis. Approval for housing beyond the scope of this document requires pre-authorisation from the CEO. This disclaimer emphasises that the CEO retains discretion to approve eligibility based on unique circumstances not covered in the provided criteria.

Review

Shire of Derby / West Kimberley

APPENDIX 2 – ~~COUNCIL~~ SHIRE HOUSE LISTING

~~CURRENT~~ SHIRE OWNED HOUSING
~~1143~~ 2 Holman Street, Derby
~~1171~~ 13A Holman Street, Derby
~~1171~~ 13B Holman Street, Derby
~~1378~~ 14 Bloodwood Crescent, Derby
~~1378~~ 16 Bloodwood Crescent, Derby
~~114~~ 6 Tower Place, Derby
~~1162~~ 7 Tower Place, Derby
~~653~~ 4A Rowell Street, Derby
~~653~~ 4B Rowell Street, Derby
~~78~~29 Barnett Way, Derby
4 Woollybutt Corner, Derby
~~1294~~ 19A Woollybutt Corner, Derby
~~1305~~ 19B Woollybutt Corner, Derby
~~603~~ 11 Hanson Street, Derby
~~1322~~ 8 Kurajong Loop, Derby
Units 1-6, 20 Clarendon Street, Derby
~~324A Clarendon Street, Derby~~
~~324B Clarendon Street, Derby~~
Curtin Airport Residence, Derby
74A Fallon Road ~~FX (2 Bed Unit)~~, Fitzroy Crossing
74B Fallon Road ~~Fx (2 Bed Unit),~~ Fitzroy Crossing
74C Fallon Road ~~Fx (2 Bed Unit),~~ Fitzroy Crossing
175 Emanuel Way ~~Fx~~, Fitzroy Crossing
42A McDonald Way ~~AY,~~ Fitzroy Crossing ~~FX~~
42B McDonald Way, Fitzroy Crossing

GROW LEASED HOUSING
1 Knowlsey Street, Derby
3 Knowsley Street, Derby
20 Mimosa Street, Derby
U1-5/9 Ashley Street, Derby

MAIN ROADS LEASED HOUSING VIA RAY WHITE
15A Knowlsey Street East, Derby
15B Knowsley Street East, Derby
9 Tower Place, Derby
17 Knowsley Street East, Derby

RAY WHITE LEASED HOUSING
26 Delewarr Street, Derby
33 Knowsley Street East, Derby
117 Rowan Street, Derby

Review

Shire of Derby / West Kimberley

SCHEDULE 1 - RENTAL FOR DESIGNATED POSITIONS
Rental of housing will be in accordance with the following:

1. 3 or 4 Bedroom Residences $90.00 (or as otherwise set by Council in the annual budget) per week.

2. 1 or 2 Bedroom Residences $70.00 (or as otherwise set by Council in the annual budget) per week (including Lot 603 Hanson St, Lot 782 Barnett Way due to their age and condition).

SCHEDULE 2 – HOUSING SUBSIDIES

ITEM	TYPE	AMOUNT
1	Rental Allowance	Up to $7,800 (or as otherwise set by Council in the annual budget) per annum may be paid to an employee who does not qualify for staff housing.
2	Qualifying Position and House Allocated and Accepted	House allocated in accordance with the policy Staff Housing Policy.
3	Housing Allowance	$7,800 (or as otherwise as set by Council in the annual budget) per annum paid fortnightly to employees qualifying for staff housing that have other accommodation arrangements in place.
4	Housing Subsidy	$18,200 (or as otherwise as set by Council in the annual budget) per annum paid fortnightly to employees entitled to staff housing who have purchased and live in their own home.

Note: Fees and charges listed in this policy may be modified as part of the annual budget process.

Review

Shire of Derby / West Kimberley

(ES1) LEGAL REPRESENTATION COSTS INDEMNIFICATION

POLICY OBJECTIVE

To protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions.

In most situations the Shire of Derby/West Kimberley (the Shire) shall assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

POLICY STATEMENT

1. **General Principles**

(a) The Council will provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Shire or otherwise in bad faith.

(b) The Council will provide such assistance in the following types of legal proceedings:

(i) proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
(ii) proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieves another person, like refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (like defending defamation actions); and
(iii) statutory or other inquiries where representation of members or employees is justified.

(c) The Council does not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

(d) The legal services the subject of assistance under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest, then the service may be provided by other solicitors approved by the Shire.

2. **Applications for Financial Assistance**

(a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.

(b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council, providing full details of the circumstances of the matter and the legal services required.

(c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).

Review

Shire of Derby / West Kimberley

(d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.

(e) Where there is a need for the provision of urgent legal service before an application can be considered by Council, the CEO may give an authorisation to the value of $5,000 provided that the power to make such an authorisation has been delegated to the CEO*.

(f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

3. Repayment of Assistance

(a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be offset against any moneys paid or payable by the local government.

(b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith, or where information from the person is shown to have been false or misleading.

(c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

**That the Chief Executive Officer be delegated the authority to approve the provision of urgent legal service as provided by Council policy in accordance with Section 5.42 of the Local Government Act 1995.*

Preview

Policy Details			
Original Adoption date:	~~28 March 2019~~ 30 November 2000	**Review Frequency: ~~(Annual/Bi-ennial):~~**	~~Bi-ennial~~ 3 years
		Next Review Due:	August 2027
Policy Implementing Officer or Team:	Executive Services Coordinator	**Policy Reviewer:**	Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995 S.3.1(1)		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):			

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	28 March 2019	Item 10.1, Res. 12/19
2.	24 June 2021	Item 11.2, Res. 57/21
3..	24 February 2022	Item 11.5, Res. 07/22
4..	29 August 2024	Item xxx, Res. xxxx

Shire of Derby / West Kimberley

(ES2) ESTABLISHMENT OF COMMERCIAL LEASES

POLICY OBJECTIVE

To ensure that all commercial businesses occupying shire facilities are operating under a formal agreement with the Shire of Derby/West Kimberley (the Shire).

To outline the process to be used when establishing Leases for commercial business and to ensure a standard, equitable and consistent approach is adopted that is appropriate to this region.

POLICY STATEMENT

1. **Commercial Business**

A commercial business is ~~defined under~~ a business that meets at least some of the following criteria:

a) Registered as a Corporate Body.
b) Is a registered business.
c) Is registered under other legislation for the purpose of carrying on the operation of a business.
d) Generates income to pay for operational expenses.
e) Has stock in trade.
f) Business turnover is in excess of $50,000 annually.
g) Business is open for operating in excess of 20 hours per week on a yearly basis.
h) Employs staff to assist in the operation of the business.

2. **Commercial Leases**

Commercial Business Leases should be prepared in the manner outlined below for all new Leases. If this arrangement is beneficial to an existing lessee, a new Lease may be established.

~~For~~ Applies to any commercial business which has sole occupancy rights over Shire property.

The Lessee is required to pay all legal, valuation and surveying costs in relation to signing of a lease agreement, subject to the limitation of any existing laws in place (e.g. retail premises leases can only be charged a maximum of 50% of legal expenses).

The Lessee will be charged and invoiced an annual lease fee based on a Market or Land Rental Valuation unless otherwise directed by Council.

Rent to be reviewed annually at the anniversary date of the commencement of the term of the lease and increased by the Consumer Price Index (all groups) for Western Australia's Capital City of Perth. Periodic market reviews will apply for leases over five years.

Lessee will be responsible for all outgoings, including Shire rates and rubbish charges, water, drainage, sewerage, electricity, etc.

The Lessee is responsible for maintenance and cleaning of the premises. The Lessee is required to insure all building structures, fixtures, fittings and contents belonging to the Lessee on the land.

GST will apply to all leases.

The Lease contains a redevelopment clause which allows the Lessor to terminate the Lease by giving not less than six months' notice to the Lessee if the Lessor wishes to redevelop the premises.

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The Lessee may not assign or sublet the premises without the Lessor's consent.

All commercial businesses operating under a Lease will need to provide evidence of current public liability insurance to the value of $20,000,000.

The term of the Lease shall be five (5) years with a five (5) year option unless otherwise determined by Council.

The Lessee must abide by all other legislation, local laws and other regulations relative to the type of the activity of the lessee.

Provision of special conditions to apply to individual Leases is to be inserted in the applicable item of the Schedule.

At expiration term of lease there is to be the application of a month by month holding over clause.

Review

Policy Details			
Original Adoption date:	26 September 2002 (Item 10.5.5 Res. 225)	**Review Frequency: (Annual/Bi-ennial):**	~~Bi-ennial~~ 3 years
		Next Review Due:	August 2027
Policy Implementing Officer or Team:	Director – Strategic Business	**Policy Reviewer:**	Director – Strategic Business
Legislative Head of Power (Act, Regulation, or Local Law):	Not applicable		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Not applicable		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2, Res. 57/21
2.	24 February 2022	Item 11.5, Res. 07/22
3.	29 August 2024	Item xxx, Res. xxx

Shire of Derby / West Kimberley

(ES4) LOCAL PUBLICATIONS

POLICY OBJECTIVE
To determine the importance of this form of media.

POLICY STATEMENT
The *Babbling Boabs* is acknowledged to be a newspaper generally circulating in the district pursuant to Section 1.7 of the *Local Government Act 1995*.

The *Babbling Boabs* community newspaper is produced by the Shire of Derby / West Kimberley and is distributed monthly.

Hard copies are available at several locations in town, and an electronic version is on the website.

Review

Policy Details			
Original Adoption date:	28 February 2019 (Item 9.2.1, Res. 006/2019)	**Review Frequency (Annual/Bi-ennial):**	~~Bi-ennial~~ 3 years
		Next Review Due:	August 2027
Policy Implementing Officer or Team:	~~Executive Services Coordinator~~ Media Team	**Policy Reviewer:**	~~Director – Corporate & Community Services~~ Deputy Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995 ~~S1.7~~		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):			

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2, Res. 57/21
2.	24 February 2022	Item 11.5, Res. 07/22
3.	29 August 2024	Item xx, Res. xx

Shire of Derby / West Kimberley

(W1) CROSSOVERS

POLICY OBJECTIVE
To provide landowners with adequate access to their property.

POLICY STATEMENT
The following standards set by Council are to be used for future Council work and for developers wishing to subdivide and develop land.

Crossovers - Standards			
	Maximum Number	**Council Contribution**	**Drainage**
Residential			
Minimum 3m and maximum 6m wide concrete	2 crossovers or maximum 40% of frontage.	Maximum 50% (up to *$1,800) of the first standard crossover per residential lot.	Site specific
Rural			
Minimum 8m wide Class 4 concrete pipe with headwalls and delineators (or wider if required)	Site Specific	Nil (cost to owner/developer).	Site specific – to be assessed on an individual basis.
Non-Residential			
	Site Specific	Nil (cost to owner)	Site Specific
Existing old and/or sub-standard crossovers	1	Will be assessed on an individual basis with resolution of any contribution towards reconstruction to be made by Council.	N / A

A standard crossover is 3m x 5m of concrete construction. The subsidy will be calculated at 50% of concrete standard to a maximum of *$1,800. The subsidy for construction of crossovers is an attempt to encourage an improvement in access to residential properties.

**Note: this figure may be adjusted by Council via the annual Fees & Charges review undertaken as part of the budget adoption process.*

Review

Shire of Derby / West Kimberley

Policy Details			
Original Adoption date:	27 August 1997	**Review Frequency: (Annual/Bi-ennial):**	~~Bi-ennial~~ 3 years
		Next Review Due:	February 2027
Policy Implementing Officer or Team:	Manager ~~Operations~~ Infrastructure	**Policy Reviewer:**	~~Director – Technical and Development Services~~ Director of Infrastructure
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Act 1995 S5.52(3)		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	SDWK – Standards of Construction for Concrete Crossover Driveway Access		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	28 February 2019	Item 9.2.1, Res. 006/2019
2.	24 June 2021	Item 11.2, Res. 57/21
3.	24 February 2022	Item 11.5, Res. 07/22
4.	29 August 2024	Item xx, Res. xx

Review

Shire of Derby / West Kimberley

(W3) UNDERGROUND PUBLIC UTILITIES SERVICES THAT CROSS COUNCIL CONTROLLED THOROUGHFARES

POLICY OBJECTIVE

To define the procedure as to how underground public utilities services cross Council controlled thoroughfares.

POLICY STATEMENT

When an existing town street does not have any scarring or the integrity of the pavement is intact, then installation of required services ~~as technology dictates~~ shall be placed by *under-road* boring technique.

When an existing town street does have previous scarring, or the integrity of the pavement has suffered failure, ~~or as technology dictates~~ then installation of required services may be placed by the open excavation method with a cement stabilised sand or compacted road-base backfill, and sealed with bitumen/aggregate or asphalt premix surface (as per WA Water Corporation backfilling of trenches standards).

The Director ~~of Technical & Development Services~~ Infrastructure (or their delegate) shall be advised a minimum of 28 days in advance of any proposed installation of under road services so that assessment of the carriageway may be undertaken to ascertain the most appropriate method of installation and issue authorisation.

The authorising Corporation will be responsible for public consultation.

A Main Roads WA compliant traffic management plan (TMP) shall be presented to the Director ~~of Technical & Development Services~~ Infrastructure (or their delegate) for approval, a minimum of 14 days prior to commencement of any scheduled works. Appropriate warning signage for these works shall be displayed in accordance with the approved TMP and Australian or Main Roads WA standards.

Policy Details			
Original Adoption date:	31 May 2001 (Item 6.2.1 Res. 113/2001)	**Review Frequency: (Annual/Bi-ennial):**	~~Bi-ennial~~ 3 years
		Next Review Due:	August 2027
Policy Implementing Officer or Team:	Manager ~~Operations~~ Infrastructure	**Policy Reviewer:**	~~Director – Technical & Development Services~~ Director of Infrastructure
Legislative Head of Power (Act, Regulation, or Local Law):	Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):			

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	24 June 2021	Item 11.2, Res. 57/21
2.	24 February 2022	Item 11.5, Res. 07/22
3.	29 August 2024	Item xx, Res. xx

Preview

Shire of Derby / West Kimberley

(W5) PUBLIC ART

POLICY PURPOSE
To provide general guidelines in respect to the development of public art within the Shire of Derby/West Kimberley (the Shire).

POLICY OBJECTIVE
To establish guidelines that will:

- Enhance the opportunities for cultural and heritage tourism through the presence of high quality works;
- Encourage the expression of identity and belonging by the community, highlighting cultural uniformity and diversity; and
- Form meaningful places of cultural heritage that facilitate an understanding of identity, history, and aspirations for future generations.

POLICY APPLICATION
This policy applies to the proposed construction of a work(s) of public art within the Shire ~~of Derby/West Kimberley~~ that can be viewed in the public domain, including public open space, reserves vested in the Shire ~~of Derby/West Kimberley~~ and on privately owned land visible from public areas.

The application process set out below applies to those projects that are proposed on reserves managed by the Shire. Projects on private land will require an application to be submitted in accordance with the requirements as set out under the *Planning and Development Act 2005*, but Council will have regard to the objectives of this policy when considering any approval.

This policy does not apply to proposals for the erection of permanent or temporary memorials.

POLICY DEFINITIONS
Public Art: Public art can be defined as artwork located in public spaces other than supervised outdoor gallery spaces. The term public art may cover a wide range of art forms including but not limited to, permanent three dimensional and two dimensional works such as sculptures, murals, mosaics, entry statements and unique street furniture elements, temporary and ethereal works such as projection works, lighting, multi-media and performance based works.

Public realm: The public realm can be defined as including but not limited to streets, squares, parks and spaces within buildings that are accessible to the general public and in the ownership of, or under the control of Council, State Government or Commonwealth Government agencies. Spaces accessible to the general public but in private ownership are also perceived to be part of the public realm.

Memorial: Memorials are objects that are built, placed or preserved in-situ for the purpose of commemorating a person, community, place or event of public significance. Memorials may incorporate architectural elements, statuary and monolithic objects such as stones. Whilst these objects may sometimes employ the services of artists in their design and construction, the intent and purpose of memorials is quite distinct from public art.

Review

Shire of Derby / West Kimberley

1. Approval Process

1.1 All proposals will require the submission of an application to the Shire which shall be referred to Council for approval;

1.2 Applications shall include the submission of an application for approval form together with the following information:

a) A site plan or plans at a suitable scale (1:100 or 1:200 preferred) of the proposed location showing:

- The boundaries of the site, with dimensions and direction of grid north indicated accurately;
- The outline of proposed structures on the proposed site; and
- Details of existing structures, landscaping and usage of the site.

b) A detailed budget report including, inter alia: the most likely cost of design, construction, installation, and ongoing maintenance.

c) A detailed design (i.e. elevation, scale model) of the proposal, indicating proposed size, materials and plaque text.

d) Full details of how cultural significance implications of the proposed site have been investigated and considered.

e) A construction plan, indicating for example, timelines, the methodology for installation and safety controls, how access will be gained, access restrictions during construction, controls for dust and noise, and clean-up procedures. Also, how public access to the location will be provided for and how ongoing site access will be safely managed.

f) An environmental assessment (flora, fauna, land and water) if the proposed art works are to be positioned in a sensitive environmental area (e.g. Derby tidal marsh areas).

g) Details of community consultation undertaken, or a list of stakeholders considered appropriate for the Shire to engage with as part of its approvals process.

h) In determining any application (and irrespective of information provided in (g) above) Council may consult with any other party it considers appropriate and/or require that a proposal be advertised for public comment.

2. Advertising Requirements

Where Council determines that an application should be advertised prior to a determination, a notice of the proposed artwork will be published in local media and on the Shire's website for a period of 21 days from the publication of the notice.

3. Development Guidelines

3.1 Location

Applicants must:

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Shire of Derby / West Kimberley

- identify a specific site and fully justify the reasoning for the artwork beyond the proposed location;
- ensure the existing use of the site is not jeopardised by the proposed artwork; and
- be consistent with any plans adopted by Council for the proposed site (eg Clarendon Street Enhancement Project Plan).

3.2 Type

- proposals shall represent broad community interest and be mindful of future generations;
- proposals must be of significance and appropriate to past, present and future generations;
- the scale and character of a proposal should be complementary to the surrounding area; and
- the proposal shall contribute to the public domain in respect to construction and design.

4. Agreement

The applicant shall enter into an agreement with the Shire ~~of Derby/West Kimberley~~ as provided by the Shire prior to commencement of works.

5. Funding

Whilst the Council may consider a contribution towards a proposal on a case by case basis, the cost of inter alia: community consultation, design, production, installation, site preparation, infrastructure works shall be financed by the applicant.

Appendix 1:
Map Set: Shire controlled reserves.

Review

Policy Details			
Original Adoption date:	25 September 2019 (Item 15.1, Res. 113/19)	**Review Frequency: (Annual/Bi-ennial):**	~~Bi-ennial~~ 3 years
		Next Review Due:	August 2027
Policy Implementing Officer or Team:	Manager Operations Infrastructure	**Policy Reviewer:**	~~Director – Technical & Development Services~~ Director of Infrastructure
Legislative Head of Power (Act, Regulation, or Local Law):	Local Government Amendment (Property) Local Law 2014		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Map Set: Shire controlled reserves (attached to policy).		
Version Control Council Meeting Review Details:			
Review #:	**Council Meeting Date:**	**Item/Resolution#:**	
1.	24 June 2021	Item 11.2, Res. 57/21	
2.	24 February 2022	Item 11.5, Res. 07/22	
3.	29 August 2024	Item xx, Res. xx	

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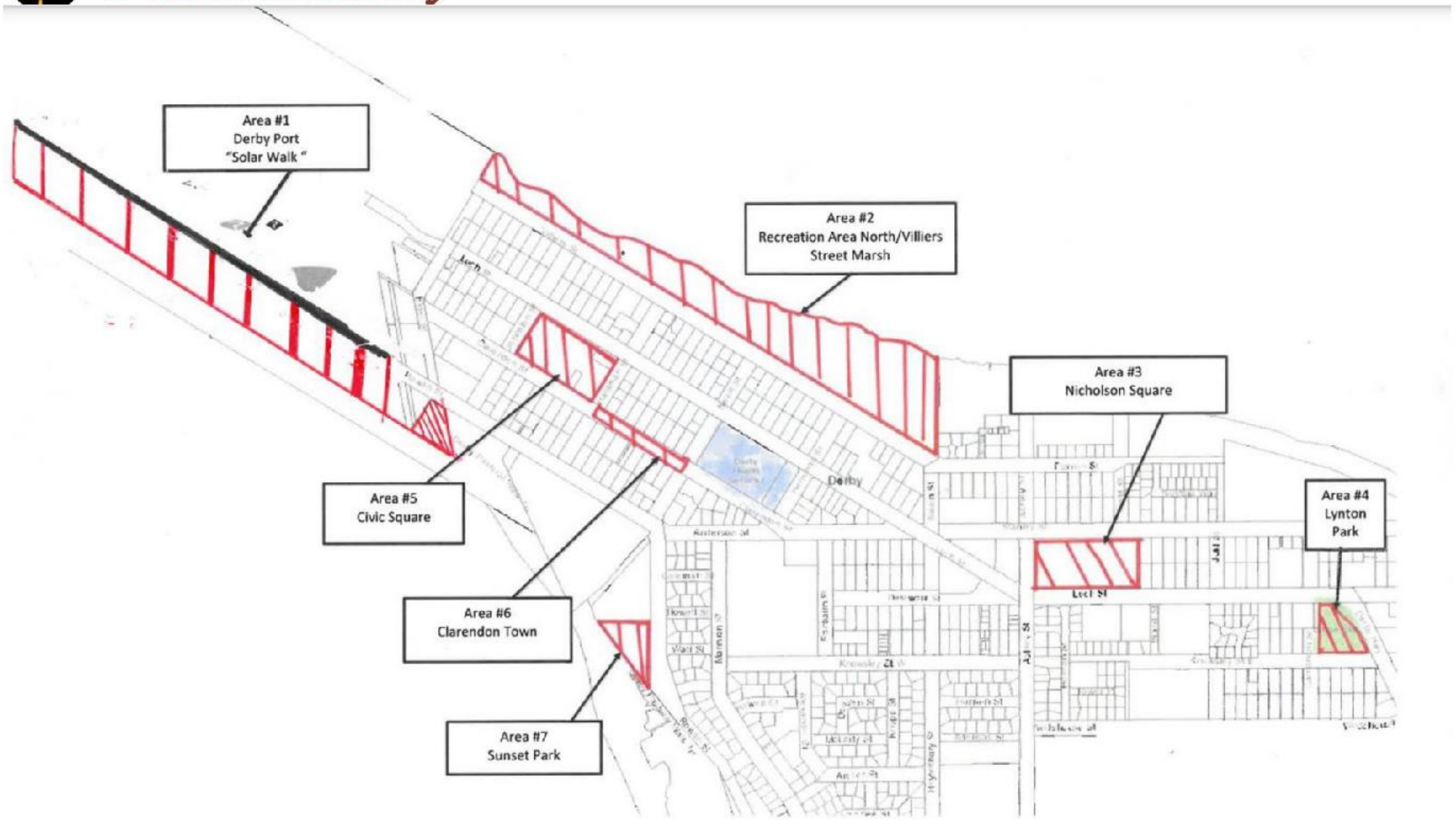
Appendix 1



Shire of Derby / West Kimberley

Appendix 1

Shire of Derby / West Kimberley

New Policies For Adoption

Shire of Derby / West Kimberley

(C16) USE OF COMMON SEAL AND EXECUTION OF DOCUMENTS

1. POLICY OBJECTIVE

To ensure that the Shire of Derby/West Kimberley's (the Shire) Common Seal is used, and documents are executed in accordance with the provisions of the *Local Government Act 1995*.

2. POLICY DEFINITIONS

Common Seal: is a device which formally and solemnly records the collective will of Council.

Document: For the purposes of this policy, document means any paper or electronic document, including communications such as letter and emails, which:

a) convey a decision, or
b) establish an obligation on the Shire, or
c) is ceremonial.

3. POLICY STATEMENT

Unless otherwise provided for, all documents requiring the affixing of the Common Seal must be referred to Council for approval.

The President and the Chief Executive Officer (CEO) may by general authority of Council, affix the Shire's Common Seal to the following documents without referral to Council (Appendix 1):

a) Legal documents that are a renewal or extension of the original document and there is not a significant variation in clauses/conditions in the renewal;
b) Legal documents required as a condition of a subdivision or development approval previously granted by Council; and
c) Grant agreements/acquittals requiring the affixing of the Common Seal.

A list of the documents to which the Shire's Common Seal has been affixed by general authority of Council in accordance with this policy shall be reported monthly to Council for information purposes.

The CEO is to:

a) Have charge of the Common Seal and is responsible for the safe custody and proper use of it, and
b) Maintain a register detailing for each occasion that the Common Seal is affixed:

i. A record number which is also recorded on the document to which the Common Seal is affixed;
ii. The date that the Common Seal was affixed;
iii. The Council resolution or reference of this policy, which authorised the affixing of the Common Seal;
iv. The parties to the document;
v. A description of the type of document to which the Common Seal was affixed;
vi. The expiry date of the document, if relevant, and
vii. The location in the Shire's records where the executed document is evidenced.

c) The format of the affixing of the Common Seal to a document is set out in the attached Appendix 2.

NEW Policy

Shire of Derby / West Kimberley

Policy Details			
Original Adoption Date:	Xx August 2024 (Item xx, Res. No. xxx)	**Review Frequency:**	3 years
		Next Review Due:	August 2027
Policy Implementing Officer or Team:	Executive Services Coordinator	**Policy Reviewer:**	Deputy Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	s.9.49A, S.9.49B, s.9.49 Local Government Act 1995		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Common Seal Register		

Version Control Council Meeting Review Details:		
Review #:	**Council Meeting Date:**	**Item/Resolution#:**
1.	29 August 2024	Item xx,Res. xx

New Policy

Shire of Derby / West Kimberley

APPENDIX 1

DOCUMENT TYPE **Common Seal only to be applied where specified in a document prepared by an external party.**	COMMON SEAL	EXECUTION BY SIGNATURE ONLY	
		Shire President	CEO or Delegated Officer
Local Laws – made and amended	✓	☐	☐
Planning Schemes – adopted and amended	✓	☐	☐

Land Transaction documents, including:
• sale;
• purchase;
• vesting;
• contributed assets;
• notifications of factors affecting land under 70A of the *Land Transfer Act 1893* – lodge or withdraw;
• easements – by land transfer
  ○ rights of carriage way;
  ○ rights of support to land burdened by buildings;
  ○ rights to erect a party wall;
  ○ rights to light and air (Property Law Act 1969);
  ○ rights to take water from wells or bores;
  ○ rights to install and operate drains and drainage works;
  ○ rights to install, maintain and operate oil, gas or other pipelines;
  ○ rights to install, maintain and operate electric power lines, telephone and other cables and supporting pylons;
• restrictive Covenants – by land transfer; and
• deeds – land transfer for public purposes
	✓	☐	☐

Land Transaction documents, including: • Caveats - registering or removing; • Leases;	✓	☐	☐

NEW POLICY

Shire of Derby / West Kimberley

DOCUMENT TYPE **Common Seal only to be applied where specified in a document prepared by an external party.**	COMMON SEAL	EXECUTION BY SIGNATURE ONLY	
		Shire President	CEO or Delegated Officer

• Easements – by deed, deposited plan or other legal instrument:
  ○ rights of carriage way;
  ○ rights of support to land burdened by buildings;
  ○ rights to erect a party wall;
  ○ rights to light and air (*Property Law Act 1969*);
  ○ rights to take water from wells or bores;
  ○ rights to install and operate drains and drainage works;
  ○ rights to install, maintain and operate oil, gas or other pipelines; and
  ○ rights to install, maintain and operate electric power lines, telephone and other cables and supporting pylons;
• Restrictive Covenants – lodge, modify or withdraw (other than by land transfer);
• Deeds; and
• Legal agreements.			

Mortgages, Loans and Debentures	✓	☐	☐
Power of Attorney to act for the Shire	✓	☐	☐
State or Commonwealth Government Funding Agreements	☐	☐	✓
Grants and Funding Agreements with private agencies (incoming and outgoing)	☐	☐	✓
Memorandum of Understanding	☐	✓	✓
Contracts and legal instruments, including contract variations, related to: • Procurement Contracts • Service Agreements (incoming or outgoing services) • Heritage Agreements • Acquittal of planning conditions • Maintenance of the public realm	☐	☐	✓
Development, subdivision and strata-title approvals for Shire Land	☐	☐	✓

NEW POLICY

Shire of Derby / West Kimberley

DOCUMENT TYPE **Common Seal only to be applied where specified in a document prepared by an external party.**		COMMON SEAL	EXECUTION BY SIGNATURE ONLY	
			Shire President	CEO or Delegated Officer
Memorial • Deed Poll Registration: A document lodged under the Registration of *Deeds Act 1856*, notifying the change of name of a person. • Memorial of Advertisement: A document lodged at the Office of Titles by a Local Authority evidencing that the legal requirements necessary to sell land for the non-payment of rates, have been attended to. • Prohibiting dealings in land: A document lodged at the Office of Titles under one of a number of statutes, which when noted on a Certificate of Title acts as a caveat.		☐	☐	✓
Documents that fulfil a statutory local government duty or power, for which there is no power of delegation or authorisation and is a matter which constitutes a potential risk to the Shire.		☐	☐	✓
Communications on behalf of the Shire, with Commonwealth or State Ministers	Note: *Officers are authorised to sign routine day to day operational communications where the recipient is of a similar organisational level as the Shire Officer.*	☐	✓	✓
Communications on behalf of the Shire, with CEOs of: • Commonwealth or State Government Departments • Industry representative bodies		☐	☐	✓
Communications on behalf of the Shire, relevant to the day-to-day operations of the Shire and which are subject of a level of political sensitivity or potential risk to the Shire.		☐	☐	✓
Ceremonial Certificates: • Honorary Freeman • Honorary Citizenship		✓	☐	☐
Deeds of Settlement – Employee matters		☐	☐	✓
Enterprise Bargaining Agreements		☐	☐	✓
Leases/Licences to External Parties (not registered on title)		☐	☐	✓

NEW POLICY

Shire of Derby / West Kimberley

DOCUMENT TYPE **Common Seal only to be applied where specified in a document prepared by an external party.**	COMMON SEAL	EXECUTION BY SIGNATURE ONLY	
		Shire President	CEO or Delegated Officer
Register an Interest in any Native Title Claim affecting Shire Derby/West Kimberley, so as to become a Party to the Native Title Application	☐	☐	✓
Response to Department of Mines Industry and Regulation for proposed: • Exploration Licence pursuant to S119 of the Mining Act 1978 and • Mining Licence pursuant to S41, S58, S70C and S91 and Reg 64 of the Mining Regulations 1981	☐	☐	✓
Response to Department of Planning, Lands and Heritage for proposed: • Power to Lease pursuant to S46 of the Land Administration Act 1997 and • Licence pursuant to S91 of the Land Administration Act 1997	☐	☐	✓
Response to Department of Water and Environmental Regulation for proposed Clearing Permit Applications pursuant to S51E of the Environmental Protection Act 1986	☐	☐	✓
Response to state government requests for local government feedback under the Liquor Control Act 1988 (eg S175 restricted area regulations)	☐	☐	✓

NEW POLICY

Shire of Derby / West Kimberley

Common Seal

APPENDIX 2

The COMMON SEAL of the Shire of Derby/West Kimberley)
by the authority of a resolution of Council)
as hereunto affixed in the presence of:)

_____
(Insert Name of Shire President)
Shire President

_____
(Insert name of CEO)
Chief Executive Officer

NEW POLICY

Shire of Derby / West Kimberley

(W7) CLOSED CIRCUIT TELEVISION (CCTV)

1. POLICY OBJECTIVE

The purpose of this policy is to prevent crimes within the Shire of Derby/West Kimberley (Shire) through the strategic use of Closed-Circuit Television (CCTV) systems installed on Shire owned land/infrastructure. The purpose of the CCTV surveillance systems is to:

1. Reduce crime levels by deterring potential offenders;
2. Promote a safer and more liveable environment;
3. Help ensure a fast, effective response in emergency situations;
4. Assist in the detection and prosecution of offenders, this may include using the CCTV cameras to record illegal parking and issue infringement notices;
5. Help secure a safer environment for the people who live in, work in and visit the Shire;
6. Monitor Shire assets and local government property; and
7. Ensure that the privacy of the community and visitors is maintained and respected.

2. POLICY STATEMENT

Council supports the provision of Closed-Circuit Television (CCTV) systems within the district that are Shire owned/leased and operated and which are linked to the Western Australia Police Force (WA Police) under the ~~State's~~ Western Australian's (WA) State CCTV Strategy. This policy has no application regarding CCTV or any other forms of cameras/recording which are not fixed installations on Shire controlled land/infrastructure.

This policy does not relate to the use of Shire operated mobile cameras or temporary CCTV installations; or CCTV installed by tenants or licensees operating within Shire controlled areas.

Privacy: Protecting privacy will be a core value. CCTV usage in the Shire will be guided by confidentiality and the privacy provisions included within the *Surveillance Devices Act 1998*. The location of the cameras will be clearly apparent to the public. This will be achieved with street signage and information being made available on the Shire's website. These signs will:

- inform the public that cameras are in operation;
- identify the Shire of Derby/West Kimberley as the owner of the system; and
- highlight that enquiries in relation to the Shire's CCTV Surveillance System and its operation can be made in writing to:

The Chief Executive Officer
PO Box 94
DERBY WA 6728
Or
sdwk@sdwk.wa.gov.au

It is acknowledged that CCTV cameras installed in public place locations will capture images of the general public and staff performing work tasks. The provision of CCTV within the Shire is not designed to intentionally provide workplace surveillance unless specifically stated.

3. POLICY DEFINITIONS

CCTV or Closed-Circuit Television is defined as a television system that transmits images on a 'closed loop' basis, where images are only available to those directly connected to the transmission system. The transmission of closed-circuit television images may involve the use of coaxial cable, fibre-optic cable, telephone lines, infra-red and radio transmission systems.

NEW POLICY

Shire of Derby / West Kimberley

CCTV Operations–means all aspects of public space CCTV surveillance management, use, recording, maintenance and access to recorded material.

Public Place refers to public reserves, public roads or streets, public bridges, with the addition of public transport and car parks, public wharfs, public baths or swimming pools.

Private Premises refers any area not openly accessible to the general public, including semi-public spaces and includes private residences and private or commercial businesses.

Stakeholder means any organisation or group who has a reasonable and justified interest in aspects of public space CCTV surveillance management, use, recording, maintenance and access to recorded material.

Managers refers to the department heads in the Shire tasked with managing various different departments.

4. ALLIANCES AND OPERATIONAL PROCEDURES

The Council requires the Chief Executive Officer (CEO) to implement this policy through the maintenance of a strategic alliance with the State Government and WA Police, and to develop/maintain compatible multi-agency and Shire operational procedures that ensures there is a compliant, consistent, and appropriate approach to:

1. The installation of CCTV at Shire owned/operated locations;
2. The direction and recording of CCTV where that includes a capacity or need to view adjacent or nearby premises or buildings that are not Shire controlled spaces;
3. The monitoring of CCTV feed through WA Police and Shire operated Surveillance Centre;
4. Access to recordings for Shire, WA Police, or other legal proceedings;
5. The planning for maintenance of existing and the acquisition of future CCTV equipment;
6. Employing, training, and supervising employees that will deal with CCTV equipment and recordings;
7. The controls around CCTV equipment and recordings access;
8. The records keeping of CCTV recordings;
9. The management of stakeholder complaints; and
10. The management of breaches to this policy and appropriate disciplinary actions.

5. STANDARDS

The CEO will ensure the Shire's CCTV operations are consistent with the following Standards:

1. Australian Standard 4806.1-2006 – Closed Circuit Television (CCTV) Part 1 Management and Operation – Code of Practice
2. Australian Standard 4806.2-2006 – Part 2 Closed Circuit Television (CCTV) Application Guidelines
3. Western Australia CCTV guidelines, WA State Government Office of Crime Prevention
4. Western Australia Police Preferred Minimum CCTV System standards as defined in the WA State CCTV Strategy

NEW POLICY

Shire of Derby / West Kimberley

Policy Details			
Original Adoption Date:	29 August 2024 (Item xx, Res. Xx)	**Review Frequency:**	3 years
		Next Review Due:	August 2027
Policy Implementing Officer or Team:	Manager Infrastructure	**Policy Reviewer:**	Director of Infrastructure
Legislative Head of Power (Act, Regulation, or Local Law):	Freedom of Information Act 1992 Surveillance Devices Act 1998 Telecommunications (Interception) Western Australia Act 1996		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	CEO Directive D-TD3 Closed Circuit Television (CCTV) – under development Western Australian State CCTV Strategy Australian Standard AS 4806.1-2006 Part 1 Management and operation Australian Standard AS 4806.2-2006 Part 2 Closed circuit television (CCTV) Application guidelines Western Australia CCTV Guidelines		
Version Control Council Meeting Review Details:			
Review #:	**Council Meeting Date:**	**Item/Resolution#:**	
1.			

NEW POLICY

Delegation	**1.1.33 Applying Common Seal**
Head of power	Local Government Act 1995
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO; and s.5.43 Limitations on delegations to the CEO.
Express power or duty delegated	Local Government Act 1995: s. 5.41 Functions of CEO
Function	The Shire President and Chief Executive Officer are delegated to: (a) Execute documents on behalf of the Shire where there is a requirement for the document to be executed as a deed, pursuant to s.9.49A(5) of the Act; (b) Affix the Common Seal to documents, pursuant to s.9.49A(2) and s.9.49A(3) of the act, and (c) Sign documents on behalf of the Shire for all matters arising under delegated authority (s. 5.42) and s. 9.49A(4) of the Act, and generally as is necessary or appropriate in reasonably carrying out functions under the act or any other written law.
Delegates	Shire President Chief Executive Officer
Conditions	"Standard Conditions" as outlined in this Register of Delegations.
Express power to subdelegate	Not permitted under the Local Government Act section 9.49A.
Subdelegates	Not permitted.
Subdelegate conditions	Not applicable.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Power to Lease pursuant to Section 46 of the Land Administration Act 1997.
Policy	Not applicable.
Record keeping	All relevant delegation material to be filed into hard-copy files or relevant location in Synergy records system.
Date adopted	24 April 2024
Adoption references	OCM Agenda Item 12.1 Res. No. 48/24.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Feb 2019	Amended delegation	Review of delegation.	OCM Agenda Item 9.2.3 Min. No. 009/2019.
27 May 2021	Amended delegation	Review of delegation using WALGA Model - Council Meeting 27 May 2021.	OCM Agenda Item 11.1 Res. No. 56/21.
26 May 2022	Amended delegation	Review of delegation, added information to delegate, express power to subdelegate and policy, amended subdelegate conditions.	OCM Agenda Item 11.1 Res. No. 61/22.
29 June 2023	Amended delegation	Review of delegation and added a section of the Act to function.	OCM Agenda Item 12.2 Res. No. 69/23.
24 Apr 2024	Amended delegation	Review of delegation.	OCM Agenda Item 12.1 Res. No. 48/24.

Revoke

12.2 REVIEW OF CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

File Number: **4160**

Author: **Bob Hoogland, Manager of Corporate Services**

Responsible Officer: **Tamara Clarkson, Deputy Chief Executive Officer**

Authority/Discretion: **Legislative**

SUMMARY

Officers have reviewed the existing Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct), and a marked up version is presented to Council for consideration.

DISCLOSURE OF ANY INTEREST

Nil by Author; Nil by Responsible Officer.

BACKGROUND

In 2019, amendments to the *Local Government Act 1995* resulted in a statutory requirement for Council to prepare and adopt a Code of Conduct to be observed by Council Members, Committee Members and Candidates. A Code of Conduct adopted was required to incorporate the model code as prescribed in Schedule 1 of the Local Government (Model Code of Conduct) Regulations 2021 (Regulations) and these Regulations came into operation on 3 February 2021.

The intent of the Code of Conduct is to set out the overarching principles to guide the behaviour and the working effectiveness of Council Members, Committee Members and Candidates and to apply a framework for managing 'rules of conduct' breaches.

Council adopted the current Code of Conduct at the Ordinary Meeting of Council held 25 March 2021 (Agenda Item 11.3, Resolution Number 21/21).

STATUTORY ENVIRONMENT

Local Government Act s5.103 (Model Code of conduct for council members, committee members and candidates deals with the content of the Regulations for the mode code of conduct for council members, committee members and candidates.

Local Government Act s5.104 (Adoption of mode code of conduct) deals with the adoption of a Code, by absolute majority and publication of the adopted Code on the Shire's website by the Chief Executive Officer.

***Local* Government (Model Code of Conduct) Regulations 2021** prescribes that the local government must approve the form for a person to make a complaint for an alleged breach of the Code. Schedule 1 prescribes the specific statutory content of the Code.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
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

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Non compliance with *Local Government Act 1995*	Possible	Minor	Medium	Adopt policies as required to meet regulatory compliance, which also facilitate good governance, ensuring transparency, and accountability.
Reputation: Not adopting the policy that provides transparent criteria for approval may create a perception that there is no accountability and that decision making could be influenced.	Possible	Minor	Medium	Updated policy is adopted by Council.

CONSULTATION

Nil.

COMMENT

The Code of Conduct sets out the general principles to guide behaviour, requirements relating to behaviour, the rules of conduct and how complaints will be dealt with.

Attached is a copy of the proposed Code of Conduct modifications. There are two outcome types:

Yellow highlights	Minor changes - including terminology, typographical, formatting, pronunciation improvements and linkage to Council policies.
Blue highlights	Changes warranting Council's specific consideration.

The table below outlines the changes that require specific consideration:

SECTION	CHANGE	REASONING

Adoption	Included a 'Next Review' column and date for the next review.	Inclusion of a review date was a recommendation from the December 2022 Regulation 17 Audit.
3. Organisational Values	Updated to the current organisational values.	Updated to the current organisational values.
23. Sections 4. - 23., 32.-38., 45. & 46. and clauses in 48 & 53.	Deleted sections of the Code that are not detailed in the *Local* Government (Model Code of Conduct) Regulations 2021.	When the Code was last reviewed, the provisions of the new regulations were incorporated into the existing code, instead of replacing them. This has resulted in the Code being longer and more complex than necessary and carries the risk of confusion and non-alignment with the regulations.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. Review Code of Conduct (for Council Members, Committee Members and Candidates)

RECOMMENDATION

That Council by ABSOLUTE MAJORITY:

1. Adopts the attached Code of Conduct (for Council Members, Committee Members and Candidates); and

2. Notes that the adopted Code of Conduct (for Council Members, Committee Members and Candidates) will be published on the Shire's website.

Shire of Derby / West Kimberley

Preview

Code of Conduct

For Council Members, Committee Members and Candidates

Version 2.0

www.sdwk.wa.gov.au

Adoption

Adopted by	Date Approved	References	Next Review
Council	258 March 2021	OCM Agenda Item No. 11.3, Resolution No. 21/21	
Council	Xx xxxx 2024	OCM Agenda Item No. xx.x, Resolution No. xx/24	Within 3 months of the October 2025 Local Government Ordinary Election.

Review

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Review

CODE OF CONDUCT

Division 1 – Preliminary provisions

1. Citation and Introduction

This is the *Shire of Derby/West Kimberley Code of Conduct for Council Members, Committee Members and Candidates* (the Code).

The Council of the Shire of Derby/West Kimberley (the Shire) is the elected body responsible for the administration of the Shire in the best interests of its residents. The Council is committed to providing open, responsive and accountable government. The *Local Government Act 1995* (the Act) requires every Western Australian local government to prepare and adopt a code of conduct to be observed by Council Members, Committee Members (and Candidates where applicable).

The Code of Conduct provides Council Members, Committee Members and Candidates of the Shire ~~of Derby/West Kimberley~~ with the minimum standard of professional conduct and behaviour in carrying out their functions and responsibilities.

The Code addresses ethical responsibility and encourages greater transparency and accountability. It encourages a commitment to ethical and professional behaviour and outlines principles upon which individual and collective local government behaviours are to be based. The Code should be read in conjunction with the ~~Local Government Act 1995~~ the Act and other legislation that affect Council Members, Committee Members and Candidates. The Code does not override or affect those provisions or requirements.

The Code is complementary to the principles adopted in the ~~Local Government Act 1995~~ the Act which incorporate four fundamental aims:

a. Better decision making by local governments;

b. Greater community participation in the decisions and affairs of local governments;

c. Greater accountability of local governments to their communities; and

d. More efficient and effective local government.

In order to ensure that the Code remains current and relevant, it will be reviewed and presented to Council for readoption no more than three months after each Ordinary Council Election.

2. Terms used

(1) In this Ccode —

Act means the *Local Government Act 1995*;

Shire means the Shire of Derby/West Kimberley;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 13;

publish includes to publish on a social media platform;

CEO means the Chief Executive Officer of the Shire of Derby/West Kimberley;

Review

Code means this Code of Conduct adopted by the Council;

Committee means a committee established by the Council under the *Local Government Act 1995*;

Council means the Ceouncil of the Shire of Derby/West Kimberley;

Council Member means a person who holds the office of Shire President or Councillor;

Employee means a person employed by the Shire of Derby/West Kimberley;

Social media includes: Social networking sites, Video and Photo Sharing Sites, Blogs, Microblogs, Wikis, Online Collaboration Forums, Instant Messaging, Geo-Spatial Tagging.

(2) Other terms used in this Ceode that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

3. Organisational Values

The organisational values and culture are an important part of working at the Shire ~~of Derby/West Kimberley~~. Council Members, Committee Members and Candidates are expected to work within the Shire's values and display the following behaviours:

~~**Honesty and Integrity**~~
~~Treating others with respect, fairness, consistency, courtesy and honesty.~~

~~**Excellence & Service**~~
~~Providing a high level of customer service. Striving to learn. Actively seeking and evaluating new ways of doing things. Leading by example.~~

~~**Teamwork & Commitment**~~
~~Work as a team and assist each other for the betterment of the Shire, its residents and visitors.~~

~~**Caring and Empathy**~~
~~Being considerate of others and believing in their ability. Encouraging and acknowledging effort and initiative.~~

~~**Innovation & Diversity**~~
~~Encouraging creativity, innovation and initiative to realise the vibrancy and diversity of our vision.~~

- We are proud of who we are and where we live.
- We will create a positive legacy for our children and children's children.
- We will go about our business with integrity, transparency and authenticity.
- We value and respect what our community has to say and will strive to make things happen.
- We are proud of and value the knowledge of our diverse and strong people and cultures.
- We value our relationships and will work with others to achieve common goals and gain maximum impact.
- We are proud of and committed to the responsible preservation of our unique natural environment and making sure our built environment reflects our current and future needs.
- We are open for and encourage business, industry and all aspects of community development, particularly our thriving arts and cultural scene.

4. Principles

As a general principle, a person in his or her capacity as Council Members, Committee Members and Candidates should:

(a) Act with reasonable care and diligence;
(b) Act with honesty and integrity;
(c) Act lawfully;
(d) Avoid damage to the reputation of the local government;
(e) Be open and accountable to the public;
(f) Ensure they are as informed as possible about matters relating to their role;
(g) Base decisions on relevant and factually correct information;
(h) Treat others with respect and fairness;
(i) Not be impaired by mind affecting substances.

Council Members, Committee Members and Candidates must avoid behaviour and conduct that:

(a) Contravenes the *Local Government Act 1995* and the Shire's relevant administrative requirements;
(b) Is improper or unethical;
(c) Is an abuse of power or otherwise amounts to misconduct;
(d) Causes, comprises or involves intimidation, harassment or verbal abuse;
(e) Causes, comprises or involves discrimination or adverse treatment in relation to employment; or Causes, comprises or involves prejudice in the provision of a service to the community.

5.Fraudulent and Corrupt Conduct

Fraud is a dishonest activity that causes actual or potential financial loss to a person or the Shire. Corrupt conduct is behaviour that lacks virtue or integrity, including when a Council Members, Committee Members and Candidates uses or attempts to use their position for personal advantage. *The Criminal Code* makes it illegal for a public officer (including a Council Member, Committee Member or Candidate) to engage in fraud and/or corruption.

6.Performance of Duties

Council and Committee Members have a legal duty of fidelity to act in the best interests of the Shire. Council and Committee Members must exercise reasonable care and diligence in the performance of their duties, being consistent in their decision-making and treating all matters on individual merits. Council and Committee Members will be as informed as possible to enable them to perform their role including attendance at meetings, briefings and workshops.

7. Role of the Council, Shire President, and Council Members

The role of the Council, Shire President, and Council Members is set out in the *Local Government Act 1995*.

In fulfilling the various roles, Council Members' activities will focus on:

(a) Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;

(b) Achieving sound financial management and accountability in relation to the Shire's finances;

(c) Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents'concerns;

(d) Working with other governments and organisations to achieve benefits for the community at both a local and regional level; and

(e) Being aware of the statutory obligations imposed on Council Members and on local governments.

8.Relationships Between Council Members, Committee Members and Employees

Council and Committee Members must have mutual respect for the role that each party plays to achieve the Shire's corporate goals and implement the Shire's strategies. All parties should understand each other's role as specified in the *Local Government Act 1995* and other legislation. To achieve this, Council Members and Committee Members must:

(a) Accept that their role is one of leadership, and not a management or administrative role;

(b) Acknowledge that they have no capacity to individually direct employees and contractors to carry out particular functions;

(c) Refrain from publicly criticising employees in a way that casts aspersions on their professional competence or credibility;

(d) Ensure that no restriction or undue influence is placed on the ability of employees to give professional advice to Council.

9. Health and Safety

Council and Committee Members must take responsibility for preventing workplace related injuries and illnesses and adhering to all relevant regulations, policies and procedures. Leaders are accountable for the implementation of these requirements within the span of their control and for ensuring that supporting systems are in place.

10. Alcohol and Drug Use

Council and Committee Members must refrain from carrying out their official duties or responsibilities while affected by alcohol or drugs. The possession or use of illegal substances at Shire of Derby/West Kimberley workplaces, functions or in conjunction with Shire of Derby/West Kimberley business is strictly prohibited.

11. Equality in Employment

Equal Employment Opportunity ensures that all employment and management practices operate in a way that gives everyone the same opportunities in the workplace. This includes decisions relating to recruitment, remuneration, conditions of employment, development, promotion, and termination of employment. The Shire will maintain, identify and resolve issues relating to equity, and recognise opportunities for improvement. It will also require that all employees and contractors and potential employees and contractors are reviewed according to job related skills, qualifications, abilities and attitude and not with regard to non-work related factors.

12.Harassment and Bullying

The Shire of Derby/West Kimberley does not tolerate any form of harassment or bullying. Our values support a culture where people are treated fairly, respectfully and with dignity.

"Harassment" is an action, conduct or behaviour that is viewed as unwelcome, humiliating, intimidating or offensive by the recipient. *"Sexual harassment"* is any deliberate verbal or physical sexual conduct that is unwelcome and uninvited and that a reasonable person having regard to all the circumstances would regard the behaviour as offensive, humiliating or intimidating. *"Bullying"* is repeated verbal, physical, social or psychological abuse by a person or group of people at work.

Council and Committee Members are expected to be inclusive, collaborative and supportive and are not to engage in any activity that could be considered to be harassment or bullying. It is important that everyone considers the implications of their behaviours and supports colleagues to raise concerns.

13. Discrimination

"Discrimination" means treating someone unfairly due to their race, sex, marital status, pregnancy, impairment, religious or political conviction, age, family responsibility or family status. This includes, but is not limited to discrimination, on the grounds of sex, pregnancy, age, race (including their colour, nationality, descent, ethnic or religious background), political affiliation, marital status, disability, sexual orientation or transgender.

Council and Committee Members must not engage in actions or behaviours that discriminate against, or support others who discriminate against, any person.

The Shire will ensure compliance with the principles and provisions of the *Equal Opportunity Act 1984 (WA)*.

This commitment extends to recruitment and selection, promotion and advancement activities which will be solely on the basis of equity and fairness. Appointments will be based solely on merit. All people have a right to work in an environment that is free from sexual harassment. Sexual harassment will not be tolerated in the Shire of Derby/West Kimberley.

14.Access to Information – Council Members

Council Members are to be given access to all information for them to properly perform their civic functions and to make reasonable and informed decisions on matters before the Council. Council Members have an obligation to properly examine all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter.

Council Members who have a personal (as distinct from civic) interest in a document of the Shire have the same rights of access as any member of the public.

15.Access to Information – Personal Interest

Council and Committee Members must not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or for any other person. When making an enquiry on a matter being considered by the Shire in which they have a personal/financial interest, they shall seek the information only from the CEO or relevant Director, in writing.

16. Improper Use of Information

Council and Committee Members must not make improper use of any information acquired by the person in the performance of his or her functions under the *Local Government Act 1995* or any other written law. Due discretion must be exercised by all those who have access to confidential or sensitive information. This applies not only to the proper disclosure of that information, but also to the appropriate measures to be taken to ensure that the security of the information is not compromised.

Section 5.93 of the *Local Government Act 1995* prohibits an Elected Member, Committee Member or employee from making "*improper use of any information acquired in the performance by the person of his or her functions under the Local Government Act 1995 or any other written law:*

a.to gain directly or indirectly an advantage for themselves or for any other person; or

b. to cause detriment to the Shire or any other person. The penalty, on conviction, is a fine of $10,000 or imprisonment for 2 years."

17.Confidential Information

Council and Committee Members must only access information needed for official business and use confidential information only for the purpose it is intended to be used. They have a duty to protect confidential information and must only release confidential information if they have authority to do so.

18. Communication and Public Relations

As a representative of the community, Council Members need to be responsive to community views, and shall communicate decisions of Council or a committee adequately, with good faith and not adversely reflect on those decisions externally.

Council and Committee Members must:

(a) Respect the decision-making processes of the Shire which is based on decisions of the majority of the Council or a committee;

(b) Not communicate confidential information;

(c) Convey information concerning adopted policies, procedures and decisions of the Shire accurately; and

(d) Recognise that the spokespersons for the Council are the Shire President and, with the Shire President's authorisation, the CEO, either of whom may make a statement on behalf of the Council.

19.Expression of Personal Views

Council Members are free to make their own personal position known about any matter which is pertinent to the business of the Shire, including Council decisions provided that it cannot be construed to be a statement on behalf of the Council.

Council and Committee Members will refrain from making personal statements to the media without clearly prefacing such remarks that they are personal views and not those of the Council and in any case will not adversely reflect on a Council decision.

20. Social Media

Council and Committee Members are free to state their position/role with the Shire publicly on social media (e.g. on Facebook, LinkedIn, etc.), however, as with any other form of communication, they must ensure their behaviour on social media adheres to the Shire of Derby/West Kimberley's values, policies and the other provisions of this Code.

While using social media Council and Committee Members must:

(a) Take care that their online behaviour does not reflect adversely on the Shire;

(b) Be polite and respectful of the opinions of others at all times, especially if publicly identifying themselves as a staff member of the Shire; and

(c) Ensure that any comments made about the Shire, Council, Council Members, its staff or stakeholders are factually correct and not confidential, divisive or negative in nature.

Council and Committee Members are encouraged to use social media channels throughout their term to help communicate the Shire's programs and initiatives and create an open channel with residents and community members. Such communication should always be conducted in a positive manner, should not discredit or reflect adversely on the Shire, its staff or its initiatives.

Council and Committee Members should take care to ensure that work related communication with each other occurs through official channels, not through social media.

All use of social media must be in accordance with Council's Social Media Policy.

21.Defamation

Comments by Council Members are covered only by qualified privilege against defamation. A Council Member can only rely on the defence of qualified privilege whilst exercising the proper discharge of their duties, and doing so in the public interest. In order to maintain qualified privilege, a Council Member should ensure that comments made are pertinent to the business of local government and they are not made maliciously or without due regard to whether they represent the truth.

22.Keeping of True and Correct Records

All elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Derby/West Kimberley's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

The *State Records Commission Policy* relating to Councillor Records is:

"In relation to the recordkeeping requirements of local government, elected members' records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council. This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business. Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."

23. Gifts and Benefits

It is the Shire's position that Council and Committee Members should not seek or accept (either directly or indirectly) any immediate or future gift (including any financial benefit, reward, donation or hospitality) for themselves, or for any other person or body, as a result of their role with the Shire. However, it is acknowledged that there may be instances when receiving a gift is unavoidable or when refusal of a gift may be inappropriate. In these circumstances, Council and Committee Members must comply with the provisions of the rest of this section. In order to ensure transparency,

~~the CEO maintains a register of notifiable gifts which is published on the Shire's website in accordance with the requirements of *Local Government Act 1995*.~~

~~For the purposes of this Code, a gift has the extended meaning set out in section 5.82(4) of *Local Government Act 1995*. Section 5.82(4) of the *Local Government Act 1995* defines a gift as:~~

~~*"gift means any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel."*~~

Division 2 – General principles

4. ~~24.~~ Overview of Division

This ~~D~~division sets out general principles to guide the behaviour of ~~c~~Council ~~m~~Members, ~~c~~Committee ~~m~~Members and ~~c~~Candidates.

5. ~~25.~~ Personal ~~i~~Integrity

(1) A ~~c~~Council ~~m~~Member, ~~c~~Committee ~~m~~Member ~~and~~ or ~~c~~Candidate should:

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

(2) A ~~c~~Council ~~m~~Member or ~~c~~Committee ~~m~~Member should:

(a) act in accordance with the trust placed in ~~c~~Council ~~m~~Members and ~~or~~ ~~c~~Committee ~~m~~Members; and

(b) participate in decision-making in an honest, fair, impartial and timely manner; and

(c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

(d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

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6.. ~~26.~~ Relationship with ~~o~~Others

(1) A ~~c~~Council ~~m~~Member, ~~c~~Committee ~~m~~Member and ~~c~~Candidate should:

(a) treat others with respect, courtesy and fairness: and

(b) respect and value diversity in the community.

(2) A ~~c~~Council ~~m~~Member or ~~c~~Committee ~~m~~Member should maintain and contribute to a harmonious, safe and productive work environment.

7. ~~27.~~ Accountability

A ~~c~~Council ~~m~~Member or ~~c~~Committee ~~m~~Member should:

(a) base decisions on relevant and factually correct information; and

(b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and

(c) read all agenda papers given to them in relation to ~~c~~Council or ~~c~~Committee ~~m~~Meetings; and

(d) be open and accountable to, and represent, the community in the district.

Division 3 – Behaviour

8. ~~28.~~ Overview of Division

This Division sets out:

(a) requirements relating to the behaviour of ~~c~~Council ~~m~~Members or ~~c~~Committee ~~m~~Members and ~~c~~Candidates; and

(b) the mechanism for dealing with alleged breaches of those requirements.

9. ~~29.~~ Personal ~~i~~Integrity

(1) A ~~c~~Council ~~m~~Member or ~~c~~Committee ~~m~~Member or ~~c~~Candidate:

(a) must ensure that their use of social media and other forms of communication complies with this C~~c~~ode; and

(b) must only publish material that is factually correct.

(2) A ~~c~~Council ~~m~~Member or ~~c~~Committee ~~m~~Member:

(a) must not be impaired by alcohol or drugs in the performance of their official duties; and

(b) must comply with all policies, procedures and resolutions of the local government.

10. ~~30.~~ Relationship with ~~o~~Others

A ~~c~~Council ~~m~~Member or ~~c~~Committee ~~m~~Member or ~~c~~Candidate:

(a) must not bully or harass another person in any way; and

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(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and

(c) must not use offensive or derogatory language when referring to another person; and

(d) must not disparage the character of another ɕCouncil ṁMember or ɕCommittee ṁMember or ɕCandidate or a local government employee in connection with the performance of their official duties; and

(e) must not impute dishonest or unethical motives to another ɕCouncil ṁMember or ɕCommittee ṁMember or ɕCandidate or a local government employee in connection with the performance of their official duties.

11. ~~31.~~ Council or ɕCommittee ṁMeetings

When attending a ɕCouncil or ɕCommittee ṁMeeting, a ɕCouncil ṁMember or ɕCommittee ṁMember or ɕCandidate:

(a) must not act in an abusive or threatening manner towards another person; and

(b) must not make a statement that the ṁMember or ɕCandidate knows, or could reasonably be expected to know, is false or misleading; and

(c) must not repeatedly disrupt the meeting; and

(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of ɕCouncil or ɕCommittee ṁMeetings; and

(e) must comply with any direction given by the person presiding at the meeting; and

(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

~~32.Appointments to External Boards, Committees and Working Groups~~

~~Council and Committee Members representing the Shire on external organisations, boards, committees and working groups are to ensure that they clearly understand the basis of their appointment, provide regular reports on the activities of the organisation in accordance with the confidentiality requirements of that organisation and represent the Shire's interests on all matters relating to that organisation while maintaining the confidentiality requirements of the Shire.~~

~~33.Decision Making~~

~~Council and Committee Members have a duty to ensure that decisions are properly made and that parties involved in are dealt with fairly. Care must be taken to avoid impropriety and also to avoid any occasion for suspicion and any appearance of improper conduct.~~

~~When making decisions, it is essential that Council and Committee Members are highly conscious of the potential for even the slightest impropriety to lead to suspicion of misconduct. This means Council and Committee Members must ensure that no action, statement or communication between themselves and a third party conveys any suggestion of willingness to provide concessions or preferential treatment.~~

34.Lobbying

"Lobbying" is used to cover those types of communication between local government Council Members and the community and include representations to Council Members by special interest groups, by individuals with a direct interest in a council decision and by advocates acting on behalf of others.

Lobbying is common in local government. The most common form occurs when a group or individual makes direct contact with a Council Member in an attempt to influence a council decision.

Appropriate lobbying of Council Members is considered normal. In many cases lobbying is part of the democratic process and is an acceptable feature of the relationship between citizens and their elected representatives.

35.Inappropriate Lobbying

It is in the public interest that lobbying is fair and does not undermine public confidence in impartial decision-making. Lobbying is a two-way process between Council Members and lobbyists. Council Members should take care that their duty to consider issues fairly and properly is not compromised by participating in lobbying practices that are outside the bounds of appropriate or lawful behaviour. Generally, inappropriate or unlawful conduct on the part of someone lobbying a Council Member usually involves an attempt to obtain preferential consideration or treatment based on factors other than the merits of the matter. Examples include:

(1) Accepting undisclosed payments or benefits while making a decision that affects the gift giver's interests;

(2) Accepting a political donation in return for the favourable exercise of discretion during decision-making;

(3) Granting access to a particular individual or group while unreasonably denying similar access requested by another party;

(4) Fettering discretion by giving undertakings to an interested party prior to considering all the information relevant to a decision;

(5) Acting in a manner that exceeds the role of a Council Member as defined in section 2.8, 2.9 or 2.10 of the *Local Government Act*;

(6) Disclosing confidential information while being lobbied;

(7) Being unduly influenced by factors that are irrelevant to the merits of the matter under consideration; and

(8) Lobbying of by tenderers about the outcome of a tender process.

36.Transparency

Council Members should exercise judgement when deciding whether to be involved in private meetings with people seeking to influence a council decision. Suspicions or inappropriate lobbying can occur when lobbying is not open to public scrutiny. Regardless of whether such suspicions are justified, they still have the potential to undermine public confidence in council decision-making and adversely affect a Council Member's reputation.

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~~Transparency is a useful means of governing accountability and perceptions of fairness in lobbying processes. There are a number of ways Council Members can help ensure transparency whilst being lobbied. These include:~~

~~(a) Documenting meetings with proponents;~~

~~(b) Generally conducting meetings in official locations, such as Council premises;~~

~~(c) Having other people present during meetings;~~

~~(d) Inviting applicants who have approached them for a meeting to discuss significant developments, to write to the Shire seeking a meeting with all Council Members and relevant employees;~~

~~(e) Providing copies of information presented during lobbying meetings to Shire employees for consideration and assessment (if required), distribution to other Council Members and filing as part of Council's records;~~

~~(f) Asking people who have requested a meeting to put their arguments in writing; and~~

~~(g) Making a declaration at a Council meeting about lobbying activities they have been engaged in that are not part of Council's formal processes.~~

~~37.Reimbursement of Expenses~~

~~Council and Committee Members may claim reimbursement of expenses only in accordance with the relevant legislative provision, policy or administration procedures. Claimants shall be diligent in ensuring that the expenses claimed in accordance with Council policy relate to their function and are appropriately acquitted.~~

~~38.Council Member Accessibility~~

~~Council Members shall ensure that they make themselves accessible to the Shire of Derby/West Kimberley community through publication of at least one of the following on the Shire's website.~~

~~Selection of the following will be at the discretion of the Council Member:~~

~~(a) Private and/or Shire address or PO Box;~~
~~(b) Business telephone number;~~
~~(c) Mobile telephone number; and~~
(d) ~~Email~~ address.

12. ~~39.~~Compliance with Local Laws and Policies

Council Members, Committee Members and Candidates must comply with local laws and Council policies. Council and Committee Members are to consider the administrative policies and procedures of the Shire to guide them in their decision-making responsibilities.

13. ~~40.~~ Complaint about alleged breach

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

(2) A complaint must be made:

(a) in writing in the form approved by the local government; and
(b) to a person authorised under subclause (3); and
(c) within one month after the occurrence of the alleged breach.

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

14. ~~41.~~ Dealing with ~~c~~Complaints

(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 42 or the complaint is withdrawn under clause 43 (1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may:

(a) take no further action; or
(b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do one or more of the following:

(a) engage in mediation;
(b) undertake counselling;
(c) undertake training;
(d) take other action the local government considers appropriate.

(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of:

(a) its finding and the reasons for its finding; and
(b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

15. ~~42.~~ Dismissal of ~~c~~Complaints

(1) The local government must dismiss a complaint if it is satisfied that:

(a) the behaviour to which the complaint relates occurred at a ~~C~~council or ~~C~~committee ~~M~~meeting; and

(b) either —
(i) the behaviour was dealt with by the person presiding at the meeting; or
(ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

(2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

16. ~~43.~~ Withdrawal of ~~c~~Complaints

(1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

(2) The withdrawal of a complaint must be —

(a) in writing; and
(b) given to a person authorised under clause 13~~40~~(3).

17. ~~44.~~ Other ~~P~~provisions about ~~c~~Complaints

(1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.

(2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

~~**45. Reporting Misconduct to the Corruption And Crime Commission**~~

~~The CEO, being a *'principal officer of a notifying authority'* (for the purposes of the *Corruption and Crime Commission Act 2003*) has a statutory obligation to report to the Corruption and Crime Commission any allegation of misconduct, or any situation that otherwise comes to his or her attention involving misconduct, where it is of relevance or concern to the CEO in his or her official capacity.~~

~~Notwithstanding, any Council Member, Committee Member, employee, contractor or any other person may report directly to the Corruption and Crime Commission any matter which that person suspects on reasonable grounds may concern misconduct that has occurred, is occurring, or may occur.~~

~~**46. Protection of Persons Reporting Unacceptable or Illegal Behaviour**~~

~~The CEO is to ensure that Council Members, Committee Members, employees and contractors who report unacceptable or illegal behaviour (that is, whistle-blowers) are not in any way disadvantaged or victimised because of their actions. The CEO's action is limited to matters for which he/she has responsibility and/or jurisdiction to act.~~

~~*Public Interest Disclosure Act 2003*~~

~~The *Public Interest Disclosure Act 2003* facilitates the reporting of public interest information and provides protection for those who report this information under that Act. Council Members, Committee Members, employees and contractors are encouraged to contact the Shire's nominated Public Interest Disclosure Officer to seek guidance on their disclosure and to lodge completed Public Interest Disclosure forms. A person who makes an appropriate disclosure of public interest information to the Shire's nominated Public Interest Disclosure Officer under section 5 of the "*Public Interest Disclosure Act 2003*:~~

~~*(a) incurs no civil or criminal liability for doing so, (b). is not, for doing so, liable:*~~
~~*(i) to any disciplinary action under a written law;*~~
~~*(ii) to be dismissed;*~~

~~*(iii) to have his or her services dispensed with or otherwise terminated; or*~~
~~*(iv) for any breach of duty of secrecy or confidentiality or any other restriction on disclosure (whether or not imposed by a written law) applicable to the person (Section 13).*~~"

Division 4 – Rules of conduct

Notes for this ~~D~~division:
1. Under section 5.105(1) of the Act a Ccouncil M~~m~~ember commits a minor breach if the Ccouncil M~~m~~ember contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

18. ~~47.~~ Overview of Division

(1) This ~~D~~division sets out rules of conduct for council members and candidates.

(2) A reference in this ~~D~~division to a council member includes a council member when acting as a committee member.

19. ~~48.~~ Misuse of ~~l~~Local ~~g~~Government ~~r~~Resources

~~Council and Committee Members will be scrupulously honest in their use of the local government's resources and shall not misuse them or permit their misuse by any other person or body. Local government resources should be used effectively and economically and are not to be used for private purposes unless properly authorised to do so.~~

~~The interests of a Council Member in their re-election is considered to be a personal interest and as such the reimbursement of travel expenses incurred on election matters is not appropriate. In addition, Council letterhead, the Shire's logo and other information that could give the impression it is official council material must not be used for these purposes.~~

~~Council and Committee Members must not use the Shire's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.~~

(1) In this clause:

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes:
(a) local government property; and
(b) services provided, or paid for, by a local government.

(2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

20. ~~49.~~ Securing ~~p~~Personal ~~a~~Advantage or ~~d~~Disadvantaging ~~o~~Others

(1) A ~~c~~Council ~~m~~Member must not make improper use of their office:

(a) to gain, directly or indirectly, an advantage for the ~~c~~Council ~~m~~Member or any other person; or
(b) to cause detriment to the local government or any other person.

(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

21. ~~50.~~ Prohibition aAgainst iInvolvement in aAdministration

(1) A cCouncil ~~m~~Member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

22. ~~51.~~ Relationship with lLocal gGovernment eEmployees

(1) In this clause, ***local government employee*** means a person:

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

(2) A cCouncil ~~m~~Member or Cc~~C~~andidate must not:

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

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

(4) If a ~~c~~Council ~~m~~Member or ~~c~~Candidate, in their capacity as a ~~c~~Council ~~m~~Member or ~~c~~Candidate, is attending a ~~c~~Council or ~~c~~Committee ~~m~~Meeting or other organised event (for example, a briefing or workshop) the ~~c~~Council ~~m~~Member or ~~c~~Candidate must not orally, in writing or by any other means:

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

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

23. ~~52.~~ Disclosure of iInformation

(1) In this clause:

closed meeting means a ~~c~~Council or ~~c~~Committee ~~m~~Meeting, or a part of a ~~c~~Council or ~~c~~Committee ~~m~~Meeting, that is closed to members of the public under section 5.23(2) of the Act;

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

document includes a part of a document;

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non-confidential document means a document that is not a confidential document.

(2) A ~~c~~Council ~~m~~Member must not disclose information that the ~~c~~Council ~~m~~Member:

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

(3) Subclause (2) does not prevent a ~~c~~Council ~~m~~Member from disclosing information:

(a) at a closed meeting; or
(b) to the extent specified by the ~~c~~Council and subject to such other conditions as the ~~c~~Council determines; or
(c) that is already in the public domain; or
(d) to an officer of the Department; or
(e) to the Minister; or
(f) to a legal practitioner for the purpose of obtaining legal advice; or
(g) if the disclosure is required or permitted by law.

24. ~~53.~~ Disclosure of ~~i~~interests

~~A conflict of interest occurs when a Council or Committee Member's position within the Shire of Derby/West Kimberley, or their financial or other personal interests affect, has the potential to affect, or could have the appearance of affecting, their judgement, objectivity or independence.~~

~~No activities of Council or Committee Members should conflict with their responsibilities or compromise the quality of work performance, commitment to work, or the ability to make impartial business decisions.~~

~~Council and Committee Members must declare any actual, or perceived conflict of interest between their personal interests and the impartial fulfilment of their professional duties.~~

~~Council or Committee Members must comply with the laws governing financial interests, including the disclosure of financial interests, set out in the *Local Government Act 1995*. The onus is on Council and Committee Members to identify possible financial interests (including proximity interests and non-financial interests), to determine whether an interest exists and whether any statutory exemption applies. Council or Committee Members must provide primary and annual returns in accordance with the requirements of the *Local Government Act 1995*.~~

(1) In this clause:

Interest:
(a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
(b) includes an interest arising from kinship, friendship or membership of an association.

(2) A ~~c~~Council ~~m~~Member who has an interest in any matter to be discussed at a ~~c~~Council or ~~c~~Committee ~~m~~Meeting attended by the council member must disclose the nature of the interest:

(a) in a written notice given to the CEO before the meeting; or
(b) at the meeting immediately before the matter is discussed.

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the ~~c~~Council ~~m~~Member did not know:

(a) that they had an interest in the matter; or
(b) that the matter in which they had an interest would be discussed at the meeting and the ~~c~~Council ~~m~~Member disclosed the interest as soon as possible after the discussion began.

(5) If, under subclause (2)(a), a ~~c~~Council ~~m~~Member discloses an interest in a written notice given to the CEO before a meeting, then:

(a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
(b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

(6) Subclause (7) applies in relation to an interest if:

(a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

25. ~~54.~~ Compliance with Pplan R~~r~~equirement

If a plan under clause 41(4)(b) in relation to a ~~c~~Council ~~m~~Member includes a requirement referred to in clause 41(6), the ~~c~~Council ~~m~~Member must comply with the requirement.

~~Notes~~

~~The *Local Government (Model Code of Conduct) Regulations 2021* was Gazetted on 3 February 2021 and its adoption repeals the Local Government (Rules of Conduct) Regulations 2007.~~

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12.3 ACCOUNTS FOR PAYMENT - JUNE 2024

File Number: **5110 - Accounts Payable**

Author: **Ashlee Doust, Finance Officer**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

Council to receive the list of accounts paid under delegated authority during the month of June 2024.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

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

    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
Legal & Compliance: In accordance with section 6.8 of *the Local Government Act 1995*, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.	Rare	Minor	Low	Expenditure to only be incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles.

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 2023-24 Annual Budget as adopted by Council at its meeting held 17 August 2023 (Resolution 79/23) 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

JUNE 2024

FUND	DETAILS	AMOUNT
MUNICIPAL ACCOUNT		
EFT Payments	EFT 59496 - EFT 59773	$3,282,693.06
Municipal Cheques	CHQ	$0.00
Direct Debits	Fees & Charges, Credit Card Payments, Payroll, Payroll Liabilities	$1,412,457.32
Manual Cheques	CHQ	$0.00
TRUST ACCOUNT		
EFT Payments		*$0.00*
Trust Cheques		*$0.00*
TOTAL		**$4,695,150.38**
Creditors Outstanding as at 30/06/2024		*$ 2,662,822.39*

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Credit Card Rconciliation - June 2024**
2. **List of Accounts - June 2024**

RECOMMENDATION

That Council accepts the List of Accounts for June 2024 paid under Delegated Authority in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 attached to this report, totalling $4,695,150.38.

The Shire Of Derby / West Kimberley
ANZ Corporate Credit Card Reconciliation
Period Reporting: 15/04/2024 to 12/05/2024

Card Holder : Amanda Dexter

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
9/05/2024	FRESHWAY SYDNEY	Y	$ 159.41	$ 15.94	$ 175.35	120401650.2101	Yes	Blower for President Office
3/05/2024	Starlink Australia PTY LT Sydney	Y	$ 379.09	$ 37.91	$ 417.00	121402210.2100	Yes	Billing Period - 23 April 24 - 22 May 24 - FX/Derby Depot
3/05/2024	DERBY FUELS DERBY	Y	$ 109.09	$ 10.91	$ 120.00	EP0025-298-2101	Yes	5 x $20.00 Vouchers All Staff Meeting 03.05.2024
3/05/2024	POST DERBY LPO DERBY	Y	$ 3.64	$ 0.36	$ 4.00	EP0025-298-2101	Yes	Raffle Books - All Staff Meetings
2/05/2024	WOOLWORTHS/131-135 LOCH S DERBY	Y	$ 11.36	$ 1.14	$ 12.50	EP0025-298-2101	Yes	All Staff Meeting - Chocolates for milestones 03.05.2024
2/05/2024	BIG BARRA'S ONE STOP SHOP DERBY	Y	$ 36.36	$ 3.64	$ 40.00	EP0025-298-2101	Yes	Vouchers - All Staff Meeting 03.05.2024
1/05/2024	KIMBERLEYLAND HOLIDA KUNUNURRA	N	$ 86.00	0	$ 86.00	121302090.2003	Yes	Accommodation in Kununurra for Gibb reaseach trip
26/04/2024	Intuit Mailchimp Sydney	Y	$ 82.36	$ 8.24	$ 90.60	121402410.2100	Yes	Order MC18071157
26/04/2024	WANEWSDTI Osborne Park	Y	$ 25.45	$ 2.55	$ 28.00	121402410.2100	Yes	Subscription - The West Australian Digital 23/04/2024 - 20/05/2024
22/04/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 1,030.33	$ 103.03	$ 1,133.36	120402120.2100	Yes	Flight from Perth to Broome for SoCo team on the 2nd of May and flight from Kununurra to Perth on the 9th of May.
22/04/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 1,030.33	$ 103.03	$ 1,133.36	120402120.2100	Yes	Flight from Perth to Broome for SoCo team on the 2nd of May and flight from Kununurra to Perth on the 9th of May.
				TOTAL	$ 3,240.17			

Card Holder Declaration:

I, as the card holder, am responsible for all transactions on my Corporate Credit Card and hereby declare that the expenditure detailed on this statement was approved for work related purposes in accordance with the Transaction Card Policy and Procurement Policy of the Shire of Derby/West Kimberley

Amanda Dexter
Chief Executive Officer
signature

03/07/2024
Date

Card Holder : Wayne Neate

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
26/04/2024	LIQUOR @ RUSTYS DERBY	Y	$ 60.90	$ 6.09	$ 66.99	EP0003-298-2101	Yes	ANZAC Day community breakfast as requested by President purchase 2 bottles of Bunderberg Rum for the shotgun breakfast
26/04/2024	LIQUOR @ RUSTYS DERBY	Y	$ 60.90	$ 6.09	$ 66.99	EP0003-298-2101	Yes	ANZAC Day community breakfast as requested by President purchase 2 bottles of Bunderberg Rum for the shotgun breakfast
				TOTAL	$ 133.98			

Card Holder Declaration:

I, as the card holder, am responsible for all transactions on my Corporate Credit Card and hereby declare that the expenditure detailed on this statement was approved for work related purposes in accordance with the Transaction Card Policy and Procurement Policy of the Shire of Derby/West Kimberley

Wayne Neate
Director of Technical & Developme
signature

7/7/2024
Date

Card Holder : Tamara Clarkson

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
10/05/2024	SHIRE OF DERBY WEST KI DERBY	N	$ 130.50	0	$ 130.50	P118-266-2266	Yes	Plate Change 18KW
9/05/2024	QUEST FREMANTLE FREMANTLE	Y	$ 1,008.89	$ 100.89	$ 1,109.78	121407080.2100	Yes	AGRN 1044 - Accommodation - Community Recovery Team Leader - 06.05.2024 - 09.05.2024 to attend Department of Communities Conference
9/05/2024	BROOME VACATION VILLAG BROOME	N	$ 2,000.00	0	$ 2,000.00	193401010.0000	Yes	Bond - Accommodation for Design and Plan Engagement Training 6/5/2024 - 9/5/2024.
8/05/2024	Harvey Norman Online Homebush West	Y	$ 97.23	$ 9.72	$ 106.95	120401210.2101	Yes	Logitech C505 HD Webcam $99.00 Delivery $7.95
6/05/2024	TARUNDA SUPERMARKET FITZROY CROSS	F	$ 20.00	0	$ 20.00	EP0025-298-2101	Yes	Vouchers - All Staff Meeting 03.05.2024
6/05/2024	Skippers Aviation Subiaco	Y	$ 484.44	$ 48.44	$ 532.88	121407080.2100	Yes	AGRN 1044 - Flights - Community Recovery Team Leader - FX to Broome 03.05.2024 to attend Department of Communities Conference

6/05/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 761.38	$ 76.14	$ 837.52	121407080.2100	Yes	AGRN 1044 - Flights - Community Recovery Team Leader - FX Broome to Perth 03.05.2024 - Perth to Broome 10.05.2024 to attend Department of Communities Conference
3/05/2024	DERBY LODGE Derby	Y	$ 272.73	$ 27.27	$ 300.00	AD08-297-2100	Yes	Accommodation - Executive Services Project Director 01.05.2024
3/05/2024	WOOLWORTHS/131-135 LOCH S DERBY	Y	$ 83.40	$ 8.34	$ 91.74	AD09-298-2101	Yes	Food - Gibb River Road Media Campaign
3/05/2024	WOOLWORTHS/131-135 LOCH S DERBY	F	$ 307.16	0	$ 307.16	AD09-298-2101	Yes	Food - Gibb River Road Media Campaign
3/05/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 710.38	$ 71.04	$ 781.42	121407080.2100	Yes	AGRN 1044 - Flight - Community Recovery and Development Advisor Broome - Perth 02.05.2024 - Perth to Broome 13.05.2024
2/05/2024	BROOME VACATION VILLAG BROOME	Y	$ 1,381.82	$ 138.18	$ 1,520.00	PC06-291-2100	Yes	Balance - Accommodation for Design and Plan Engagement Training 6/5/2024 - 9/5/2024.
1/05/2024	BUNNINGS 325000 BROOME	Y	$ 48.36	$ 4.84	$ 53.20	BO002-298-2101	Yes	Packing Boxes - Derby Visitor Centre Clear Out
29/04/2024	OFFICEWORKS BENTLEIGH EAS	Y	$ 149.95	$ 14.99	$ 164.94	120401210.2101	Yes	Headphones + Case - President
26/04/2024	DERBY LODGE Derby	Y	$ 250.00	$ 25.00	$ 275.00	121407080.2100	Yes	AGRN 1044 - Accommodation - Recovery Executive Officer 23.04.2024
22/04/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 818.71	$ 81.87	$ 900.58	120401090.2100	Yes	Flights - Deputy President - attending Zone Chairs & deputy chair induction course WALGA Broome to Perth 28.04.2024 return Perth to Broome 01.05.2024
18/04/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 761.38	$ 76.14	$ 837.52	121107090.2003	Yes	Flights - Director of Strategic Operations - Broome to Derby 13.05.2024 - Derby to Broome 17.05.2024
15/04/2024	TL ENGINEERING AUST PTY L HAZELMERE	Y	$ 621.00	$ 62.10	$ 683.10	P130-260-2101	Yes	Parts for Kevrek Crane for Plant 130
				TOTAL	$ 10,652.29			

Card Holder Declaration:

I, as the card holder, am responsible for all transactions on my Corporate Credit Card and hereby declare that the expenditure detailed on this statement was approved for work related purposes in accordance with the Transaction Card Policy and Procurement Policy of the Shire of Derby/West Kimberley

Tamara Clarkson *signature* 3 July 2024 *Date*

Card Holder : Jessica Karlsson

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
10/05/2024	ATLAS FUEL ASCOT PL ASCOT	Y	$ 89.66	$ 8.97	$ 98.63	121107090.2003	Yes	Work vehicle expenses – work meetings (Perth) - Executive Director of Operations and Strategic Development
6/05/2024	SQ *CAFE NORVAL Derby	Y	$ 17.00	$ 1.70	$ 18.70	121107520.2101	Yes	Refreshements - Expense Meeting with Town Teams 02.05.2024
2/05/2024	TICKETS*WA MENS WE BELROSE	Y	$ 268.18	$ 26.82	$ 295.00	PC06-291-2100	Yes	WA Mens Wellbeing Conference 2024 - Environmental Health Field Support Officer
2/05/2024	TICKETS*WA MENS WE BELROSE	N	$ 7.88	0	$ 7.88	PC06-291-2100	Yes	WA Mens Wellbeing Conference 2024 - Environmental Health Field Support Officer
26/04/2024	UBER *TRIP SYDNEY	Y	$ 29.83	$ 2.98	$ 32.81	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
22/04/2024	UBER *TRIP SYDNEY	Y	$ 15.73	$ 1.57	$ 17.30	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
22/04/2024	UBER *TRIP SYDNEY	Y	$ 11.60	$ 1.16	$ 12.76	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
22/04/2024	UBER *TRIP SYDNEY	Y	$ 16.01	$ 1.60	$ 17.61	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
19/04/2024	UBER *TRIP SYDNEY	Y	$ 26.59	$ 2.66	$ 29.25	121107090.2004	Yes	Travel - Executive Director of Operations and Strategic Development
17/04/2024	UBER *TRIP SYDNEY	Y	$ 18.23	$ 1.82	$ 20.05	121107090.2005	Yes	Travel - Executive Director of Operations and Strategic Development
17/04/2024	UBER *TRIP SYDNEY	Y	$ 22.97	$ 2.30	$ 25.27	121107090.2006	Yes	Travel - Executive Director of Operations and Strategic Development
17/04/2024	UBER *TRIP SYDNEY	Y	$ 19.81	$ 1.98	$ 21.79	121107090.2007	Yes	Travel - Executive Director of Operations and Strategic Development
15/04/2024	TICKETS*MOSQUITO M BELROSE	Y	$ 1,150.00	$ 115.00	$ 1,265.00	PC06-291-2100	Yes	Registration fee - Mosquito Management Training - Susan Stafford - 9th September 2024 - Mandurah
				TOTAL	$ 1,862.05			

Card Holder Declaration:

I, as the card holder, am responsible for all transactions on my Corporate Credit Card and hereby declare that the expenditure detailed on this statement was approved for work related purposes in accordance with the Transaction Card Policy and Procurement Policy of the Shire of Derby/West Kimberley

Jessica Karlsson *signature* 03/07/2024 *Date* ** Jess has left the Shires Employment

Offset Credit from last month

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
		N	64.00	0.00	64.00	193401010	No	Credit in last months statement
		N		0.00	0.00	193401010	No	Credit in last months statement
				TOTAL	$ 64.00			

Credit in next months Statement

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
		N		0.00	0.00	193401010	No	Credit in next months statement
		N		0.00	0.00	193401010	No	Credit in next months statement
				TOTAL $	-			

TOTAL PURCHASES FOR ABOVE STATED PERIOD	$	15,888.49	
PAYMENTS AND OTHER CREDITS	$	64.00	$ 64.00
INTEREST CHARGES	$	-	16038.49
CLOSING BALANCE	$	15,824.49	15824.49
			214.00

Procurement Approval

Name	Amanda Dexter
Position	Chief Executive Officer
Date	03/07/2024
Signature	

Reconciliation Processed

Name	Ashlee Doust
Position	Accounts Payable Officer
Date	03/07/2024
Signature	

Reconciliation Certified

Name	Aaron Gloor
Position	Senior Finance Officer
Date	
Signature	Aaron Gloor

ANZ BUSINESS ONE

STATEMENT PERIOD: 15/04/24 to 12/05/24
ACCOUNT NUMBER:

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

SHIRE OF DERBY WEST KIMBERLEY
SHIRE OF DERBY WEST KIMBERLEY
MYRA HENRY
30 LOCH ST
DERBY WA 6728

PAYMENT SUMMARY	
Monthly Payment	$321.00
Due Date	06/06/2024
Minimum Amount Due	$321.00

YOUR ANZ ACCOUNT SUMMARY

Opening Balance	$21,864.30
Purchases, Cash Advances & Other Debits	$16,038.49
Interest Charges	$0.00
Payments & Other Credits	$21,864.30
Closing balance	$16,038.49

Account Credit Limit	$80,000.00
Available Account Credit at Statement Date	$63,961.51

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 GPO BOX 607, Melbourne, VIC 3001

CardPay Direct
To ask about setting up a convenient direct debit 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.

Account Number	
Account Name	SHIRE OF DERBY WEST KIMBERLEY
Amount Paid	
Due Date	06/06/2024

ANZ BUSINESS ONE

ACCOUNT NUMBER:

Interest Rates

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

Opening Account Balance **$21,864.30**

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

Date	Description	Amount	Default GST*
24/04/2024	LIQUOR @ RUSTYS DERBY	66.99	6.09
24/04/2024	LIQUOR @ RUSTYS DERBY	66.99	6.09
Sub-total		133.98	12.18

Cardholder Name: TAMARA CLARKSON
Cardholder Number:
Spend Cap: $20,000.00

Date	Description	Amount	Default GST*
11/04/2024	TL ENGINEERING AUST PTY L HAZELMERE	683.10	62.10
15/04/2024	QANTAS AIRWAYS LTD (EC MASCOT	837.52	76.13
18/04/2024	QANTAS AIRWAYS LTD (EC MASCOT	900.58	81.87
23/04/2024	DERBY LODGE DERBY	275.00	25.00
26/04/2024	OFFICEWORKS BENTLEIGH EAS	164.94	14.99
27/04/2024	BUNNINGS 325000 BROOME	53.20	4.83
29/04/2024	BROOME VACATION VILLAG BROOME	1,520.00	138.18
30/04/2024	QANTAS AIRWAYS LTD (EC MASCOT	781.42	71.03
01/05/2024	WOOLWORTHS/131-135 LOCH S DERBY	398.90	36.26
01/05/2024	DERBY LODGE DERBY	300.00	27.27
02/05/2024	QANTAS AIRWAYS LTD (EC MASCOT	837.52	76.13
03/05/2024	SKIPPERS AVIATION SUBIACO	532.88	48.44

*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
			$
			$
			$

Teller Stamp	**Signature**	**Subtotal**	$
		Notes	$
		Coins	$
		Total	$

ANZ BUSINESS ONE

ACCOUNT NUMBER:

Date	Description	Amount	Default GST*
03/05/2024	TARUNDA SUPERMARKET FITZROY CROSS	20.00	1.81
06/05/2024	HARVEY NORMAN ONLINE HOMEBUSH WEST	106.95	9.72
06/05/2024	BROOME VACATION VILLAG BROOME	2,000.00	181.81
06/05/2024	QUEST FREMANTLE FREMANTLE	1,109.78	100.88
07/05/2024	SHIRE OF DERBY WEST KI DERBY	130.50	11.86
Sub-total		10,652.29	968.31

Cardholder Name: JESSICA KARLSSON
Cardholder Number:
Spend Cap: $5,000.00

Date	Description	Amount	Default GST*
10/04/2024	TICKETS*MOSQUITO M BELROSE	1,265.00	115.00
13/04/2024	UBER *TRIP SYDNEY	21.79	1.98
13/04/2024	UBER *TRIP SYDNEY	25.27	2.29
14/04/2024	UBER *TRIP SYDNEY	20.05	1.82
16/04/2024	UBER *TRIP SYDNEY	29.25	2.65
16/04/2024	UBER *TRIP SYDNEY	17.61	1.60
17/04/2024	UBER *TRIP SYDNEY	12.76	1.16
17/04/2024	UBER *TRIP SYDNEY	17.30	1.57
22/04/2024	UBER *TRIP SYDNEY	32.81	2.98
29/04/2024	TICKETS*WA MENS WE BELROSE	302.88	27.53
02/05/2024	SQ *CAFE NORVAL DERBY	18.70	1.70
07/05/2024	ATLAS FUEL ASCOT PL ASCOT	98.63	8.96
Sub-total		1,862.05	169.24

Cardholder Name: AMANDA DEXTER
Cardholder Number:
Spend Cap: $50,000.00

Date	Description	Amount	Default GST*
19/04/2024	QANTAS AIRWAYS LTD (EC MASCOT	1,133.36	103.03
19/04/2024	QANTAS AIRWAYS LTD (EC MASCOT	1,133.36	103.03
23/04/2024	WANEWSDTI OSBORNE PARK	28.00	2.54
23/04/2024	INTUIT MAILCHIMP SYDNEY	90.60	8.23
29/04/2024	KIMBERLEYLAND HOLIDA KUNUNURRA	86.00	7.81
30/04/2024	BIG BARRA'S ONE STOP SHOP DERBY	40.00	3.63
30/04/2024	WOOLWORTHS/131-135 LOCH S DERBY	12.50	1.13
30/04/2024	POST DERBY LPO DERBY	4.00	0.36
30/04/2024	DERBY FUELS DERBY	120.00	10.90
30/04/2024	STARLINK AUSTRALIA PTY LT SYDNEY	417.00	37.90
07/05/2024	FRESHWAY SYDNEY	175.35	15.94

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

ANZ BUSINESS ONE

ACCOUNT NUMBER:

Date	Description	Amount	Default GST*
Sub-total		3,240.17	294.50

Account Number:

Date	Description	Amount	Default GST*
09/05/2024	AUTOREPAYMENT - THANK YOU	21,864.30CR	
12/05/2024	ANNUAL FEE	150.00	
Sub-total		21,714.30CR	

Total GST payable this statement*		$1,444.23
Closing Account Balance	**$16,038.49**	

IMPORTANT MESSAGES

YOUR AGREED PAYMENT WILL BE DEBITED FROM YOUR ACCOUNT ON 06/06/24
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.

Page 4 of 4

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	07/05/2024
Cardholder:	Amanda Dexter (2780)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Freshway
Description of Purchase:	Blower for President Office
GL Account or Job #:	120401650.2101
Amount:	$175.35
Authorised by:	Amanda Dexter (2780)
Signature:	
Date:	07/05/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

Receipt / Tax Invoice #23103
May 7, 2024

FRESHWAY CLEANING CHEMICAL SUPPLIES PTY LTD
ATF FRESHWAY CLEANING CHEMICAL SUPPLIES UNIT TRUST
ABN: 18773054807

SHIPPING ADDRESS	CUSTOMER	PAYMENT METHOD
Noelene Bain Shire of Derby/West Kimberley 30 Loch Street Derby WA 6728 Australia Tel. 0891910999	Noelene Bain Shire of Derby/West Kimberley 30 Loch Street Derby WA 6728 Australia	Visa (2780) **SHIPPING METHOD** Express Shipping - Estimated transit time within 4 business days

ITEMS	PRICE	TAX	QTY	ITEM TOTAL
Makita DUB185 18V Li-ion Blower (Short Nozzle), Cordless, 3 Speed Tool Only / Green SKU: DUB185Z	$159.00	$14.45	1	$159.00

Subtotal	$159.00
Shipping	$16.35
GST 10.0%	$15.94
TOTAL (AUD)	**$175.35**

Thank you for shopping with us!

Freshway Supplies
208 Princes Highway, Arncliffe, Sydney, NSW, 2205, Australia
orders@freshwaysupplies.com.au
freshwaysupplies.com.au

STARLINK

Attn: Craig Wall
Cnr of Forest Rd &
Fitzroy Crossing, WA 6765

Tax Invoice

INV-AUS-3166127-55046-27

Invoice Date: April 23, 2024
Transaction Date: Invoice Date
Payment Due Date: April 30, 2024
Customer Account: ACC-1804125-33444-4

Product Description	Qty	Amount
Standard Starlink Subscription (Apr 23, 2024 - May 22, 2024)	3	AUD 379.08
Total GST		AUD 37.92

Total Charges	**AUD 417.00**
Payment	**AUD 417.00**

Total Due AUD 0.00

Please contact Customer Support if there are issues with your invoice.

If payment for services are not received by May 17, 2024, your service will be suspended until payment is made.

Starlink's Payment Assistance Policy is available here.

STARLINK INTERNET SERVICES PTE LTD
10 Collyer Quay, #27-00 Ocean Financial Centre
Singapore, 049315
ABN: 44 658 489 582

Starlink is a division of SpaceX. Visit us at **spacex.com**

Product Description	Qty	Unit Price	Total Tax	Am
Standard Starlink Subscription (Apr 23, 2024 12:00 AM - May 22, 2024 12:00 AM) 19B Woollybutt Cor, Derby WA 6728, Australia KIT301189751	1	AUD 126.36	AUD 12.64	AUD 1
Standard Starlink Subscription (Apr 23, 2024 12:00 AM - May 22, 2024 12:00 AM) FX Visitors Centre KIT300999310	1	AUD 126.36	AUD 12.64	AUD 1
Standard Starlink Subscription (Apr 23, 2024 12:00 AM - May 22, 2024 12:00 AM) Spinifex Units - FX KIT301189725	1	AUD 126.36	AUD 12.64	AUD 1

Product Description	Qty	Unit Price	Total Tax	Am

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	30/04/2024
Cardholder:	Amanda Dexter (2780)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Derby Fuels
Description of Purchase:	5 x $20.00 Vouchers All Staff Meeting 03.05.2024
GL Account or Job #:	EP0025
Amount:	$120.00
Authorised by:	Amanda Dexter (2780)
Signature:	
Date:	30/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

ANZ WORLDLINE
Payment Solutions

DERBY FUELS
31 CLARENDON ST
DERBY 6728
MID: 0
TID: 00016015304
Version: 0.10.28B

30/04/24 13:48
BATCH: 000038
INV: 5635
STAN: 126501
ACCOUNT TYPE CREDIT
VISA
A0000000031010
Visa Credit
.....2780(I)
SALE AUD $120.00

APPROVED 00
APPROVAL CODE 642490
ARQC: D3CE3CA2CC31BA06
APSN:00 ATC:001F
CUSTOMER COPY

DELIVERY DOCKET, THIS
IS NOT A TAX INVOICE

PLEASE RETAIN RECEIPT
FOR YOUR RECORDS

Derby Fuels

Derby Fuels
T/A Derby Fuels
PO Box. 113
DERBY W.A. WA 6728
ABN: 14837847116
Phone: 0891911020

Tax Invoice

Date/Time: 30/04/24 13:48:26
Docket Number: 267410
Operator: POS
Line Items: 1
Terminal: DTPOS2

Sundry Item * $120.00

Sale Total **$120.00**
GST Included in transaction $10.91
* Indicates taxable item (1 item)
Card Type: MANUAL
Value of Docket tendered $120.00

Change given $0.00

THANK YOU
FOR YOUR SUPPORT HAVE A NICE DAY

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	30/04/2024
Cardholder:	Amanda Dexter (2780)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Australia Post
Description of Purchase:	Raffle Books - All Staff Meetings
GL Account or Job #:	EP0025
Amount:	$4.00
Authorised by:	Amanda Dexter (2780)
Signature:	
Date:	30/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

AUSTRALIA POST

DERBY 6728

	$
LPO Cash Register	4.00 *
Cost: $1.00	
Product Description:	
RAFFLE BOOK	
Quantity: 4	
Tax Code: S1	
TOTAL	**$4.00**
Payment Tendered Details :	
EFTPOS	4.00
* LPO supplied, price includes GST.	
GST on LPO Taxable Supply :	0.36

ABN:74 128 043 256 TAX INVOICE

30/04/24 01/95443 a/a 614547 13:25

PROVIDE FEEDBACK ON TODAY'S VISIT AT
AUSPOST.COM.AU/MYVISIT

EFTPOS

456480######2780 (T)	CREDIT ACCOUNT
EFTPOS Tender	4.00
TOTAL EFTPOS	AUD$4.00
APPROVED 00	AUTH 941510

Visa Credit
AID A0000000031010
CAIC 320000016145479 PSN 00 ATC 00029
RRN 051138132537
30/04/24 13:25:37 614547 01/051138 a

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	30/04/2024
Cardholder:	Amanda Dexter (2780)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Woolworths
Description of Purchase:	All Staff Meeting - Chocolates for Milestones 03.05.2024
GL Account or Job #:	EP0025
Amount:	$12.50
Authorised by:	Amanda Dexter (2780)
Signature:	
Date:	30/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

woolworths
The fresh food people

4600 Derby PH: 08 9161 6700
131-135 Loch Street
TAX INVOICE - ABN 88 000 014 675
POS 061 TRANS 1341 13:38 30/04/2024

	$
#CDMFreddo&Caramello Koala Sharepack 234g	6.00
#KitKatLarge18pc252g	6.50
2 SUBTOTAL	$12.50
TOTAL	$12.50

WOOLWORTHS	4600	DERBY	WA
MERCH ID:611000606004600		TERM ID:	W4600061
Visa Credit		CARD:.....2780 T	
AID	A0000000031010	PURCHASE	$12.50
TVR	0000000000		
ARQC	141FB196B6CA0FDE	TOTAL	$12.50
30/04/24 13:38	001341	APPROVED	00

EFT	$12.50
Change	$0.00

#Taxable Items	
TOTAL includes GST	$1.14

everyday rewards

You could have collected 12
Everyday Rewards points

COLLECT 1500 REWARDS POINTS
Join Everyday Rewards today!

Scan to join or visit edrewards.com.au/join
For T&Cs visit everydayrewards.com.au/terms

BWS EXCLUSIVE BEER & WINE OFFER

BUY 2 FOR $22 - SAVE $18
Small Yet Mighty Shiraz?& Moorakyne Cabernet Sauv
Te Rua Bay Sauv Blanc?& Pinot Noir, Cormack KV Prosecco
Sparrow Moon Chardonnay?& Skywater Bay MR Chardonnay

*All BWS offers T&C's at BWS.com.au/RR.
No further discounts, limits apply. Over 18's only.
Wine Offers Expire 30-April-2024

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

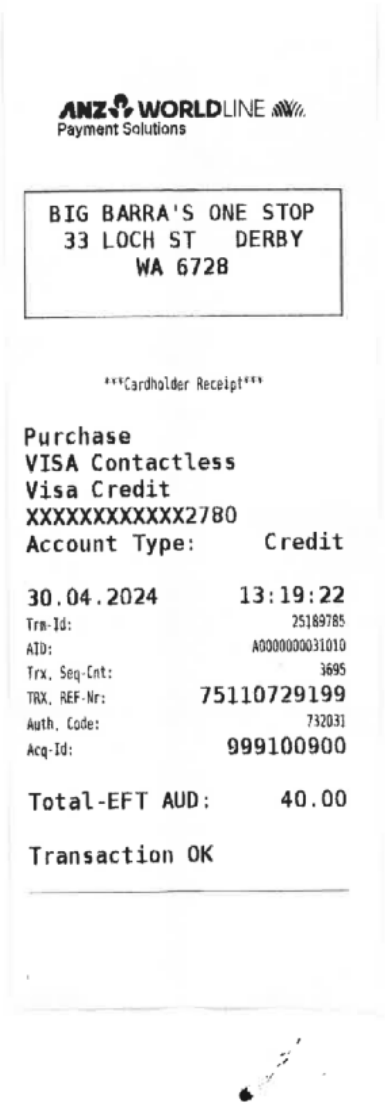
Date:	30/04/2024
Cardholder:	Amanda Dexter (2780)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Big Barra
Description of Purchase:	Vouchers - All Staff Meeting 03.05.2024
GL Account or Job #:	EP0025
Amount:	$40.00
Authorised by:	Amanda Dexter (2780)
Signature:	
Date:	30/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts



ANZ WORLDLINE
Payment Solutions

BIG BARRA'S ONE STOP
33 LOCH ST DERBY
WA 6728

Cardholder Receipt

Purchase
VISA Contactless
Visa Credit
XXXXXXXXXXXX2780
Account Type: Credit

30.04.2024 13:19:22
Trm-Id: 25189785
AID: A0000000031010
Trx. Seq-Cnt: 3695
TRX. REF-Nr: 75110729199
Auth. Code: 732031
Acq-Id: 999100900

Total-EFT AUD: 40.00

Transaction OK

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	26.04.2024
Cardholder:	Amanda Dexter (2780)
Declaration:	Giana Covella

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Kimberleyland Waterfront Holiday Park
Description of Purchase:	Camp ground fee for three Shire staff (Maria O'Connel, Brianna Altmann and Giana Covella), as well as two SoCo Team Members for research trip along the Gibb River Road regarding tourism & area promotion.
GL Account or Job #:	121302090.2101
Amount:	$86.00
Authorised by:	Amanda Dexter (2780)
Signature:	
Date:	29/04/2024

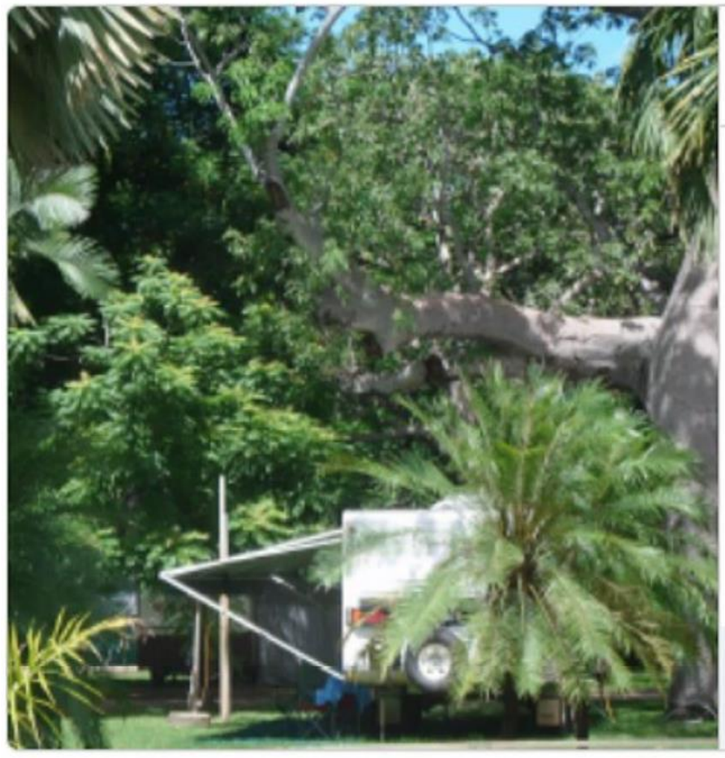
**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

1 Booking Details — 2 Membership Details — 3 Checkout

BOOKING DETAILS

+ Add Another Booking | Next Step →



POWERED SITE - POOLSIDE

Arrival: 8 May 2024

Departure: 9 May 2024

Nights: 1 night

Guests: 5 Adults (16+)

Rate: $86.00 Regular

Total: $86.00

+ Add Another Booking | Next Step →

powered by newbook

CART SUMMARY

POWERED SITE - POOLSIDE

RATE

Regular

NIGHTS: 1

Arrival 8 May

Departure 9 May

GUESTS: 5 Up

Adults (16+)

CART

Booking

Total

+ Add Membership & Save Up To $

Ms Giana Covella
30 Loch Street, Derby, Western Australia 6728, Australia

Kimberleyland WATERFRONT Holiday Park
P.O. Box 261, Kununurra
Western Australia 6743 Australia
Phone: 08 9168 1280
Tax ID 16009058440

TAX RECEIPT #124751

Account Number: #285592
Generated On: 29 Apr 2024

Account	Debit	Credit	Balance
Accommodation			**$0.00 CR**
Visa Payment #119156 (Ref #763967433): Booking #130303 at Kimberleyland Waterfront Holiday Park		$86.00 CR	$86.00 CR

There is no Tax for this Receipt

Total Payments	Tendered	Change
$86.00 (AUD)	$86.00	$0.00

Maria O'Connell

From: No Reply - Mailchimp <no-reply@mailchimp.com>
Sent: Tuesday, 23 April 2024 7:38 PM
To: Media
Subject: Mailchimp Tax Invoice

Your order has been processed.

Tax Invoice MC18071157

Processed on April 23, 2024 07:37 pm Perth.

Essentials plan 2,500 contacts	**A$70.60**
Additional Contact Blocks Up to 500 contacts A$20.00 x 1 contact blocks	**A$20.00**
Paid via **Visa** ending in **2780** which expires **07/2027** on April 23, 2024	**A$90.60**
Balance as of April 23, 2024	**A$0.00**

Exchange details: Exchanged from $57.75 at rate 1.5688784838427.

Issued to
Amanda Dexter
mediasdwk
media@sdwk.wa.gov.au

Issued by
Mailchimp
c/o The Rocket Science Group, LLC
405 N. Angier Ave. NE, Atlanta, GA 30312
USA

1

Shire of Derby West Kimberley
PO BOX 94 DERBY, WA 6728 Australia

Tax ID: 99934203062

www.mailchimp.com
Tax ID: 2410102228971

View In Your Account

Tax was not applied to this purchase. The reverse charge mechanism applies.

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405 N. Angier Ave. NE, Atlanta, GA 30312 USA

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Turn off Notification

12140241[illegible] ADMIN - Subscriptions and Memberships 2101

SEVEN WEST MEDIA

Monday 29th April, 2024

TAX INVOICE/RECEIPT
West Australian Newspapers Ltd
ABN 98 008 667 632

Shire of Derby West Kimberly
30 LOCH ST
DERBY WA 6728

Subscription Details	The West Australian The Sunday Times Digital Insight
Subscription Number	372401
Address:	30 LOCH ST DERBY WA 6728

Payment Date	Payment Amount	Period of Delivery (Inclusive)
23/04/2024	**$ 28.00**	**23/04/2024 – 20/05/2024**

Total Payment **$ 28.00**

This payment is inclusive of GST.

Enquires & Payments 1800 811 855
Monday to Friday 7am to 5.00pm
Weekends 7am to 12pm

West Australian Newspapers Limited ABN 98 008 667 632 Subscriber Services, Newspaper House, 50 Hasler Road Osborne Park WA 6017
Post GPO Box D162 Perth WA 6840 Australia **Phone** 1800 811 855 **Web** subscriber.thewest.com.au

TPB Regional The West Australian Sunday Times We're for you

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	18/04/2024
Cardholder:	Amanda Dexter (2780)
Declaration:	Giana Covella

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Qantas
Description of Purchase:	Flight from Perth to Broome for SoCo team (Callan Shiel and Michael Evans) on the 2nd of May and flight from Kununurra to Perth on the 9th of May.
GL Account or Job #:	120402120.2101
Amount:	$2,266.72
Authorised by:	Amanda Dexter (2780)
Signature:	
Date:	19/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

QANTAS oneworld

1 Flights — 2 Options — 3 Passengers — 4 Payment

Your trip

Modify my search

	Departs	Arrives		
1 **Perth to Broome** Thursday, 2 May 2024 QF1652 Flight QF1652 is operated by Qantaslink - Network Aviation	07:30	10:05	2h 35m 0 stops	ECONOMY Red e-Deal $387
2 **Kununurra to Perth** Thursday, 9 May 2024 QF8649 QF1655 Flight QF1655 is operated by Qantaslink - Network Aviation Flight QF8649 is operated by Airnorth	11:05	16:30	5h 25m 1 stop	ECONOMY Red e-Deal $736

Start again

Flight subtotal

2 Adults

$2,244 AUD

Flight amount breakdown

My trip

Flights

1 **Perth to Broome**
Thursday, 2 May 2024
Departs 07:30 — 2h 35m — 0 stops
ECONOMY Red e-Deal
QF1652
Flight QF1652 is operated by Qantas
Network Aviation

2 **Kununurra to Perth**
Thursday, 9 May 2024
Departs 11:05 — 5h 25m — 1 stop
ECONOMY Red e-Deal
QF8649 QF1655
Flight QF1655 is operated by Qantas
Network Aviation
Flight QF8649 is operated by Airnor

Change all flights

QANTAS

E-Ticket Itinerary, Receipt and Tax Invoice

Your Booking Reference

6BVDX6

Important Information

- This is your E-Ticket Itinerary & Receipt/Tax Invoice. We recommend that you print this out or save this on your phone, and it is recommended you retain a copy for your records.
- Each passenger travelling needs a printed copy of this document for airport security checks.
- Please familiarise yourself with the key Conditions of Carriage, Dangerous Goods guide and other information attached.

Passenger Ticket Information

Passenger Name	Frequent Flyer No.	Ticket No.	Issued	Ticket Total
Mr Michael Evans		081-2352634662	19 Apr 24	1,133.36
Mr Callan Shiel		081-2352634661	19 Apr 24	1,133.36
			Ticket Total for all passengers*	**2,266.72 AUD**

Your Itinerary

Date	Flight Number	Departing	Arriving	Status	Flight Information
02 May 24	QF1652 Operated By SUBSIDIARY/FRANCHISE	Perth 7:30AM Terminal 4	Broome 10:05AM 02 May 24	Economy Confirmed	Est journey Time: 02:35 Non-Stop Aircraft Type: Airbus Industrie A319
09 May 24	QF8649 Operated By TL0332 W	Kununurra 11:05AM	Broome 12:30PM 09 May 24	Economy Confirmed	Est journey Time: 01:25 Non-Stop Aircraft Type: Embraer 190
09 May 24	QF1655 Operated By SUBSIDIARY/FRANCHISE	Broome 1:55PM	Perth 4:30PM 09 May 24 Terminal 4	Economy Confirmed	Est journey Time: 02:35 Non-Stop Aircraft Type: Airbus Industrie A320

Payment Details

Date	Payment Type	Reference	Amount*
19 Apr 24	Visa	xxxx-xxxx-xxxx-2780	2,266.72 AUD

This may appear as multiple transactions on your credit card statement

Your Receipt Details

Ticket Charges	Charges	GST	Total*
Total*	2,039.58		
Card Payment Fee	21.10		
Total Amount Payable*	**2,060.68**	**206.04**	**2,266.72 AUD**

*Includes Taxes/Fees/carrier Charges

Tax Information

GST is included for taxable sales
AMANDA DEXTER30 LOCH STREET DERBY WA 6728 AUSTRALIA

GST Paid 206.04

Issued by
Qantas Airways on 19 Apr 24

Flying With Us

Before Check-in
- Ensure that each passenger carries a printed copy of this document when travelling.
- Label your bags inside and out with your name, address and contact number at your destination.
- Check Carry-on baggage and checked baggage allowances as restrictions apply.

Getting Away On Time
- Ensure you are at the airport with enough time to complete necessary check-in, security screening and, for international flights, customs and immigration.
- Familiarise yourself with the check-in and boarding times. Information for Qantas and QantasLink flights is in the Travel Information section attached.
- Track real time flight information for Qantas, QantasLink and codeshare flights.

Check-in
- Check-in at Qantas counters at the airport. Find out more at qantas.com/checkin

Fare Restrictions - Refer to the applicable fare rules as special conditions may apply
Additional Fees: Fees may apply to some booking changes, ticket reissues and consultant-assisted services. Details are available in Schedule of Fees.

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia

qantas.com

QANTAS

Travel Information

Qantas Group check-in times	International Terminal	Domestic Terminal
Australian and New Zealand Terminals**	**QF 001 - 399**	**QF400 - 2999**
International First / Business	Closes 60 minutes before departure	N/A
International Economy / Premium Economy	Closes 90 minutes before departure	N/A
Domestic Business / Economy	Closes 60 minutes before departure	45 minutes from departure* Closes 30 minutes before departure.
Qantas codeshare services (QF Flight numbers operated by Jetstar)^	Check in opens 3 hours before departure Closes 60 minutes before departure	Check in opens 2 hours before departure Closes 40 minutes before departure
Jetstar Services^	**JQ 001 - 224 and 3K 200 and above**	**JQ 225 - 299^ and JQ 400 and above**
Jetstar Business / Economy (JQ)	Check in opens 3 hours before departure Closes 60 minutes before departure	Check in opens 2 hours before departure Closes 40 minutes before departure
Jetstar flights operated by Jetstar Asia (3K)	Check in opens 2 hours before departure Closes 45 minutes before departure	N/A

* Check-in closes 30 minutes before departure. Boarding will commence 20 minutes prior to departure.
** Please check with your local Qantas office for check-in time at all non-Australian / New Zealand ports. Ensure you adhere to check-in times or your fare may be forfeited.
^ Jetstar flights JQ 225 - 299 are Domestic New Zealand flights.

Carry On Baggage Allowances (except infants~) **- Qantas, QantasLink (QF) and Jetstar (JQ,3K) only^**		
Route	**Piece Allowance and Dimensions***	**Weight Allowance**
Qantas and QantasLink Australian Domestic flights (excludes Dash 8 services)	All classes: 2 x 105cm (41in) bags or 1 x 105cm (41in) bag plus 1 x 185cm (73in) non rigid garment bag or 1 x 115cm (45in) bag	Up to 10kg (22lb) for one piece, max 14kg (30lb) total
Dash 8 services	1 x 105cm (41in) bag	7kg (15lb) per piece
Qantas International (country specific exceptions may apply)	First/Business/Premium Economy: 2 x 115cm (45in) bags or 1 x 115cm (45in) bag plus 1 x 185cm (73in) non rigid garment bag Economy: 1 x 115cm (45in) bag or 1 x 185cm (73in) non rigid garment bag	Up to 10kg (22lb) for one piece, max 14kg (30lb) total 7kg (15lb) per piece
Jetstar fares where the flight number starts with "QF"	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	7kg (15lb) total across 2 items
Jetstar fares where the flight number starts with "JQ"	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	7kg (15lb) total across 2 items
Jetstar Business	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	14kg (30lb) total across 2 items (max of 10kg (22lb) per single item)

~ Visit qantas.com or Jetstar.com for information about baggage for infants
^ For other airlines, check with the applicable airline
* Total dimensions are measured by adding together the width, height and depth of the bag

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia
qantas.com

QANTAS

Travel Information

Qantas Domestic Checked Baggage Allowance		
Cabin	**Customers**	**Allowance**
ECONOMY excludes QantasLink Services to/from Lord Howe Island	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	1 piece up to 23kg (50lb) 1 piece up to 32kg (70lb) 2 pieces up to 32kg (70lb) each 2 pieces up to 32kg (70lb) each
BUSINESS	All customers	2 pieces up to 32kg (70lb) each
INFANTS	N/A	No allowance but see note+ below.
QANTASLINK SERVICES To/from Lord Howe Island	All customers	2 pieces, with a combined total weight of up to 23kg (50lb), with each piece not exceeding: 1st piece at 14kg (30lb) and 2nd piece at 9kg (20lb). Due to weight restrictions the 2nd piece may need to travel separately, so pack accordingly.
QANTASLINK SERVICES	All customers	1 piece at 23kg (50lb)
Jetstar ECONOMY fares where the flight number starts with "QF"	All customers	1 piece up to 23kg (50lb)
Jetstar ECONOMY Starter fares and Classic Flight Rewards (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 20kg (44lb) total (no piece limit)
Jetstar ECONOMY Starter, Max fares and Classic Flight Rewards (booked after 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 23kg (50lb) total (no piece limit)
Jetstar ECONOMY Max fares (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 30kg (66lb) total (no piece limit)

Qantas International Checked Baggage Allowance		
Cabin	**Customers**	**Allowance**
North and South America		
ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	1 piece up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each
PREMIUM ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	2 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each
BUSINESS	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	2 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 4 pieces up to 32kg (70lb) each
FIRST	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	3 pieces up to 32kg (70lb) each 4 pieces up to 32kg (70lb) each
INFANTS	N/A	1 piece up to 10kg (22lb) and see note+ below
All other International Destinations		
ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	30kg (66lb) 42kg (92lb) 46kg (101lb) 50kg (110lb)
PREMIUM ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	40kg (88lb) 52kg (114lb) 56kg (123lb) 60kg (132lb)
BUSINESS	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	40kg (88lb) 52kg (114lb) 56kg (123lb) 60kg (132lb)
FIRST	Non Frequent Flyer, Bronze Qantas Club, Silver	50kg (110lb) 62kg (136lb)

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia

qantas.com

	Gold Platinum/Platinum One	60kg (143lb) 70kg (154lb)
INFANTS	N/A	10kg (22lb) see note+ below
Jetstar ECONOMY Starter fares (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	20kg (44lb) total
Jetstar ECONOMY Starter fares (booked after 15 February 2023) where the flight number starts with "JQ"	All customers	30kg (66lb) total
Jetstar ECONOMY Max fares where the flight number starts with "JQ"	All customers	30kg (66lb) total
Jetstar ECONOMY fares where the flight number starts with "QF"	All customers	30kg (66lb) total
Jetstar BUSINESS	All customers	30kg (66lb) total

Note:

Partner Airlines Checked Baggage Allowance: Check your ticketed allowance at Manage Booking. Different baggage allowances may apply each time you check-in baggage. If you check-in baggage for a multiple sector journey, usually the baggage allowance of the most significant carrier in your itinerary will apply. However, different rules may apply to tickets to and from North and South America.

Disclaimers:

On Dash-8 services, no single piece can weigh more than 32kg and bags weighing more than 23kg per passenger are subject to space availability.

Child Checked Baggage Allowance:

For each child travelling with an adult, 1 car seat and 1 collapsible stroller or push chair, each weighing up to 32 kg, can be carried free of charge. Charges will apply for any baggage carried in addition to the checked baggage allowance and additional items. The additional allowances apply only on Qantas operated flights with a QF flight number on the ticket.

Infant Checked Baggage Allowance:

For each infant travelling with an adult, up to 3 infant items on QF or 4 infant items on JQ, each weighing up to 32kg, can be carried free of charge including:

- Collapsible stroller or push-chair;
- Collapsible cot or bassinet; and
- Car seat or baby capsule.

The additional allowances apply only on Qantas operated flights with a QF flight number on the ticket or Jetstar operated flights with a JQ flight number on the ticket.

QANTAS

Travel Information

Important Information

Dimensions:
International Flights (excluding North and South America):
Total dimensions for each piece must not exceed 158cm (62in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
International Flights to and from North & South America:
Total dimensions of the 3 pieces must not exceed 405cm (159in) and total dimensions of the 2 pieces must not exceed 270cm (106in) with no single piece exceeding 158cm (62in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
Domestic Flights:
Total dimensions of each piece must not exceed 140cm (55in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
+Adults travelling with an infant (under 2 years) on Qantas operated services may check-in up to three infant items free of charge. See here for more details.

Interline travel: Qantas baggage allowance may not apply. If your travel on this ticket involves more than one airline, the baggage allowance of the most significant carrier in your itinerary will apply to each journey, except in relation to travel to, from or within the USA. Under US DOT regulations, if your travel to, from or within the USA involves more than one airline, the baggage rules of one airline will apply to all of the flights in your itinerary. This is determined by the first carrier in your itinerary. For travel between Australia and the USA, usually (but not always) Qantas' baggage allowance will apply to the whole itinerary.

Member Allowances: Qantas Frequent Flyer and Qantas Club member baggage allowances apply to travel on Qantas and QantasLink operated flights with a QF flight number on your ticket, excluding flights to or from Lord Howe Island and Mount Hotham. These allowances also apply to Emirates operated flights with an EK flight number between and within Europe, the Middle East, North Africa, Asia and Australia. These benefits are not cumulative.

Definitions: Domestic travel is travel that is not combined with any international flights on the same ticket. International travel is travel between two or more countries including any flight within those countries if it is combined with the international travel.

General: No single item of checked baggage may exceed 32kg (70lb). Carriage of baggage is subject to space availability and any applicable aircraft weight restrictions, which vary. Baggage exceeding the specified allowance may need to be accommodated on a later flight.

Visit qantas.com/baggage or the "Planning & Booking - Baggage" page of jetstar.com for important information regarding baggage restrictions. For additional and excess baggage rates visit qantas.com/additionalbaggage or jetstar.com.

QANTAS

Travel Information

Enhanced Security Screening - Powders, Liquids, aerosols and gels
Enhanced security measures apply to and from Australia and on domestic sectors of international flights within Australia. Similar or more restrictive measures may apply for other countries. If you want to take powders, liquids, aerosols or gels through the screening point, make sure:

- each item is 100ml or less;
- all items fit comfortably in a transparent resealable 1 litre plastic bag (only 1 bag per person is allowed)

Exceptions: Prescription and non-prescription medicines and baby products that you need for the flight, but please note:

- proof of need may be required, and
- additional security checks may be performed
- All powders must be screened separately with restrictions on the carriage of inorganic powders over 350 millilitres (350 grams)

Note - Duty Free items: Duty free liquids, aerosols and gels not exceeding 100ml per item may be taken onboard in your transparent resealable 1 litre plastic bag. Government screening requirements vary between countries around the world, and duty free liquids, aerosols and gels which exceed 100ml may not always be permitted through a screening point at all airports on your journey. If your journey includes a flight with a transit stop or a transfer to an onward connecting flight, you may be required to take these items through the transit or transfer screening points where you may be required to surrender the item, and it will not be returned to you.

Qantas recommends that you visit TravelSecure for more information.

Use of insecticides
Some countries require the cabin of inbound flights to be treated with insecticide.
For additional information refer to Department of Transportation Aircraft Disinsection Requirements

Photo ID at Check-in
If you are travelling on an international flight, your passport and relevant documents will be required. For domestic flights in Australia (flights QF400 - 2999), you must be able to produce identification, such as your driver's license, Qantas booking reference, Qantas Frequent Flyer card, Qantas Club card or credit card used for the ticket purchased. For domestic flights departing from an international terminal (flights QF001-399), you may be required to produce photo identification.

Jetstar (JQ) & Jetstar Asia (3K) Flights - Onboard Inclusions/Exclusions
Food, beverages and entertainment are not included in most Jetstar fares.

Feedback and Complaints
To provide your feedback or make a complaint about our scheduled services, contact us by e-mail or in writing to Customer Care, Qantas Airways Limited, 10 Bourke Road, Mascot, NSW 2020, Australia.

In the US, you can also contact Qantas on toll-free telephone number 1-855-477 -9316 or the Aviation Consumer Protection Division of the US Department of Transport on telephone 202-366-2220 (TTY 202-366-0511). You can find more information at https://www.transportation.gov/airconsumer.

If you need assistance, please visit our online help.

Sharp objects or cutting implements
The following items if carried must be placed in your checked baggage:

- all knives, sharp objects or cutting implements of any kind and any length, whether of metal or other material (including, but not limited to paper knives, carpet knives, box cutters, letter openers, scissors of any kind, tradesman's tools, screwdrivers, and darts).
- sporting goods (including, without limitation, sporting bats, billiards/snooker/pool cues, catapults)

If these items are carried in your cabin baggage or on your person you will be required to surrender the item/s at the security screening point and it will not be returned to you.

Exception - Hypodermic Needles: Refer to Taking medications overseas or call your local Qantas office for information.

Travelling with Money
Are you planning to carry funds in or out of Australia? By law, you must now:

- If asked by a Customs or police officer, report travellers cheques, cheques, money orders or any other bearer negotiable instruments of any amount.
- Always report A$10,000 cash or more (or foreign currency equivalent) using a form available from Customs.

Visit www.austrac.gov.au for more information.

Qantas Privacy Collection Notice
Qantas collects information about you (including health information where necessary) to provide products and services to you, facilitate your participation in our and other organisations' loyalty programs, ensure the safety and security of all passengers when travelling with us, conduct marketing activities for our and third parties' products and services and conduct market research.

We may collect your personal information from people who make or update your travel booking or otherwise interact with us on your behalf, from our related bodies corporate and Jetstar branded entities, from our service providers and from immigration, customs, border security and other regulatory authorities. Some of the information we collect is required under the Customs Act 1901 (Cth). If the information is not provided, we may not be able to provide the service requested.

For the reasons described above, we may disclose your personal information to:

- our related companies, other carriers and organisations which provide services to us (such as ground handling and other travel related services, call centre operation, market research and marketing services, and services associated with complaints or security incident investigation);
- your employer if you are travelling for work purposes on a ticket purchased by your employer*; and
- others to comply with our legal obligations, including to various law enforcement agencies, regulatory authorities and governments for security, customs and immigration purposes.

These parties may be located overseas including in the United Kingdom, the United States, Germany and any country which you travel to or through with us or our partner airlines.

Our privacy policy is available at qantas.com and it contains more information about the above and also how you can seek access to, and correction of, your personal information. It also explains how you can complain about a breach of your privacy and how we will deal with your complaint. You can contact us by writing to Qantas Customer Care at 10 Bourke Road, Mascot, NSW, 2020.

*The information disclosed to your employer may include your travel details and any information associated with your travel (including full details of: travel booked or undertaken, upgrades provided, incident reports, any refusal of carriage, denial of boarding and travel bans imposed).

Key Conditions of Carriage

Carriage on Qantas or QantasLink is subject to our full Conditions of Carriage at qantas.com/carriage.

Some key conditions:

Travel or Health Documents: You are responsible for complying with any immigration policies, travel and health documentation requirements, government quarantine restrictions or conditions (including length of stay) that apply to your travel.

Check-in: Deadlines apply and you may be refused carriage if you are late. View Qantas' check-in times at qantas.com/checkintimes.

Oversale - Denied Boarding: If you are denied boarding because your carrier has oversold an international flight on which you are booked, you may be entitled to compensation in accordance with applicable regulations (for example, in the EU or USA), or carrier's policy. When required by applicable law or regulation, the carrier must solicit volunteers before anyone is denied boarding involuntarily. For Qantas' policy - ask at our international check-in counters.

Insurance: Travel insurance is recommended.

Liability Limits: If your journey involves a stop in a country different from that of departure, then the Montreal Convention or the Warsaw Convention may govern and limit the liability of all airlines for death or bodily injury and in respect of loss of or damage to baggage.

Approximate conversions of Special Drawing Rights (SDRs) are provided as a guide only and will be subject to change with currency conversion rates.

International	**Warsaw** (limits are per person)	**Montreal** (limits are per person)
Death and bodily injury	Qantas has waived its liability limits	No financial limit
Checked baggage	250 francs/kg (approx. A$30/US$25)	Special Drawing Rights (SDRs) 1,131 SDRs (approx AU$1,950/US$1,800)
Carry-on baggage (carrier fault)	5,000 francs max. (approx. A$500/US$400)	

Delay: For damage occasioned by delay to your journey, where the Montreal Convention applies, the limit of liability is 4,694 SDRs (approx AU$8,160/US$7,500) per passenger in most cases. Where the Warsaw Convention applies, the carrier may be liable for damage occasioned by delay, subject to the Convention limit.

Defences: The Conventions provide certain defences to liability on which we may rely in some circumstances. For further information read the Liability section at qantas.com/carriage.

Domestic (no international sectors on itinerary)	**Australia** (limits are per person)	**New Zealand** (limits are per person)
Death and bodily injury	A$725,000	Refer to ^
Checked baggage	A$1,600	NZ$1,500 per unit of baggage
Carry-on baggage	A$160	No liability except to extent our fault.
Delay	Your rights are limited by Qantas' Conditions of Carriage subject, in New Zealand, to rights under the Civil Aviation Act 1990.	

^Claims in New Zealand courts for damages arising directly or indirectly out of bodily injury or death of a passenger may be barred in accordance with the Injury Prevention, Rehabilitation, and Compensation Act (NZ) 2001 and we are not liable for loss or damage to carry-on baggage subject to your rights under the Consumer Guarantees Act 1993.

Baggage General: Comply with your carrier's baggage allowances and do not include fragile or perishable articles, precious metals, jewellery, money, rare items, business papers or other important documents or valuables (including cameras and electronic equipment) in your checked baggage. For Qantas' baggage allowances visit qantas.com/baggage.

Delays and Cancellation: If travelling on Qantas, we will use all reasonable efforts to depart on time, but we do not guarantee flight times. If your flight is delayed or cancelled, you may in some circumstances be entitled to assistance and/or compensation depending on your journey and applicable law.

Seating: Qantas does not guarantee you any particular seat even if your reservation is confirmed.

Specific Assistance: Qantas requires advance notice for some accommodations that passengers with disabilities may need, and passengers with disabilities may need to check in earlier than other passengers. For details, visit qantas.com/fitness.

Taxes, Fees and Carrier Charges: The charges, surcharges and taxes included in your fare or shown separately on your ticket may not be levied by a government authority but may be airport operator or carrier imposed. Details can be provided by your travel consultant.

Other Carriers/Non-Airline Transport: Except where you are travelling on a "QF" code, if Qantas issues a ticket or itinerary/receipt or checks baggage for carriage on another carrier, it does so only as agent for the other carrier and their conditions of carriage will apply to those services. The air carrier's conditions of carriage do not apply to any non-airline travel included in your booking. The operator's conditions of carriage may significantly limit or exclude liability. Ask your travel consultant for details.

Time Limit for Action: Any action in court to claim damages relating to your carriage must be brought within two years from the date of arrival of the aircraft or from the date on which the aircraft ought to have arrived.

Baggage Claims: There are time limits within which a claim must be made in writing to your carrier in circumstances of loss, damage or delay of your baggage. Some limits are as short as three days. Check with your carrier's Baggage Claims.

Privacy: Our privacy statement is available at qantas.com/privacy.

Dangerous Goods: For safety reasons, dangerous articles must not be packed in checked or carry-on baggage. Prohibited articles include but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidising materials, poisons, infectious substances, and briefcases with installed alarm devices. For the latest details on dangerous goods, visit qantas.com/dangerousgoods

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia

qantas.com

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	24.04.2024
Cardholder:	Wayne Neate 8369
Declaration:	Brooke Scott

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Rusty's IGA
Description of Purchase:	To purchase 2 bottles of Bunderberg Rum for the shotgun breakfast ANZAC Day community breakfast as Requested by PJ.
GL Account or Job #:	EP0003
Amount:	$134.00
Authorised by:	Wayne Neate 8369
Signature:	
Date:	24.04.2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

TAX INVOICE

Receipt # 16133
Liquor Barons
Phone
ABN 35570914842
Served by Jason - Bottleshop 1
24/4/2024 at 3:28 pm

Bundaberg Rum UP 1L*		$66.99
	SUBTOTAL	$66.99
1	TOTAL	$66.99
	VISA	$66.99
Trans#		892804
	TENDERED	$66.99

* Taxable Items
TOTAL includes GST $6.09

LIQUOR @ RUSTYS
52 CLARENDON STREET
DERBY WA 6728
MID: 0
TID: 07726049902
Version: 0.10.27C

==========

24/04/24	15:28
BATCH:	000295
INV:	7333
STAN:	009235
ACCOUNT TYPE	CREDIT
RRN:	16133

VISA
A0000000031010
Visa Credit
.....0665(t)
SALE AUD $66.99

APPROVED	00
APPROVAL CODE	892804

ARQC: F2311CE57AF1D2E5
APSN:00 ATC:0004
CUSTOMER COPY

THANK YOU
FOR YOUR CUSTOM

PLEASE RETAIN RECEIPT
FOR YOUR RECORDS

TAX INVOICE

Receipt # 16132
Liquor Barons
Phone
ABN 35570914842
Served by Jason - Bottleshop 1
24/4/2024 at 3:27 pm

Bundaberg Rum UP 1L*		$66.99
	SUBTOTAL	$66.99
1	TOTAL	$66.99
	VISA	$66.99
Trans#		363771
	TENDERED	$66.99

* Taxable Items
TOTAL includes GST $6.09

LIQUOR @ RUSTYS
52 CLARENDON STREET
DERBY WA 6728
MID: 0
TID: 07726049902
Version: 0.10.27C

==========

24/04/24	15:27
BATCH:	000295
INV:	7332
STAN:	009234
ACCOUNT TYPE	CREDIT
RRN:	16132

VISA
A0000000031010
Visa Credit
.....0665(t)
SALE AUD $66.99

APPROVED	00
APPROVAL CODE	363771

ARQC: EE65F488CA0C7647
APSN:00 ATC:0003
CUSTOMER COPY

THANK YOU
FOR YOUR CUSTOM

PLEASE RETAIN RECEIPT
FOR YOUR RECORDS

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	07/05/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Department of Transport
Description of Purchase:	Plate Change 18KW
GL Account or Job #:	P118
Amount:	$130.50
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	07/05/2024

*** *Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator ***

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

Government of **Western** Australia
Department of **Transport**

ABN 27 285 643 255

Plate Remake Receipt

SHIRE OF DERBY WEST KIMBERLEY
PO BOX 94
DERBY WA 6728

Issued To	SHIRE OF DERBY WEST KIMBERLEY
Plate Number	18KW
Plate Type	WEST KIMBERLEY
Plate Size Front	Normal Size
Plate Size Rear	Normal Size
Plate Number Colour	VARIOUS
Plate Background Colour	VARIOUS
Plate Material	Aluminium
For Vehicle Type	Vehicle
Collection Site	SHIRE OF DERBY WEST KIMBERLEY

Amount Due	$130.50
Adjustment	$0.00
TOTAL PAID	$130.50

Written notification will be sent to you when your plates are ready for collection from the DVS site or Agent nominated on your application form. Please be advised that you are required to collect your plates within 90 days from the date of the letter. Failure to collect the plates within 90 days may result in the plates being destroyed.

Payment Details

CASH $130.50

07/05/2024 DERO 145574803

DUPLICATE

Commonwealth Bank

SHIRE OF DERBY WEST KIMB
LOT 275 LOCK STREET
DERBY
DERBY WA 6728
Australia

CUSTOMER COPY

TID	**42059500**
DATE/TIME	**07/05/24 12:15**
STAN 004099	AUTH 809534
RRN	**412812004099**
CARD 1242	CR(T)
VISA	
Visa Credit	
AID	A0000000031010
TVR 0000000000	ATC 002E
ARQC	662CD3AEAE49951A
PURCHASE	**AUD 130.50**
Approved	**00**

THANK YOU

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	02/05/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Quest Fremantle
Description of Purchase:	AGRN 1044 - Accommodation - Community Recovery Team Leader - 06.05.2024 - 09.05.2024 to attend Department of Communities Conference
GL Account or Job #:	12140708.2101
Amount:	$1109.78
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	02/05/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

QUEST
FREMANTLE

TAX INVOICE

Company	:
Address	: 30 Loch Street Derby WA 6728 Australia
Attention	:
Room	: 209A
Room Type	: 1 Bedroom Apartment
Arrive	: 06 May 2024
Depart	: 09 May 2024
Guest	: Amy Morris

Reservation	: 3629280
Reg/ABN No.	: 32 625 558 956
Guest Ref ID	:
Invoice No.	: 836926
Voucher No.	: 24050225c543d1f5fe4e372 0e708dc6a246cd8
Print Date/Time	: 14 May 2024 04:53 PM
Cashier	: ftaclay
Page	: 1

DATE	ROOM	DESCRIPTION	GST	AMOUNT (AUD)
06 May 2024	209A	Accommodation - (06-May-24).	33.18	365.00
	209A	Credit Card # 752815, VISA #1242, Ref #000000016cf7bc2f		-1,109.78
	209A	- Credit Card Transaction Fee.	1.34	14.78
07 May 2024	209A	Accommodation - (07-May-24).	33.18	365.00
08 May 2024	209A	Accommodation - (08-May-24).	33.18	365.00

Sub-Total Before GST	1,008.90
GST	100.88
Total Amount Inc GST	1,109.78
Payment	-1,109.78
Balance	0.00

Thank you for choosing Quest Fremantle!
For the best online deals - www.questapartments.com.au

PAYMENT TERMS STRICTLY 14 DAYS

ACC Name: QF Franchise Management Pty Ltd
T/A QUEST FREMANTLE
BSB: 083-153
ACC No: 8791-77615

*Please enter your Reservation No. in reference field when processing your payment

8 Pakenham Street Fremantle WA Australia 6160
Tel. +61 8 9433 9400 - Fax:+61 8 9433 9599 - Email:questfremantle@questapartments.com.au -
Website:https://www.questapartments.com.au/properties/wa/fremantle/quest-fremantle

QUEST
FREMANTLE

TAX INVOICE

Company	:	**Reservation**	: 3629280
Address	: 30 Loch Street Derby WA 6728 Australia	**Reg/ABN No.**	: 32 625 558 956
		Guest Ref ID	:
Attention	:	**Invoice No.**	: 836926
Room	: 209A	**Voucher No.**	: 24050225c543d1f5fe4e372 0e708dc6a246cd8
Room Type	: 1 Bedroom Apartment		
Arrive	: 06 May 2024	**Print Date/Time**	: 14 May 2024 04:53 PM
Depart	: 09 May 2024	**Cashier**	: ftaclay
Guest	: Amy Morris	**Page**	: 2

DATE	ROOM	DESCRIPTION	GST	AMOUNT (AUD)

Bank Details

Bank Name	:	Branch Code	: **NAB**
BSB	: **083-153**	SWIFT Code	:
Account	: **8791 77615**	Bank Address	:
Holder's Name	: **QF Franchise Management Pty Ltd**		

I ACCEPT THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT THE INDICATED PERSON COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OF THE FULL AMOUNT OF THESE CHARGES

SIGNATURE:_____

8 Pakenham Street Fremantle WA Australia 6160
Tel. +61 8 9433 9400 - Fax:+61 8 9433 9599 - Email:questfremantle@questapartments.com.au -
Website:https://www.questapartments.com.au/properties/wa/fremantle/quest-fremantle

WE'VE CONFIRMED YOUR RESERVATION WITH US

WE'RE EXPECTING YOU ON MONDAY, 6 MAY 2024

Thank you for booking with Quest Fremantle. You can be assured of receiving the best available rate, last room availability and superior service when making a booking directly with Quest. Please email questfremantle@questapartments.com.au if you have any queries about your booking.

YOUR RESERVATION DETAILS

Reference Number	3629280
Check in Date	Monday, 6 May 2024
Check out Date	Thursday, 9 May 2024 (3 nights)
Guest ETA	14:00
Booked by	Amy Morris - on Thursday, 2 May 2024 Tel: 0407795378 Email: noelene.bain@sdwk.wa.gov.au

1 BEDROOM APARTMENT / BEST FLEXIBLE RATE

Guest	Amy Morris

Occupancy	1 adults, 0 child
Room cost	$1,095.00 (including tax) - excludes any extras purchased
Cost breakdown	$365.00 per night (including tax)

QUEST FREMANTLE

8 Pakenham Street,
Fremantle WA
6160 Australia

+61 8 9433 9400
1800 334 033

TRAVEL DIRECTIONS

Quest Fremantle is located just 22km from Perth's CBD and 30 minutes to Perth's domestic and international airport.

PLEASE NOTE

TERMS & CONDITIONS

A valid credit card pre-authorisation is required upon check in. If sufficient funds are not available, payment in advance will be required. Accounts for In-house guests must not exceed $1,500.00, and when an account reaches this limit payment will be taken from the credit card provided on arrival for pre-authorisation. If you wish to pay cash instead of using a credit card, accommodation charges must be made upfront. Electronic key cards to the apartment are to be returned to reception upon departure.

The person(s) registering as the guest(s) will be liable for any disturbance, loss or damage to the appliances, furniture, key cards, fixtures and all fittings of the Apartment and premises of the building. Quest Fremantle will not be responsible for, or liable to compensate for the loss, theft or damage of personal property on, or brought into the Apartment or in the immediate vicinity of any of the Apartments as our liability is limited by the Innkeepers Act WA. Quest Fremantle accepts no responsibility for loss/damage to vehicles or items in the car park. Where guests sign for and on behalf of a business or authority, and in the event that the business or authority is unable to or refuses to pay any amount due, the guest(s) shall be liable to pay on demand any amount owing by the business or authority under this agreement.

We require AT LEAST 48 hour's notice of cancellation - including reducing the length of stay. Should the accommodation term be reduced, the registered guest hereby agrees to be liable for one night's

accommodation. Extra bedding incurs an additional charge of $25.00 per night, unless otherwise negotiated at the time of booking. Charges will apply for each day of the stay regardless of use or not, unless reception is advised on or prior to the arrival date. Charges cannot be voided after arrival.The number of guests in the Apartment at any one time shall not exceed the number of guests declared on the Guest Registration Form. Should at any time the number of guests in the Apartment exceed the number of guests detailed, Quest Fremantle reserves the right to terminate the reservation immediately, without a refund. Quest Fremantle is a TOTAL SMOKE FREE ENVIRONMENT. Smoking is not permitted at any time within the apartment, on balconies, hallways, atrium area, conference room terrrace, or other common areas. Failure to comply will result in a minimum charge of $200.00 and any additional costs associated with emergency services; if the smoke alarms are set off as a result of smoking. Apartment checkout is at 10.00am, unless a later checkout has been pre-arranged with reception. Failure to checkout of the apartment at the designated time, will incur additional costs. Maximum costs can be equivalent to the nightly rate. Quest Fremantle maintains a strict NO PARTY POLICY; we reserve the right to terminate accommodation without refund at any time.

Privacy Policy - QSA will not share your Personal Information with a third party outside of Government Agencies or the QSA Group unless such disclosure is necessary to provide services to you. For example, if you are Credit Card Provider, providing a service you have requested like dry cleaning or booking a taxi for you and for the purpose of associated administrations like your Frequent Flyer number and expenditure details which will be sent to the relevant airline. When QSA contacts service providers on your behalf, QSA will make reasonable efforts to keep your information secure by requiring an undertaking from such providers to comply with the National Privacy Principles and Information Privacy Principles where Personal Information for any purpose beyond the scope of QSA contracts with them. You have the right to take your name off the QSA mailing list at any time.

Occupancy of the Apartment is granted under the acceptance of the above-mentioned Terms & Conditions, please sign below to indicate your agreement:

STORIES WORTH SHARING

FOOD & LIFESTYLE

READ MORE >

ARTS & LIFESTYLE

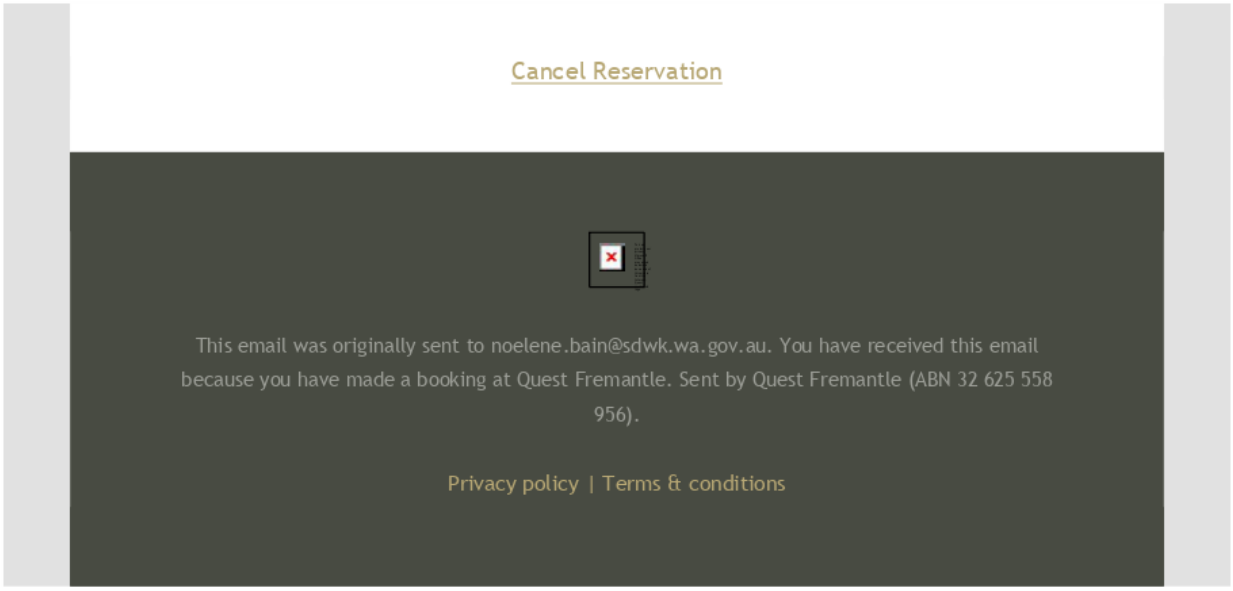
READ MORE >

TECH & LIFESTYLE

READ MORE >

CANCELLATION POLICY

You can cancel your booking until 2pm on the day prior to arrival without any charge, any cancellations after 2pm on the day prior to arrival will incur a charge equal to the first night of accommodation.


Cancel Reservation
This email was originally sent to noelene.bain@sdwk.wa.gov.au. You have received this email because you have made a booking at Quest Fremantle. Sent by Quest Fremantle (ABN 32 625 558 956).
Privacy policy | Terms & conditions

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	09/05/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Broome Vacation Village
Description of Purchase:	Bond - Accommodation for Design and Plan Engagement Training 6/5/2024 - 9/5/2024.
GL Account or Job #:	PC06
Amount:	$2000.00
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	09/05/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

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Broome Vacation Village
Port Drive
PO BOX 1545
Broome WA 6725

ABN: 96 804 969 648
Phone:08 9192 1057
info@broomevillage.com.au
www.broomevillage.com.au

Receipt (AUD)

Receipt No: 54994

Billed To

Mikayla May
Derby 6728
Australia

Date:	06 May 2024 10:21 AM
Adults:	4
Arrive Date:	06 May 2024
Depart Date:	09 May 2024
Account No:	72230
Reservation No:	50758
Cashier:	Jo

Date	Tax Inv	Details	Charge	Payment	Amount (Inc. GST)
04 Apr 2024	2531	Bond.[GST: 0.00]	$500.00		
		Bond.[GST: 0.00]	$500.00		
		Bond.[GST: 0.00]	$500.00		
		Bond.[GST: 0.00]	$500.00		$2000.00
06 May 2024		EFTPOS Receipt #54994, N/A		$2,000.00	$0.00
				Account Balance	$0.00

Thank you for staying with us at Broome Vacation Village.

Powered By rmscloud.com

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	06/05/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Clay Merriman

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Harvey Norman
Description of Purchase:	Logitech C505 HD Webcam $99.00 Delivery $7.95
GL Account or Job #:	120401210.2100
Amount:	$106.95
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	06/05/2024

*** *Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator ***

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

Harvey Norman

Track Order Contact Us

The eComm Store Pty Limited ACN 145 985 815 as trustee for
The eComm Store No 2 Trust ABN 14 818 873 384 trading as

Tax Invoice: 31000743218
Issue date: 06/05/2024

Store pick up or delivery		Qty	Subtotal
	Logitech C505 HD Webcam Product code: : 960-001370	1	$99.00

Paid with Credit Card	$106.95
Total Paid (Incl delivery: $7.95 and GST $9.72)	**$106.95**

Billing Address

Clay Merriman
30 Loch Street
Derby, Western Australia, 6728;
Australia;
T: 0891910999

Shipping Address

Clay Merriman
30 Loch Street
Derby, Western Australia, 6728;
Australia;
T: 0891910999

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	03/05/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Tarunda IGA
Description of Purchase:	Vouchers - All Staff Meeting 03.05.2024
GL Account or Job #:	EP0025
Amount:	$20.00
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	03/05/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

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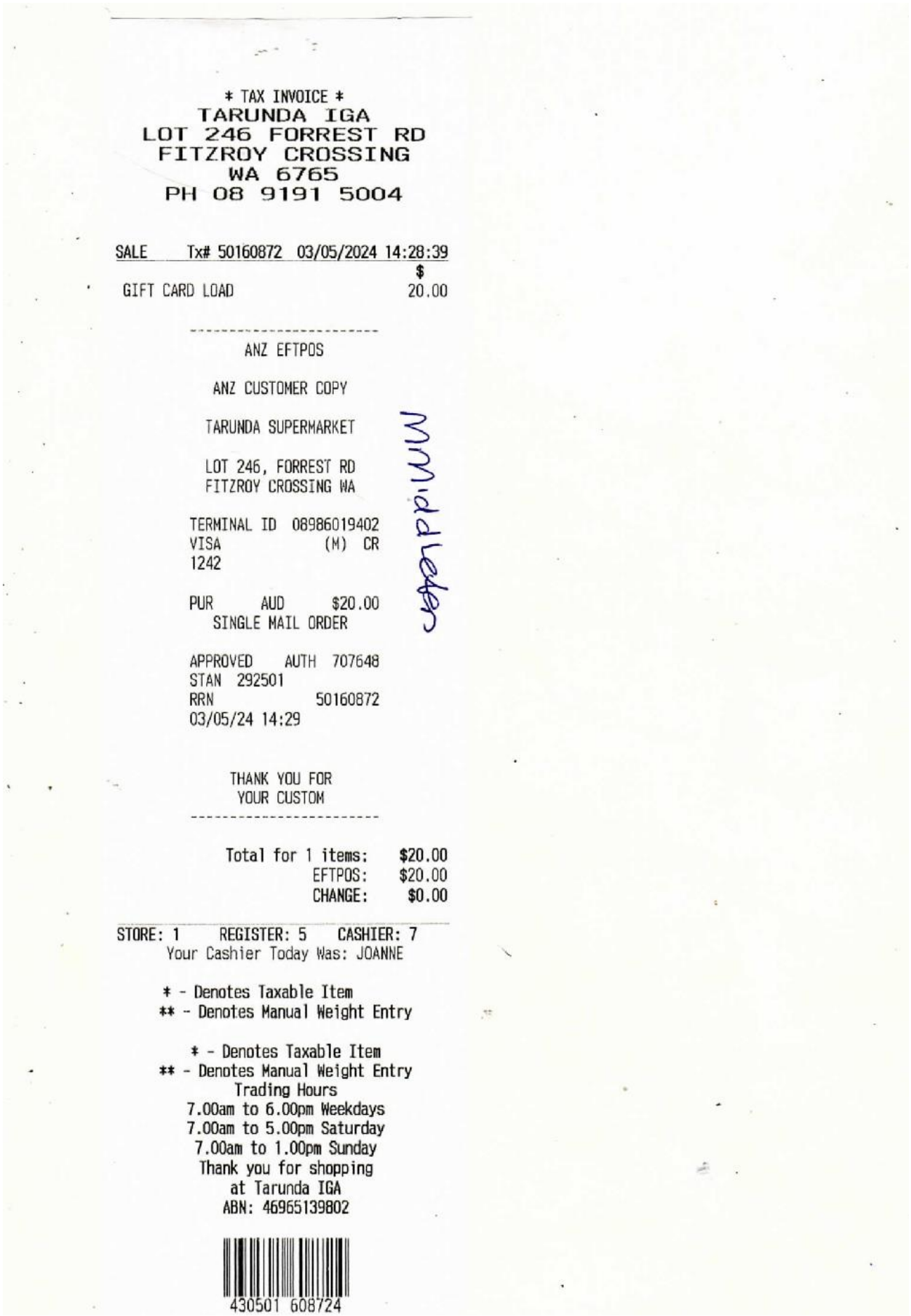

* TAX INVOICE *
TARUNDA IGA
LOT 246 FORREST RD
FITZROY CROSSING
WA 6765
PH 08 9191 5004

SALE Tx# 50160872 03/05/2024 14:28:39

	$
GIFT CARD LOAD	20.00

ANZ EFTPOS

ANZ CUSTOMER COPY

TARUNDA SUPERMARKET

LOT 246, FORREST RD
FITZROY CROSSING WA

TERMINAL ID 08986019402
VISA (M) CR
1242

PUR AUD $20.00
SINGLE MAIL ORDER

APPROVED AUTH 707648
STAN 292501
RRN 50160872
03/05/24 14:29

THANK YOU FOR
YOUR CUSTOM

Total for 1 items:	$20.00
EFTPOS:	$20.00
CHANGE:	$0.00

STORE: 1 REGISTER: 5 CASHIER: 7
Your Cashier Today Was: JOANNE

* - Denotes Taxable Item
** - Denotes Manual Weight Entry

* - Denotes Taxable Item
** - Denotes Manual Weight Entry

Trading Hours
7.00am to 6.00pm Weekdays
7.00am to 5.00pm Saturday
7.00am to 1.00pm Sunday
Thank you for shopping
at Tarunda IGA
ABN: 46965139802

430501 608724

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	03/05/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Skippers
Description of Purchase:	AGRN 1044 - Flights - Community Recovery Team Leader - FX to Broome 03.05.2024 to attend Department of Communities Conference
GL Account or Job #:	12140708.2101
Amount:	$532.88
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	03/05/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

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Skippers Aviation

SKIPPERS AVIATION PTY LTD
ABN 76 008 748 981
8 VALENTINE ROAD, REDCLIFFE WA 6104
TELEPHONE: 1300 729 924 (Mon – Fri)
EMAIL: reservations@skippers.com.au

To
noelene.bain@sdwk.wa.gov.au
Geoffrey Kelly

Booking confirmation Pnr Ref. 421DEC8C

Ticket Number: 42119180259

Flights:

#	Date	Flight	From	STD	To	STA	Class	Fare	Taxes	GST	Baggage	Checkin Time	Status
1	03-May-24	HK1944	Fitzroy Crossing	15:55	Broome	16:45	Flexible Fare	$477.27	$0.00	$47.73	15 Kg	14:55	Confirmed
							Sub-Total	$477.27	$0.00	$47.73			

#	Date	Time	Service Details	Fare	Taxes	GST	Status
2	03-May-24	Booking fee		$7.16	$0.00	$0.72	Confirmed
			Sub-Total	$7.16	$0.00	$0.72	

All prices in AUD **Total: $532.88**

Travellers: (Count:Adult:1)

Traveller Name
MS. MORRIS AMY

Baggage Allowance: 15kg Includes Carry on - Excess will be charge at $7.50 per Kilo over the allowance

We recommend passengers to **arrive 60 minutes prior** to scheduled departure time.

Check in will close 30 minutes prior to the scheduled departure time.

Passengers who are not checked in by flight closure will be classed as a no show and will result in a fare forfeit.

For any booking amendments, please email reservations@skippers.com.au **(DO NOT REPLY TO THIS EMAIL)** or call our Reservations Hotline on **1300 729 924.**

This document contains all of your flight details and should be carried at all times during travel and produced when required. All customers should retain a copy for their records.

Thank you for choosing to fly with Skippers Aviation, we trust you will enjoy your flight.

This e mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

This E-mail is sent to you by AeroCRS system, the e-mail address is not monitored.

Issued on 03-May-24 02:00, By user: hannah

Powered By GO7

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	02/05/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Qantas
Description of Purchase:	AGRN 1044 - Flights - Community Recovery Team Leader - FX Broome to Perth 03.05.2024 - Perth to Broome 10.05.2024 to attend Department of Communities Conference
GL Account or Job #:	12140708.2101
Amount:	$837.52
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	02/05/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

QANTAS

E-Ticket Itinerary, Receipt and Tax Invoice

Your Booking Reference

6HECWS

Important Information

- This is your E-Ticket Itinerary & Receipt/Tax Invoice. We recommend that you print this out or save this on your phone, and it is recommended you retain a copy for your records.
- Each passenger travelling needs a printed copy of this document for airport security checks.
- Please familiarise yourself with the key Conditions of Carriage, Dangerous Goods guide and other information attached.

Passenger Ticket Information

Passenger Name	Frequent Flyer No.	Ticket No.	Issued	Ticket Total
Miss Amy Morris		081-2353145099	02 May 24	837.52
			Ticket Total for all passengers*	**837.52 AUD**

Your Itinerary

Date	Flight Number	Departing	Arriving	Status	Flight Information
03 May 24	QF1657 Operated By SUBSIDIARY/FRANCHISE	Broome 6:55PM	Perth 9:30PM 03 May 24 Terminal 4	Economy Confirmed	Est journey Time: 02:35 Non-Stop Aircraft Type: Airbus Industrie A320
10 May 24	QF1654 Operated By SUBSIDIARY/FRANCHISE	Perth 10:30AM Terminal 4	Broome 1:05PM 10 May 24	Economy Confirmed	Est journey Time: 02:35 Non-Stop Aircraft Type: Airbus Industrie A320

Payment Details

Date	Payment Type	Reference	Amount*
02 May 24	Visa	xxxx-xxxx-xxxx-1242	837.52 AUD

This may appear as multiple transactions on your credit card statement

Your Receipt Details

Ticket Charges	Charges	GST	Total*
Total*	753.57		
Card Payment Fee	7.82		
Total Amount Payable*	**761.39**	**76.13**	**837.52 AUD**

*Includes Taxes/Fees/carrier Charges

Tax Information

GST is included for taxable sales
GST Paid 76.13

Issued by
Qantas Airways on 02 May 24

Flying With Us

Before Check-in
- Ensure that each passenger carries a printed copy of this document when travelling.
- Label your bags inside and out with your name, address and contact number at your destination.
- Check Carry-on baggage and checked baggage allowances as restrictions apply.

Getting Away On Time
- Ensure you are at the airport with enough time to complete necessary check-in, security screening and, for international flights, customs and immigration.
- Familiarise yourself with the check-in and boarding times. Information for Qantas and QantasLink flights is in the Travel Information section attached.
- Track real time flight information for Qantas, QantasLink and codeshare flights.

Check-in
- Check-in at Qantas counters at the airport. Find out more at qantas.com/checkin

Fare Restrictions - Refer to the applicable fare rules as special conditions may apply
Additional Fees: Fees may apply to some booking changes, ticket reissues and consultant-assisted services. Details are available in Schedule of Fees.

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia
qantas.com

QANTAS

Travel Information

Qantas Group check-in times	International Terminal	Domestic Terminal
Australian and New Zealand Terminals**	**QF 001 - 399**	**QF400 - 2999**
International First / Business	Closes 60 minutes before departure	N/A
International Economy / Premium Economy	Closes 90 minutes before departure	N/A
Domestic Business / Economy	Closes 60 minutes before departure	45 minutes from departure* Closes 30 minutes before departure.
Qantas codeshare services (QF Flight numbers operated by Jetstar)^	Check in opens 3 hours before departure Closes 60 minutes before departure	Check in opens 2 hours before departure Closes 40 minutes before departure
Jetstar Services^	**JQ 001 - 224 and 3K 200 and above**	**JQ 225 - 299^ and JQ 400 and above**
Jetstar Business / Economy (JQ)	Check in opens 3 hours before departure Closes 60 minutes before departure	Check in opens 2 hours before departure Closes 40 minutes before departure
Jetstar flights operated by Jetstar Asia (3K)	Check in opens 2 hours before departure Closes 45 minutes before departure	N/A

* Check-in closes 30 minutes before departure. Boarding will commence 20 minutes prior to departure.
** Please check with your local Qantas office for check-in time at all non-Australian / New Zealand ports. Ensure you adhere to check-in times or your fare may be forfeited.
^ Jetstar flights JQ 225 - 299 are Domestic New Zealand flights.

Carry On Baggage Allowances (except infants~) **- Qantas, QantasLink (QF) and Jetstar (JQ,3K) only^**		
Route	**Piece Allowance and Dimensions***	**Weight Allowance**
Qantas and QantasLink Australian Domestic flights (excludes Dash 8 services)	All classes: 2 x 105cm (41in) bags or 1 x 105cm (41in) bag plus 1 x 185cm (73in) non rigid garment bag or 1 x 115cm (45in) bag	Up to 10kg (22lb) for one piece, max 14kg (30lb) total
Dash 8 services	1 x 105cm (41in) bag	7kg (15lb) per piece
Qantas International (country specific exceptions may apply)	First/Business/Premium Economy: 2 x 115cm (45in) bags or 1 x 115cm (45in) bag plus 1 x 185cm (73in) non rigid garment bag Economy: 1 x 115cm (45in) bag or 1 x 185cm (73in) non rigid garment bag	Up to 10kg (22lb) for one piece, max 14kg (30lb) total 7kg (15lb) per piece
Jetstar fares where the flight number starts with "QF"	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	7kg (15lb) total across 2 items
Jetstar fares where the flight number starts with "JQ"	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	7kg (15lb) total across 2 items
Jetstar Business	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	14kg (30lb) total across 2 items (max of 10kg (22lb) per single item)

~ Visit qantas.com or Jetstar.com for information about baggage for infants
^ For other airlines, check with the applicable airline
* Total dimensions are measured by adding together the width, height and depth of the bag

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia
qantas.com

QANTAS

Travel Information

Qantas Domestic Checked Baggage Allowance		
Cabin	**Customers**	**Allowance**
ECONOMY excludes QantasLink Services to/from Lord Howe Island	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	1 piece up to 23kg (50lb) 1 piece up to 32kg (70lb) 2 pieces up to 32kg (70lb) each 2 pieces up to 32kg (70lb) each
BUSINESS	All customers	2 pieces up to 32kg (70lb) each
INFANTS	N/A	No allowance but see note+ below.
QANTASLINK SERVICES To/from Lord Howe Island	All customers	2 pieces, with a combined total weight of up to 23kg (50lb), with each piece not exceeding: 1st piece at 14kg (30lb) and 2nd piece at 9kg (20lb). Due to weight restrictions the 2nd piece may need to travel separately, so pack accordingly.
QANTASLINK SERVICES	All customers	1 piece at 23kg (50lb)
Jetstar ECONOMY fares where the flight number starts with "QF"	All customers	1 piece up to 23kg (50lb)
Jetstar ECONOMY Starter fares and Classic Flight Rewards (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 20kg (44lb) total (no piece limit)
Jetstar ECONOMY Starter, Max fares and Classic Flight Rewards (booked after 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 23kg (50lb) total (no piece limit)
Jetstar ECONOMY Max fares (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 30kg (66lb) total (no piece limit)

Qantas International Checked Baggage Allowance		
Cabin	**Customers**	**Allowance**
North and South America		
ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	1 piece up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each
PREMIUM ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	2 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each
BUSINESS	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	2 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 4 pieces up to 32kg (70lb) each
FIRST	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	3 pieces up to 32kg (70lb) each 4 pieces up to 32kg (70lb) each
INFANTS	N/A	1 piece up to 10kg (22lb) and see note+ below
All other International Destinations		
ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	30kg (66lb) 42kg (92lb) 46kg (101lb) 50kg (110lb)
PREMIUM ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	40kg (88lb) 52kg (114lb) 56kg (123lb) 60kg (132lb)
BUSINESS	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	40kg (88lb) 52kg (114lb) 56kg (123lb) 60kg (132lb)
FIRST	Non Frequent Flyer, Bronze Qantas Club, Silver	50kg (110lb) 62kg (136lb)

	Gold Platinum/Platinum One	60kg (143lb) 70kg (154lb)
INFANTS	N/A	10kg (22lb) see note+ below
Jetstar ECONOMY Starter fares (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	20kg (44lb) total
Jetstar ECONOMY Starter fares (booked after 15 February 2023) where the flight number starts with "JQ"	All customers	30kg (66lb) total
Jetstar ECONOMY Max fares where the flight number starts with "JQ"	All customers	30kg (66lb) total
Jetstar ECONOMY fares where the flight number starts with "QF"	All customers	30kg (66lb) total
Jetstar BUSINESS	All customers	30kg (66lb) total

Note:

Partner Airlines Checked Baggage Allowance: Check your ticketed allowance at Manage Booking. Different baggage allowances may apply each time you check-in baggage. If you check-in baggage for a multiple sector journey, usually the baggage allowance of the most significant carrier in your itinerary will apply. However, different rules may apply to tickets to and from North and South America.

Disclaimers:

On Dash-8 services, no single piece can weigh more than 32kg and bags weighing more than 23kg per passenger are subject to space availability.

Child Checked Baggage Allowance:

For each child travelling with an adult, 1 car seat and 1 collapsible stroller or push chair, each weighing up to 32 kg, can be carried free of charge. Charges will apply for any baggage carried in addition to the checked baggage allowance and additional items. The additional allowances apply only on Qantas operated flights with a QF flight number on the ticket.

Infant Checked Baggage Allowance:

For each infant travelling with an adult, up to 3 infant items on QF or 4 infant items on JQ, each weighing up to 32kg, can be carried free of charge including:

- Collapsible stroller or push-chair;
- Collapsible cot or bassinet; and
- Car seat or baby capsule.

The additional allowances apply only on Qantas operated flights with a QF flight number on the ticket or Jetstar operated flights with a JQ flight number on the ticket.

QANTAS

Travel Information

Important Information

Dimensions:
International Flights (excluding North and South America):
Total dimensions for each piece must not exceed 158cm (62in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
International Flights to and from North & South America:
Total dimensions of the 3 pieces must not exceed 405cm (159in) and total dimensions of the 2 pieces must not exceed 270cm (106in) with no single piece exceeding 158cm (62in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
Domestic Flights:
Total dimensions of each piece must not exceed 140cm (55in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
+Adults travelling with an infant (under 2 years) on Qantas operated services may check-in up to three infant items free of charge. See here for more details.

Interline travel: Qantas baggage allowance may not apply. If your travel on this ticket involves more than one airline, the baggage allowance of the most significant carrier in your itinerary will apply to each journey, except in relation to travel to, from or within the USA. Under US DOT regulations, if your travel to, from or within the USA involves more than one airline, the baggage rules of one airline will apply to all of the flights in your itinerary. This is determined by the first carrier in your itinerary. For travel between Australia and the USA, usually (but not always) Qantas' baggage allowance will apply to the whole itinerary.

Member Allowances: Qantas Frequent Flyer and Qantas Club member baggage allowances apply to travel on Qantas and QantasLink operated flights with a QF flight number on your ticket, excluding flights to or from Lord Howe Island and Mount Hotham. These allowances also apply to Emirates operated flights with an EK flight number between and within Europe, the Middle East, North Africa, Asia and Australia. These benefits are not cumulative.

Definitions: Domestic travel is travel that is not combined with any international flights on the same ticket. International travel is travel between two or more countries including any flight within those countries if it is combined with the international travel.

General: No single item of checked baggage may exceed 32kg (70lb). Carriage of baggage is subject to space availability and any applicable aircraft weight restrictions, which vary. Baggage exceeding the specified allowance may need to be accommodated on a later flight.

Visit qantas.com/baggage or the "Planning & Booking - Baggage" page of jetstar.com for important information regarding baggage restrictions. For additional and excess baggage rates visit qantas.com/additionalbaggage or jetstar.com.

QANTAS

Travel Information

Enhanced Security Screening - Powders, Liquids, aerosols and gels
Enhanced security measures apply to and from Australia and on domestic sectors of international flights within Australia. Similar or more restrictive measures may apply for other countries. If you want to take powders, liquids, aerosols or gels through the screening point, make sure:

- each item is 100ml or less;
- all items fit comfortably in a transparent resealable 1 litre plastic bag (only 1 bag per person is allowed)

Exceptions: Prescription and non-prescription medicines and baby products that you need for the flight, but please note:

- proof of need may be required, and
- additional security checks may be performed
- All powders must be screened separately with restrictions on the carriage of inorganic powders over 350 millilitres (350 grams)

Note - Duty Free items: Duty free liquids, aerosols and gels not exceeding 100ml per item may be taken onboard in your transparent resealable 1 litre plastic bag. Government screening requirements vary between countries around the world, and duty free liquids, aerosols and gels which exceed 100ml may not always be permitted through a screening point at all airports on your journey. If your journey includes a flight with a transit stop or a transfer to an onward connecting flight, you may be required to take these items through the transit or transfer screening points where you may be required to surrender the item, and it will not be returned to you.

Qantas recommends that you visit TravelSecure for more information.

Use of insecticides
Some countries require the cabin of inbound flights to be treated with insecticide.
For additional information refer to Department of Transportation Aircraft Disinsection Requirements

Photo ID at Check-in
If you are travelling on an international flight, your passport and relevant documents will be required. For domestic flights in Australia (flights QF400 - 2999), you must be able to produce identification, such as your driver's license, Qantas booking reference, Qantas Frequent Flyer card, Qantas Club card or credit card used for the ticket purchased. For domestic flights departing from an international terminal (flights QF001-399), you may be required to produce photo identification.

Jetstar (JQ) & Jetstar Asia (3K) Flights - Onboard Inclusions/Exclusions
Food, beverages and entertainment are not included in most Jetstar fares.

Feedback and Complaints
To provide your feedback or make a complaint about our scheduled services, contact us by e-mail or in writing to Customer Care, Qantas Airways Limited, 10 Bourke Road, Mascot, NSW 2020, Australia.

In the US, you can also contact Qantas on toll-free telephone number 1-855-477 -9316 or the Aviation Consumer Protection Division of the US Department of Transport on telephone 202-366-2220 (TTY 202-366-0511). You can find more information at https://www.transportation.gov/airconsumer.

If you need assistance, please visit our online help.

Sharp objects or cutting implements
The following items if carried must be placed in your checked baggage:

- all knives, sharp objects or cutting implements of any kind and any length, whether of metal or other material (including, but not limited to paper knives, carpet knives, box cutters, letter openers, scissors of any kind, tradesman's tools, screwdrivers, and darts).
- sporting goods (including, without limitation, sporting bats, billiards/snooker/pool cues, catapults)

If these items are carried in your cabin baggage or on your person you will be required to surrender the item/s at the security screening point and it will not be returned to you.

Exception - Hypodermic Needles: Refer to Taking medications overseas or call your local Qantas office for information.

Travelling with Money
Are you planning to carry funds in or out of Australia? By law, you must now:

- If asked by a Customs or police officer, report travellers cheques, cheques, money orders or any other bearer negotiable instruments of any amount.
- Always report A$10,000 cash or more (or foreign currency equivalent) using a form available from Customs.

Visit www.austrac.gov.au for more information.

Qantas Privacy Collection Notice
Qantas collects information about you (including health information where necessary) to provide products and services to you, facilitate your participation in our and other organisations' loyalty programs, ensure the safety and security of all passengers when travelling with us, conduct marketing activities for our and third parties' products and services and conduct market research.

We may collect your personal information from people who make or update your travel booking or otherwise interact with us on your behalf, from our related bodies corporate and Jetstar branded entities, from our service providers and from immigration, customs, border security and other regulatory authorities. Some of the information we collect is required under the Customs Act 1901 (Cth). If the information is not provided, we may not be able to provide the service requested.

For the reasons described above, we may disclose your personal information to:

- our related companies, other carriers and organisations which provide services to us (such as ground handling and other travel related services, call centre operation, market research and marketing services, and services associated with complaints or security incident investigation);
- your employer if you are travelling for work purposes on a ticket purchased by your employer*; and
- others to comply with our legal obligations, including to various law enforcement agencies, regulatory authorities and governments for security, customs and immigration purposes.

These parties may be located overseas including in the United Kingdom, the United States, Germany and any country which you travel to or through with us or our partner airlines.

Our privacy policy is available at qantas.com and it contains more information about the above and also how you can seek access to, and correction of, your personal information. It also explains how you can complain about a breach of your privacy and how we will deal with your complaint. You can contact us by writing to Qantas Customer Care at 10 Bourke Road, Mascot, NSW, 2020.

*The information disclosed to your employer may include your travel details and any information associated with your travel (including full details of: travel booked or undertaken, upgrades provided, incident reports, any refusal of carriage, denial of boarding and travel bans imposed).

Key Conditions of Carriage

Carriage on Qantas or QantasLink is subject to our full Conditions of Carriage at qantas.com/carriage.

Some key conditions:

Travel or Health Documents: You are responsible for complying with any immigration policies, travel and health documentation requirements, government quarantine restrictions or conditions (including length of stay) that apply to your travel.

Check-in: Deadlines apply and you may be refused carriage if you are late. View Qantas' check-in times at qantas.com/checkintimes.

Oversale - Denied Boarding: If you are denied boarding because your carrier has oversold an international flight on which you are booked, you may be entitled to compensation in accordance with applicable regulations (for example, in the EU or USA), or carrier's policy. When required by applicable law or regulation, the carrier must solicit volunteers before anyone is denied boarding involuntarily. For Qantas' policy - ask at our international check-in counters.

Insurance: Travel insurance is recommended.

Liability Limits: If your journey involves a stop in a country different from that of departure, then the Montreal Convention or the Warsaw Convention may govern and limit the liability of all airlines for death or bodily injury and in respect of loss of or damage to baggage.

Approximate conversions of Special Drawing Rights (SDRs) are provided as a guide only and will be subject to change with currency conversion rates.

International	**Warsaw** (limits are per person)	**Montreal** (limits are per person)
Death and bodily injury	Qantas has waived its liability limits	No financial limit
Checked baggage	250 francs/kg (approx. A$30/US$25)	Special Drawing Rights (SDRs) 1,131 SDRs (approx AU$1,950/US$1,800)
Carry-on baggage (carrier fault)	5,000 francs max. (approx. A$500/US$400)	

Delay: For damage occasioned by delay to your journey, where the Montreal Convention applies, the limit of liability is 4,694 SDRs (approx AU$8,160/US$7,500) per passenger in most cases. Where the Warsaw Convention applies, the carrier may be liable for damage occasioned by delay, subject to the Convention limit.

Defences: The Conventions provide certain defences to liability on which we may rely in some circumstances. For further information read the Liability section at qantas.com/carriage.

Domestic (no international sectors on itinerary)	**Australia** (limits are per person)	**New Zealand** (limits are per person)
Death and bodily injury	A$725,000	Refer to ^
Checked baggage	A$1,600	NZ$1,500 per unit of baggage
Carry-on baggage	A$160	No liability except to extent our fault.
Delay	Your rights are limited by Qantas' Conditions of Carriage subject, in New Zealand, to rights under the Civil Aviation Act 1990.	

^Claims in New Zealand courts for damages arising directly or indirectly out of bodily injury or death of a passenger may be barred in accordance with the Injury Prevention, Rehabilitation, and Compensation Act (NZ) 2001 and we are not liable for loss or damage to carry-on baggage subject to your rights under the Consumer Guarantees Act 1993.

Baggage General: Comply with your carrier's baggage allowances and do not include fragile or perishable articles, precious metals, jewellery, money, rare items, business papers or other important documents or valuables (including cameras and electronic equipment) in your checked baggage. For Qantas' baggage allowances visit qantas.com/baggage.

Delays and Cancellation: If travelling on Qantas, we will use all reasonable efforts to depart on time, but we do not guarantee flight times. If your flight is delayed or cancelled, you may in some circumstances be entitled to assistance and/or compensation depending on your journey and applicable law.

Seating: Qantas does not guarantee you any particular seat even if your reservation is confirmed.

Specific Assistance: Qantas requires advance notice for some accommodations that passengers with disabilities may need, and passengers with disabilities may need to check in earlier than other passengers. For details, visit qantas.com/fitness.

Taxes, Fees and Carrier Charges: The charges, surcharges and taxes included in your fare or shown separately on your ticket may not be levied by a government authority but may be airport operator or carrier imposed. Details can be provided by your travel consultant.

Other Carriers/Non-Airline Transport: Except where you are travelling on a "QF" code, if Qantas issues a ticket or itinerary/receipt or checks baggage for carriage on another carrier, it does so only as agent for the other carrier and their conditions of carriage will apply to those services. The air carrier's conditions of carriage do not apply to any non-airline travel included in your booking. The operator's conditions of carriage may significantly limit or exclude liability. Ask your travel consultant for details.

Time Limit for Action: Any action in court to claim damages relating to your carriage must be brought within two years from the date of arrival of the aircraft or from the date on which the aircraft ought to have arrived.

Baggage Claims: There are time limits within which a claim must be made in writing to your carrier in circumstances of loss, damage or delay of your baggage. Some limits are as short as three days. Check with your carrier's Baggage Claims.

Privacy: Our privacy statement is available at qantas.com/privacy.

Dangerous Goods: For safety reasons, dangerous articles must not be packed in checked or carry-on baggage. Prohibited articles include but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidising materials, poisons, infectious substances, and briefcases with installed alarm devices. For the latest details on dangerous goods, visit qantas.com/dangerousgoods

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia

qantas.com

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	24/04/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Derby Lodge
Description of Purchase:	Accommodation - Executive Services Project Director 01.05.2024
GL Account or Job #:	121402090.2003
Amount:	$300.00
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	24/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

Derby Cottages

PO Box 1317
Derby WA

Phone: (08) 9193 2924
Toll Free:

Website: www.derbylodge.com.au
Email: stay@derbylodgewa.com.au
ABN 24 425 640 385

Room Account For:

MARK DAVIS
Shire of Derby West Kimberley

TAX INVOICE
Folio # 0E0EF14369
Mon, May 06, 2024
Room KF3
Check-in : Wed, May 01, 2024
Check-out : Thu, May 02, 2024

Date	Description	Amount
Wed, May 01 2024	Visa	-$300.00
Wed, May 01 2024	King Fisher	$300.00

Balance $0.00

Includes $27.27 of GST

Direct Transfer Details: Clarendon BC Pty Ltd
BSB: 016620
Account No: 3964 48652

TERMS 7DAYS - PLEASE ENSURE PAYMENT IS WITHIN 7 DAYS OF INVOICE DATE.

Noelene Bain

From: Derby Cottages <stay@derbylodgewa.com.au>
Sent: Wednesday, 24 April 2024 12:17 PM
To: Noelene Bain
Subject: **SUSPECT SPAM** **SUSPECT SPAM** Reservation Confirmation

Booking Confirmation

Dear MARK ,
Welcome to the Derby Cottage!

Confirmation number: 0E0EF14369

Derby Cottages
ABN 24 425 640 385
Apr 24, 2024

Check-In/Check-Outs
Check-in is from 2.00 pm.
For after hour check ins, your key will be left in the safe located out the front of the reception.
A text message with the gate code and safe code will be sent to you to allow you to self-check in.
Check-out is 10.00am, if you require a late check-out, this can be arranged prior to booking. A fee may apply.
If you are checking out prior to reception hours a key return box is located at the front of reception.
Please see Reception if you require room service or any extras eg. Coffee and sugar (on long stay rooms only)
Please ensure that you keep your doors always locked and keep valuables out of sight.
Any lost keys or remotes will incur a $250 Charge on your credit card supplied.
Guest Responsibilities
You must comply with all applicable House Rules and all instructions from Management and the caretakers of the Property concerning occupancy, property, health, safety, and quiet enjoyment of the Property and our neighbours.
Smoking is not permitted inside any room and designated smoking area can be located on the map given to you upon check in.
Please check on departure of room that you have all personal items and all food either taken with you or placed in bins provided. All dishes washed and packed away. The Property must be left in a clean and tidy condition. Any damage may be charged to your credit card/account.
Maintenance & Repairs
If your room needs any maintenance or repairs, please contact reception, or call 0427 382 904.
Wi-Fi
ID: D'Lodge
Password: BigRedSunAtDusk!
Guest Laundry
There is an onsite laundry located at the back of the restaurant for Guests use.

Reception Hours
Weekdays: 8.00am – 5.00pm
Weekends: 8am – 12pm

Neaps Bistro
Our Bistro hours are below.
Please note our license only allows alcohol service with a meal.
Breakfast
Monday to Friday 7.00am –10.00am

Saturday 8am - 11.30am
& Sunday 8am -1pm - Special Brunch and Cocktails menu
Dinner
Monday to Friday – 5.30pm – 9.00pm

We hope you enjoy your stay.

CANCELLATIONS
Cancellations more than 48 hours
Cancellations made more than 48 hours before the guest's scheduled day of arrival do not incur any cancellation fee.
Cancellations less than 48 hours
Cancellations made less than 48 hours before the guest's scheduled day of arrival do incur a cancellation fee. This fee is the equivalent of one night's accommodation of the guest's booking. For guests with long stays (more than 2 nights) 50% of the total amount of their booking fee will be charged.
No cancellation
If a guest fails to cancel their booking, and does not show up when scheduled, that guest will be charged the entire amount of their booking.
We do not provide refunds for guests checking out prior to the booked check out date.
The cancellation policy of the Derby Lodge has been created to protect the Lodge and our guests. From the perspective of the Lodge, we pride ourselves on being accountable to our guests. We appreciate the same consideration in return. From the perspective of our guests, accurate information regarding availability must be available on request.

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Derby Cottage
Check-in at 15-19 Clarendon Street

100 Lovegrove Street
Derby WA 6728
Tel: 08 9193 2924
Mob: 0427382904
Email: stay@derbylodgewa.com.au
Web: www.derbylodgewa.com.au

Property Details
Property Name: Derby Cottages **Address:** 2 Lovegrove Street Derby WA 6728 Australia **Phone:** (08) 9193 2924 **Email:** stay@derbylodgewa.com.au **Web:** www.derbylodge.com.au **Check-in:** 3.00pm **Check-out:** 10.00am

Booking Contact Details
Name: Noelene

Booking Details
Check-in: Wednesday, May 01, 2024 **Estimated Time of Arrival:** 3:00 PM **Check-out:** Thursday, May 02, 2024 **Nights:** 1 **Rooms:** 1

Room	Room Type	Rate	Number of Guests
MARK DAVIS	King Fisher	King Fisher	Adults 1 Children 0

Booking Total	
Accommodation Amount:	$300.00
Total (incl. $):	$300.00

Check-in Instructions

Early check-in available by prior arrangement only.
After hours (no contact) Self Check-in available by arrangement only.
All early check ins and late check out requests must be received in writing and aproved prior to arrival a $100.00 fee applies.

Getting There

Map & directions provided during check-in at Derby Lodge reception.

Parking

Car space adjacent to each cottage

Terms And Conditions

Derby Lodge Terms & Conditions

GENERAL TERMS & CONDITIONS

Please read these Terms & Conditions carefully as these conditions incorporate the basis on which bookings for Derby Cottages are accepted.

We may revise these terms and conditions from time to time by updating this posting. The revised terms will take effect once posted.

The prices shown are per room per night.

Quotes and reservations are subject to availability and actual pricing at the time of booking.

A minimum 4 night stay applies to this property.

Upon check in at the hotel, a valid credit card or a refundable cash bond will be required, to guarantee your incidental charges (if any).

Property room photos may not be specific to actual room allocated. Photos are indicative only.

CANCELLATION POLICY

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We consider it important to respect the personal and business travel plans of the public. We strongly recommend all travellers take out travel insurance to cover unforeseen circumstances and / or cancellation fees.

SMOKING
Whilst we appreciate your right to smoke, please note that all our rooms are NON SMOKING and we ask that you restrict your smoking to outside areas during your stay with Derby Lodge.

PETS
No Pets are allowed onsite with the acception of assistance dogs, however prior notice is required at point of booking.

ACCOUNTS
All debtor account terms are 7 days only. Corporate discounts do not apply to over night stays.

Things To Do

Fishing, 4WD destinations, local swimming pool, eat at Neaps Bistro

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Cancellations

CANCELLATION POLICY

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Thank you for booking with Derby Cottages

ADOY. 2107

Woolworths
The fresh food people

4600 Derby PH: 08 9161 6700
131-135 Loch Street
TAX INVOICE - ABN 88 000 014 675
POS 061 TRANS 1588 16:42 01/05/2024

	$
Organic Potato Sweet	
3.040 kg NET @ $12.50/kg	38.00
Capsicum Red	
0.387 kg NET @ $14.90/kg	5.77
Banana Cavendish	
1.177 kg NET @ $4.50/kg	5.30
Onion Brown Loose	
0.402 kg NET @ $2.90/kg	1.17
Onion Red Loose Peeled	
0.482 kg NET @ $5.50/kg	2.65
#WW Roast Chicken	12.00
#Allens Snakes Alive 1kg	16.00
^#Mentos Fruit 3pk	3.00
#Pascall MarshmallowsPink?& White 520g	6.50
Nutella Spread Hazelnut 220g	4.50
^#Hydralyte PeachCrushEffervescent Tab10Pk	6.95
^#Hydralyte EffvescentLem/Lime Tabs 10pk	6.95
#MINT Bamboo Skewer 25cm 200pk	3.00
Edgell Beans Red Kidney 400G	2.20
#Smiths Crinkle Cut Chips Barbecue 170g	4.80
^ Jordans Granola Simply Oat 750G	5.40
Devondale Milk Full Cream L/l 1l	2.20
^ So Good UHT Barista Almond Milk 1L	3.00
#Smiths Crinkle Cut Chips Original 170g	4.80
ANY 2 for $8.00	-1.60
#Essentials Cling Wrap 33cm x 60m	1.70
#EssentialsAluminFoil 30cmx30m	4.30
#Armada Resealable Sandwich Bag 30pk	2.80
#Sakata Rice Cracker Sour Crm/chives 100g	2.30
#Sakata Rice Crackersseaweed 90g	2.30
#Sakata Rice Crackerschddar/cheese 100g	2.30
Passage to Asia Pad Thai 200g	
Qty 2 @ $3.80 each	7.60
#Snack Soya Crisps 400g	6.55
Erawan Rice Sticks Pad Thai 200g	
Qty 2 @ $2.30 each	4.60
#S/Pots R/S Nut Mix 200g	6.00
WW Vegetable Oil 750ml	3.70
Real Foods Corn Thins Original 150g	2.10
^ Heinz Ser Good Sqzy Mayonnaise 295ml	4.50
Zucchini Green Ea	
Qty 2 @ $1.90 each	3.80
Sunrice Jasmine Rice1kg	4.65
^ Mission Wraps Original 8pk 567g	4.50
Carrots Mini 500g	1.80
Spring Onions	2.50
#Sakata Rice Crackerslas [illegible] 100g	2.30
BUY 2 for [illegible]	[illegible]
Beef Scotch Fillet Steak 170g	
Qty 3 @ $8.00 each	24.00
Beef Porterhouse Steak 180g	
Qty 2 @ $8.00 each	16.00
Woolworths RSPCA Chkn Brst Diced 500g	9.00
Macro FR Chckn Bulk Thigh Fillet Rw	16.01
Berry Blueberry 125g P/P	7.50
Berry Raspberry 125g P/P	6.00
WW Cheese Slices Tasty 500g	7.90
DOrsogna Middle Bacon 1kg	
Qty 2 @ $19.50 each	39.00
Tomato Grape 200g P/P	3.90
Tomato Cherry Red 250g P/P	3.90
Chris Homestyle Capsicum/Cashew 200g	4.50
Chris Dip Avocado 200g	4.50
Chris Traditional Tzatziki 200g	4.50
BUY 2 for $7.00	-3.00
Lurpak Spreadable Blend Salted 250g	5.50
Primo Chorizo 2 Pack 250g	6.70

Primo Champagne Ham 100G	3.95
PRIMO SLICED OFFER	-1.20
WW Cheese Shredded Tasty Light 500g	7.70
Golden Eggs Free Range 1500 700g 12pk	
Qty 2 @ $7.30 each	14.60
Tip Top The One White Toast 700g	
Qty 2 @ $4.40 each	8.80
Lettuce Cos Hearts 2 Pack	3.50
68 SUBTOTAL	$398.90
TOTAL	$398.90

WOOLWORTHS	4600	DERBY	WA
MERCH ID:611000606004600		TERM ID:	W4600061
Visa Credit		CARD:.....1242 T	
AID	A0000000031010	PURCHASE	$398.90
TVR	0000000000		
ARQC	59D7D1BAD2E904B8	TOTAL	$398.90
01/05/24 16:42	001588	APPROVED	00

EFT	$398.90
Change	$0.00

^Promotional Price

#Taxable Items
TOTAL includes GST $8.34

You saved $18.51

Specials $18.51

everyday rewards

You could have collected 398 Everyday Rewards points

COLLECT 1500 REWARDS POINTS
Join Everyday Rewards today!

Scan to join or visit edrewards.com.au/join
For T&Cs visit everydayrewards.com.au/terms

6294600061158801052 4

*** SAVE 4c PER LITRE ON FUEL ***
Present this docket at any participating Ampol or EG Ampol co-branded fuel outlet to receive a discount of 4 cents per litre off the pump price!
Limit 1 docket per fuel purchase up to 150 litres.
For T&Cs?& participating stores visit woolworths.com.au.
This docket offer expires: 31/05/2024

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	30/04/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Qantas
Description of Purchase:	AGRN 1044 - Flight - Community Recovery and Development Advisor Broome - Perth 02.05.2024 - Perth to Broome 13.05.2024
GL Account or Job #:	12140708.2101
Amount:	$781.42
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	30/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

QANTAS

E-Ticket Itinerary, Receipt and Tax Invoice

Your Booking Reference

65UKMR

Important Information

- This is your E-Ticket Itinerary & Receipt/Tax Invoice. We recommend that you print this out or save this on your phone, and it is recommended you retain a copy for your records.
- Each passenger travelling needs a printed copy of this document for airport security checks.
- Please familiarise yourself with the key Conditions of Carriage, Dangerous Goods guide and other information attached.

Passenger Ticket Information

Passenger Name	Frequent Flyer No.	Ticket No.	Issued	Ticket Total
Ms Marcelle Coakley		081-2353045451	30 Apr 24	781.42
			Ticket Total for all passengers*	**781.42 AUD**

Your Itinerary

Date	Flight Number	Departing	Arriving	Status	Flight Information
02 May 24	QF1653 Operated By SUBSIDIARY/FRANCHISE	Broome 10:55AM	Perth 1:30PM 02 May 24 Terminal 4	Economy Confirmed	Est journey Time: 02:35 Non-Stop Aircraft Type: Airbus Industrie A319
13 May 24	QF1652 Operated By SUBSIDIARY/FRANCHISE	Perth 7:30AM Terminal 4	Broome 10:05AM 13 May 24	Economy Confirmed	Est journey Time: 02:35 Non-Stop Aircraft Type: Airbus Industrie A319

Payment Details

Date	Payment Type	Reference	Amount*
30 Apr 24	Visa	xxxx-xxxx-xxxx-1242	781.42 AUD

This may appear as multiple transactions on your credit card statement

Your Receipt Details

Ticket Charges	Charges	GST	Total*
Total*	703.12		
Card Payment Fee	7.27		
Total Amount Payable*	**710.39**	**71.03**	**781.42 AUD**

*Includes Taxes/Fees/carrier Charges

Tax Information

GST is included for taxable sales
GST Paid 71.03

Issued by
Qantas Airways on 30 Apr 24

Flying With Us

Before Check-in
- Ensure that each passenger carries a printed copy of this document when travelling.
- Label your bags inside and out with your name, address and contact number at your destination.
- Check Carry-on baggage and checked baggage allowances as restrictions apply.

Getting Away On Time
- Ensure you are at the airport with enough time to complete necessary check-in, security screening and, for international flights, customs and immigration.
- Familiarise yourself with the check-in and boarding times. Information for Qantas and QantasLink flights is in the Travel Information section attached.
- Track real time flight information for Qantas, QantasLink and codeshare flights.

Check-in
- Check-in at Qantas counters at the airport. Find out more at qantas.com/checkin

Fare Restrictions - Refer to the applicable fare rules as special conditions may apply
Additional Fees: Fees may apply to some booking changes, ticket reissues and consultant-assisted services. Details are available in Schedule of Fees.

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia
qantas.com

QANTAS

Travel Information

Qantas Group check-in times	International Terminal	Domestic Terminal
Australian and New Zealand Terminals**	**QF 001 - 399**	**QF400 - 2999**
International First / Business	Closes 60 minutes before departure	N/A
International Economy / Premium Economy	Closes 90 minutes before departure	N/A
Domestic Business / Economy	Closes 60 minutes before departure	45 minutes from departure* Closes 30 minutes before departure.
Qantas codeshare services (QF Flight numbers operated by Jetstar)^	Check in opens 3 hours before departure Closes 60 minutes before departure	Check in opens 2 hours before departure Closes 40 minutes before departure
Jetstar Services^	**JQ 001 - 224 and 3K 200 and above**	**JQ 225 - 299^ and JQ 400 and above**
Jetstar Business / Economy (JQ)	Check in opens 3 hours before departure Closes 60 minutes before departure	Check in opens 2 hours before departure Closes 40 minutes before departure
Jetstar flights operated by Jetstar Asia (3K)	Check in opens 2 hours before departure Closes 45 minutes before departure	N/A

* Check-in closes 30 minutes before departure. Boarding will commence 20 minutes prior to departure.
** Please check with your local Qantas office for check-in time at all non-Australian / New Zealand ports. Ensure you adhere to check-in times or your fare may be forfeited.
^ Jetstar flights JQ 225 - 299 are Domestic New Zealand flights.

Carry On Baggage Allowances (except infants~) **- Qantas, QantasLink (QF) and Jetstar (JQ,3K) only^**		
Route	**Piece Allowance and Dimensions***	**Weight Allowance**
Qantas and QantasLink Australian Domestic flights (excludes Dash 8 services)	All classes: 2 x 105cm (41in) bags or 1 x 105cm (41in) bag plus 1 x 185cm (73in) non rigid garment bag or 1 x 115cm (45in) bag	Up to 10kg (22lb) for one piece, max 14kg (30lb) total
Dash 8 services	1 x 105cm (41in) bag	7kg (15lb) per piece
Qantas International (country specific exceptions may apply)	First/Business/Premium Economy: 2 x 115cm (45in) bags or 1 x 115cm (45in) bag plus 1 x 185cm (73in) non rigid garment bag Economy: 1 x 115cm (45in) bag or 1 x 185cm (73in) non rigid garment bag	Up to 10kg (22lb) for one piece, max 14kg (30lb) total 7kg (15lb) per piece
Jetstar fares where the flight number starts with "QF"	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	7kg (15lb) total across 2 items
Jetstar fares where the flight number starts with "JQ"	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	7kg (15lb) total across 2 items
Jetstar Business	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	14kg (30lb) total across 2 items (max of 10kg (22lb) per single item)

~ Visit qantas.com or Jetstar.com for information about baggage for infants
^ For other airlines, check with the applicable airline
* Total dimensions are measured by adding together the width, height and depth of the bag

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia
qantas.com

QANTAS

Travel Information

Qantas Domestic Checked Baggage Allowance		
Cabin	**Customers**	**Allowance**
ECONOMY excludes QantasLink Services to/from Lord Howe Island	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	1 piece up to 23kg (50lb) 1 piece up to 32kg (70lb) 2 pieces up to 32kg (70lb) each 2 pieces up to 32kg (70lb) each
BUSINESS	All customers	2 pieces up to 32kg (70lb) each
INFANTS	N/A	No allowance but see note+ below.
QANTASLINK SERVICES To/from Lord Howe Island	All customers	2 pieces, with a combined total weight of up to 23kg (50lb), with each piece not exceeding: 1st piece at 14kg (30lb) and 2nd piece at 9kg (20lb). Due to weight restrictions the 2nd piece may need to travel separately, so pack accordingly.
QANTASLINK SERVICES	All customers	1 piece at 23kg (50lb)
Jetstar ECONOMY fares where the flight number starts with "QF"	All customers	1 piece up to 23kg (50lb)
Jetstar ECONOMY Starter fares and Classic Flight Rewards (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 20kg (44lb) total (no piece limit)
Jetstar ECONOMY Starter, Max fares and Classic Flight Rewards (booked after 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 23kg (50lb) total (no piece limit)
Jetstar ECONOMY Max fares (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 30kg (66lb) total (no piece limit)

Qantas International Checked Baggage Allowance		
Cabin	**Customers**	**Allowance**
North and South America		
ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	1 piece up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each
PREMIUM ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	2 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each
BUSINESS	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	2 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 4 pieces up to 32kg (70lb) each
FIRST	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	3 pieces up to 32kg (70lb) each 4 pieces up to 32kg (70lb) each
INFANTS	N/A	1 piece up to 10kg (22lb) and see note+ below
All other International Destinations		
ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	30kg (66lb) 42kg (92lb) 46kg (101lb) 50kg (110lb)
PREMIUM ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	40kg (88lb) 52kg (114lb) 56kg (123lb) 60kg (132lb)
BUSINESS	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	40kg (88lb) 52kg (114lb) 56kg (123lb) 60kg (132lb)
FIRST	Non Frequent Flyer, Bronze Qantas Club, Silver	50kg (110lb) 62kg (136lb)

	Gold Platinum/Platinum One	60kg (143lb) 70kg (154lb)
INFANTS	N/A	10kg (22lb) see note+ below
Jetstar ECONOMY Starter fares (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	20kg (44lb) total
Jetstar ECONOMY Starter fares (booked after 15 February 2023) where the flight number starts with "JQ"	All customers	30kg (66lb) total
Jetstar ECONOMY Max fares where the flight number starts with "JQ"	All customers	30kg (66lb) total
Jetstar ECONOMY fares where the flight number starts with "QF"	All customers	30kg (66lb) total
Jetstar BUSINESS	All customers	30kg (66lb) total

Note:

Partner Airlines Checked Baggage Allowance: Check your ticketed allowance at Manage Booking. Different baggage allowances may apply each time you check-in baggage. If you check-in baggage for a multiple sector journey, usually the baggage allowance of the most significant carrier in your itinerary will apply. However, different rules may apply to tickets to and from North and South America.

Disclaimers:

On Dash-8 services, no single piece can weigh more than 32kg and bags weighing more than 23kg per passenger are subject to space availability.

Child Checked Baggage Allowance:

For each child travelling with an adult, 1 car seat and 1 collapsible stroller or push chair, each weighing up to 32 kg, can be carried free of charge. Charges will apply for any baggage carried in addition to the checked baggage allowance and additional items. The additional allowances apply only on Qantas operated flights with a QF flight number on the ticket.

Infant Checked Baggage Allowance:

For each infant travelling with an adult, up to 3 infant items on QF or 4 infant items on JQ, each weighing up to 32kg, can be carried free of charge including:

- Collapsible stroller or push-chair;
- Collapsible cot or bassinet; and
- Car seat or baby capsule.

The additional allowances apply only on Qantas operated flights with a QF flight number on the ticket or Jetstar operated flights with a JQ flight number on the ticket.

QANTAS

Travel Information

Important Information

Dimensions:
International Flights (excluding North and South America):
Total dimensions for each piece must not exceed 158cm (62in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
International Flights to and from North & South America:
Total dimensions of the 3 pieces must not exceed 405cm (159in) and total dimensions of the 2 pieces must not exceed 270cm (106in) with no single piece exceeding 158cm (62in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
Domestic Flights:
Total dimensions of each piece must not exceed 140cm (55in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
+Adults travelling with an infant (under 2 years) on Qantas operated services may check-in up to three infant items free of charge. See here for more details.

Interline travel: Qantas baggage allowance may not apply. If your travel on this ticket involves more than one airline, the baggage allowance of the most significant carrier in your itinerary will apply to each journey, except in relation to travel to, from or within the USA. Under US DOT regulations, if your travel to, from or within the USA involves more than one airline, the baggage rules of one airline will apply to all of the flights in your itinerary. This is determined by the first carrier in your itinerary. For travel between Australia and the USA, usually (but not always) Qantas' baggage allowance will apply to the whole itinerary.

Member Allowances: Qantas Frequent Flyer and Qantas Club member baggage allowances apply to travel on Qantas and QantasLink operated flights with a QF flight number on your ticket, excluding flights to or from Lord Howe Island and Mount Hotham. These allowances also apply to Emirates operated flights with an EK flight number between and within Europe, the Middle East, North Africa, Asia and Australia. These benefits are not cumulative.

Definitions: Domestic travel is travel that is not combined with any international flights on the same ticket. International travel is travel between two or more countries including any flight within those countries if it is combined with the international travel.

General: No single item of checked baggage may exceed 32kg (70lb). Carriage of baggage is subject to space availability and any applicable aircraft weight restrictions, which vary. Baggage exceeding the specified allowance may need to be accommodated on a later flight.

Visit qantas.com/baggage or the "Planning & Booking - Baggage" page of jetstar.com for important information regarding baggage restrictions. For additional and excess baggage rates visit qantas.com/additionalbaggage or jetstar.com.

QANTAS

Travel Information

Enhanced Security Screening - Powders, Liquids, aerosols and gels
Enhanced security measures apply to and from Australia and on domestic sectors of international flights within Australia. Similar or more restrictive measures may apply for other countries. If you want to take powders, liquids, aerosols or gels through the screening point, make sure:

- each item is 100ml or less;
- all items fit comfortably in a transparent resealable 1 litre plastic bag (only 1 bag per person is allowed)

Exceptions: Prescription and non-prescription medicines and baby products that you need for the flight, but please note:

- proof of need may be required, and
- additional security checks may be performed
- All powders must be screened separately with restrictions on the carriage of inorganic powders over 350 millilitres (350 grams)

Note - Duty Free items: Duty free liquids, aerosols and gels not exceeding 100ml per item may be taken onboard in your transparent resealable 1 litre plastic bag. Government screening requirements vary between countries around the world, and duty free liquids, aerosols and gels which exceed 100ml may not always be permitted through a screening point at all airports on your journey. If your journey includes a flight with a transit stop or a transfer to an onward connecting flight, you may be required to take these items through the transit or transfer screening points where you may be required to surrender the item, and it will not be returned to you.

Qantas recommends that you visit TravelSecure for more information.

Use of insecticides
Some countries require the cabin of inbound flights to be treated with insecticide.
For additional information refer to Department of Transportation Aircraft Disinsection Requirements

Photo ID at Check-in
If you are travelling on an international flight, your passport and relevant documents will be required. For domestic flights in Australia (flights QF400 - 2999), you must be able to produce identification, such as your driver's license, Qantas booking reference, Qantas Frequent Flyer card, Qantas Club card or credit card used for the ticket purchased. For domestic flights departing from an international terminal (flights QF001-399), you may be required to produce photo identification.

Jetstar (JQ) & Jetstar Asia (3K) Flights - Onboard Inclusions/Exclusions
Food, beverages and entertainment are not included in most Jetstar fares.

Feedback and Complaints
To provide your feedback or make a complaint about our scheduled services, contact us by e-mail or in writing to Customer Care, Qantas Airways Limited, 10 Bourke Road, Mascot, NSW 2020, Australia.

In the US, you can also contact Qantas on toll-free telephone number 1-855-477 -9316 or the Aviation Consumer Protection Division of the US Department of Transport on telephone 202-366-2220 (TTY 202-366-0511). You can find more information at https://www.transportation.gov/airconsumer.

If you need assistance, please visit our online help.

Sharp objects or cutting implements
The following items if carried must be placed in your checked baggage:

- all knives, sharp objects or cutting implements of any kind and any length, whether of metal or other material (including, but not limited to paper knives, carpet knives, box cutters, letter openers, scissors of any kind, tradesman's tools, screwdrivers, and darts).
- sporting goods (including, without limitation, sporting bats, billiards/snooker/pool cues, catapults)

If these items are carried in your cabin baggage or on your person you will be required to surrender the item/s at the security screening point and it will not be returned to you.

Exception - Hypodermic Needles: Refer to Taking medications overseas or call your local Qantas office for information.

Travelling with Money
Are you planning to carry funds in or out of Australia? By law, you must now:

- If asked by a Customs or police officer, report travellers cheques, cheques, money orders or any other bearer negotiable instruments of any amount.
- Always report A$10,000 cash or more (or foreign currency equivalent) using a form available from Customs.

Visit www.austrac.gov.au for more information.

Qantas Privacy Collection Notice
Qantas collects information about you (including health information where necessary) to provide products and services to you, facilitate your participation in our and other organisations' loyalty programs, ensure the safety and security of all passengers when travelling with us, conduct marketing activities for our and third parties' products and services and conduct market research.

We may collect your personal information from people who make or update your travel booking or otherwise interact with us on your behalf, from our related bodies corporate and Jetstar branded entities, from our service providers and from immigration, customs, border security and other regulatory authorities. Some of the information we collect is required under the Customs Act 1901 (Cth). If the information is not provided, we may not be able to provide the service requested.

For the reasons described above, we may disclose your personal information to:

- our related companies, other carriers and organisations which provide services to us (such as ground handling and other travel related services, call centre operation, market research and marketing services, and services associated with complaints or security incident investigation);
- your employer if you are travelling for work purposes on a ticket purchased by your employer*; and
- others to comply with our legal obligations, including to various law enforcement agencies, regulatory authorities and governments for security, customs and immigration purposes.

These parties may be located overseas including in the United Kingdom, the United States, Germany and any country which you travel to or through with us or our partner airlines.

Our privacy policy is available at qantas.com and it contains more information about the above and also how you can seek access to, and correction of, your personal information. It also explains how you can complain about a breach of your privacy and how we will deal with your complaint. You can contact us by writing to Qantas Customer Care at 10 Bourke Road, Mascot, NSW, 2020.

*The information disclosed to your employer may include your travel details and any information associated with your travel (including full details of: travel booked or undertaken, upgrades provided, incident reports, any refusal of carriage, denial of boarding and travel bans imposed).

Key Conditions of Carriage

Carriage on Qantas or QantasLink is subject to our full Conditions of Carriage at qantas.com/carriage.

Some key conditions:

Travel or Health Documents: You are responsible for complying with any immigration policies, travel and health documentation requirements, government quarantine restrictions or conditions (including length of stay) that apply to your travel.

Check-in: Deadlines apply and you may be refused carriage if you are late. View Qantas' check-in times at qantas.com/checkintimes.

Oversale - Denied Boarding: If you are denied boarding because your carrier has oversold an international flight on which you are booked, you may be entitled to compensation in accordance with applicable regulations (for example, in the EU or USA), or carrier's policy. When required by applicable law or regulation, the carrier must solicit volunteers before anyone is denied boarding involuntarily. For Qantas' policy - ask at our international check-in counters.

Insurance: Travel insurance is recommended.

Liability Limits: If your journey involves a stop in a country different from that of departure, then the Montreal Convention or the Warsaw Convention may govern and limit the liability of all airlines for death or bodily injury and in respect of loss of or damage to baggage.

Approximate conversions of Special Drawing Rights (SDRs) are provided as a guide only and will be subject to change with currency conversion rates.

International	**Warsaw** (limits are per person)	**Montreal** (limits are per person)
Death and bodily injury	Qantas has waived its liability limits	No financial limit
Checked baggage	250 francs/kg (approx. A$30/US$25)	Special Drawing Rights (SDRs) 1,131 SDRs (approx AU$1,950/US$1,800)
Carry-on baggage (carrier fault)	5,000 francs max. (approx. A$500/US$400)	

Delay: For damage occasioned by delay to your journey, where the Montreal Convention applies, the limit of liability is 4,694 SDRs (approx AU$8,160/US$7,500) per passenger in most cases. Where the Warsaw Convention applies, the carrier may be liable for damage occasioned by delay, subject to the Convention limit.

Defences: The Conventions provide certain defences to liability on which we may rely in some circumstances. For further information read the Liability section at qantas.com/carriage.

Domestic (no international sectors on itinerary)	**Australia** (limits are per person)	**New Zealand** (limits are per person)
Death and bodily injury	A$725,000	Refer to ^
Checked baggage	A$1,600	NZ$1,500 per unit of baggage
Carry-on baggage	A$160	No liability except to extent our fault.
Delay	Your rights are limited by Qantas' Conditions of Carriage subject, in New Zealand, to rights under the Civil Aviation Act 1990.	

^Claims in New Zealand courts for damages arising directly or indirectly out of bodily injury or death of a passenger may be barred in accordance with the Injury Prevention, Rehabilitation, and Compensation Act (NZ) 2001 and we are not liable for loss or damage to carry-on baggage subject to your rights under the Consumer Guarantees Act 1993.

Baggage General: Comply with your carrier's baggage allowances and do not include fragile or perishable articles, precious metals, jewellery, money, rare items, business papers or other important documents or valuables (including cameras and electronic equipment) in your checked baggage. For Qantas' baggage allowances visit qantas.com/baggage.

Delays and Cancellation: If travelling on Qantas, we will use all reasonable efforts to depart on time, but we do not guarantee flight times. If your flight is delayed or cancelled, you may in some circumstances be entitled to assistance and/or compensation depending on your journey and applicable law.

Seating: Qantas does not guarantee you any particular seat even if your reservation is confirmed.

Specific Assistance: Qantas requires advance notice for some accommodations that passengers with disabilities may need, and passengers with disabilities may need to check in earlier than other passengers. For details, visit qantas.com/fitness.

Taxes, Fees and Carrier Charges: The charges, surcharges and taxes included in your fare or shown separately on your ticket may not be levied by a government authority but may be airport operator or carrier imposed. Details can be provided by your travel consultant.

Other Carriers/Non-Airline Transport: Except where you are travelling on a "QF" code, if Qantas issues a ticket or itinerary/receipt or checks baggage for carriage on another carrier, it does so only as agent for the other carrier and their conditions of carriage will apply to those services. The air carrier's conditions of carriage do not apply to any non-airline travel included in your booking. The operator's conditions of carriage may significantly limit or exclude liability. Ask your travel consultant for details.

Time Limit for Action: Any action in court to claim damages relating to your carriage must be brought within two years from the date of arrival of the aircraft or from the date on which the aircraft ought to have arrived.

Baggage Claims: There are time limits within which a claim must be made in writing to your carrier in circumstances of loss, damage or delay of your baggage. Some limits are as short as three days. Check with your carrier's Baggage Claims.

Privacy: Our privacy statement is available at qantas.com/privacy.

Dangerous Goods: For safety reasons, dangerous articles must not be packed in checked or carry-on baggage. Prohibited articles include but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidising materials, poisons, infectious substances, and briefcases with installed alarm devices. For the latest details on dangerous goods, visit qantas.com/dangerousgoods

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia

qantas.com

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	29/04/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Broome Vacation Village
Description of Purchase:	Balance - Accommodation for Design and Plan Engagement Training 6/5/2024 - 9/5/2024.
GL Account or Job #:	PC06
Amount:	$1,520.00
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	29/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

Broome Vacation Village
Port Drive
PO BOX 1545
Broome WA 6725

ABN: 96 804 969 648
Phone:08 9192 1057
info@broomevillage.com.au
www.broomevillage.com.au

Receipt (AUD)

Receipt No: 54914

Billed To

Mikayla May
Derby 6728
Australia

Date:	29 Apr 2024 12:46 PM
Adults:	4
Arrive Date:	06 May 2024
Depart Date:	09 May 2024
Account No:	72230
Reservation No:	50758
Cashier:	Jo

Date	Tax Inv	Details	Charge	Payment	Amount (Inc. GST)
29 Apr 2024		EFTPOS Receipt #54914, N/A		$1,520.00	$0.00
				Account Balance	$0.00

Thank you for staying with us at Broome Vacation Village.

Powered By rmscloud.com

Broome Vacation Village
Port Drive
PO BOX 1545
Broome WA 6725

ABN: 96 804 969 648
Phone: 08 9192 1057
info@broomevillage.com.au
www.broomevillage.com.au

Tax Invoice (AUD)

Invoice No: 2530

Billed To:

Mikayla May
Derby 6728
Australia

Date:	04 Apr 2024
Adults:	4
Arrive Date:	06 May 2024
Depart Date:	09 May 2024
Account No:	72230
Reservation No:	50758
Cashier:	Jo

Date	Detail	GST	Amount (Inc. GST)
04 Apr 2024	Chalet 201: Accommodation - (06-May-24 - 09-May-24) Mikayla May	$51.82	$570.00
	Chalet 208: Accommodation - (06-May-24 - 09-May-24) Mikayla May	$51.82	$570.00
	Chalet 209: Accommodation - (06-May-24 - 09-May-24) Mikayla May	$51.82	$570.00
	Chalet 210: Accommodation - (06-May-24 - 09-May-24) Mikayla May	$51.82	$570.00

NET	$2,072.72
GST	$207.28
Total	$2,280.00
Balance	$2,280.00

Thank you for choosing Broome Vacation Village.

BANK ACCOUNT DETAILS
COMM
BSB : 066 505
A/C : 10213043
REF : Surname or Res: No.

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Remittance

Mikayla May
Derby 6728

Reference No: 50758
Invoice No: 2530

Bank Details

Account Name: Samoht Holdings Pty Ltd
BSB Number: 066-505
Account Number: 10213043

Total: $2,280.00

Broome Vacation Village
Port Drive
PO BOX 1545
Broome WA 6725

ABN: 96 804 969 648
Phone:08 9192 1057
info@broomevillage.com.au
www.broomevillage.com.au

Statement (AUD)

Bill To

Mikayla May
Derby 6728
Australia

Date:	04 Apr 2024 12:45 PM
Adults:	4
Arrive Date:	06 May 2024
Depart Date:	09 May 2024
Acc No:	72230
Reservation No:	50758
Cashier:	Jo

Date	Tax Inv	Details	Charge	Payment	Amount
04 Apr 2024	2530	Chalet 201: Accommodation - (06-May-24 - 09-May-24).[GST: $51.82] Mikayla May	$570.00	$0.00	
	2530	Chalet 208: Accommodation - (06-May-24 - 09-May-24)[GST: $51.82] Mikayla May	$570.00	$0.00	
	2530	Chalet 209: Accommodation - (06-May-24 - 09-May-24)[GST: $51.82] Mikayla May	$570.00	$0.00	
	2530	Chalet 210: Accommodation - (06-May-24 - 09-May-24)[GST: $51.82] Mikayla May	$570.00	$0.00	
		EFTPOS Receipt #54737, N/A	$0.00	$760.00	$1,520.00

BANK ACCOUNT DETAILS:
COMM
BSB: 066 505
A/C :10213043

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Broome Vacation Village
Port Drive
PO BOX 1545
Broome WA 6725

ABN: 96 804 969 648
Phone: 08 9192 1057
info@broomevillage.com.au
www.broomevillage.com.au

Tax Invoice (AUD)

Invoice No: 2531

Billed To:

Mikayla May
Derby 6728
Australia

Date:	04 Apr 2024
Adults:	4
Arrive Date:	06 May 2024
Depart Date:	09 May 2024
Account No:	72230
Reservation No:	50758
Cashier:	Jo

Date	Detail	GST	Amount (Inc. GST)
04 Apr 2024	Bond		$500.00
	Bond		$500.00
	Bond		$500.00
	Bond		$500.00
		NET	$2,000.00
		GST	$0.00
		Total	$2,000.00
		Balance	$2,000.00

Thank you for choosing Broome Vacation Village.

BANK ACCOUNT DETAILS
COMM
BSB : 066 505
A/C : 10213043
REF : Surname or Res: No.

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Remittance

Mikayla May
Derby 6728

Reference No: 50758
Invoice No: 2531

Bank Details

Account Name: Samoht Holdings Pty Ltd
BSB Number: 066-505
Account Number: 10213043

Total: $2,000.00

clear out - 80002.

BUNNINGS

BROOME
BUNNINGS GROUP LIMITED
ABN 26 008 672 179
Ph: (08) 9191 9400

Sat 27/04/2024 09:49:22 AM
RETURNS/INFO DESK R03

Sale
** TAX INVOICE **

9341136043532 MOVING CARTON BUNNINGS
104L HEAVY DUTY 4353
10 @ $5.32 $53.20

10 @ SubTotal: $53.20

Total $53.20
GST INCLUDED IN THE TOTAL $4.84
EFT $53.20
CARD NO: 456480-242
CREDIT

Rounding $0.00
Change $0.00

"*" Indicates non taxable item(s)

S2210 R03 P785 C210304 #003-72697-2210-2024-04-27

Thank you for shopping with Bunnings
Please retain receipt for proof of purchase

SUPERCHARGE YOUR SHOP WITH ONEPASS

OnePass members get 5X Flybuys points in-store, free delivery, 365 day change of mind returns and Express Click & Collect. T&Cs, exclusions apply

Start your plan from $4/mth.
Cancel anytime

www.onepass.com.au

Have Your Say

Give us your feedback online at
www.bunnings.com.au/haveyoursay

COMMONWEALTH BANK EFTPOS
BUNNINGS BROOME
2210 VA REG 3
TERMINAL 56221503
REFERENCE 713876

CUSTOMER COPY
CARD NO: 4564-1242(C)
EXPIRY DATE:
AID: A0000000031010
ATC:43 TVR:0000000000
CSN:00 BA0D04208078294F
27 APR 2024 09:49

Visa Credit
CREDIT
PURCHASE $53.20
TOTAL AUD $53.20

APPROVED 00
AUTH NO: 135940
POS REF NO: 00372697
THANK YOU

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	26/04/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Clay Merriman

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Office Works
Description of Purchase:	Headphones + Case
GL Account or Job #:	120401210.2100
Amount:	$164.94
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	26/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

Tax Invoice

A.B.N. 36 004 763 526

Officeworks

BUSINESS PARTNER NO.	INVOICE DATE	INVOICE NO.	PURCH ORDER NO.	TRANSACTION NO.	DISPATCH DATE	CARTONS
104151005	26.04.2024	613991190		1009004658	29.04.2024	1

Shire of Derby West Kimberley SDWK
SHIRE COUNCIL
30 LOCH ST
DERBY WA 6728

DELIVER TO:
Shire of Derby West Kimberley SDWK
SHIRE COUNCIL
30 LOCH ST
DERBY WA 6728

PAYMENT METHOD:
VISA CARD
****1242

Contact Name: Shire of Derby West Kimberley SDWK

PRODUCT CODE	DESCRIPTION	QUANTITY ORDERED	QUANTITY SUPPLIED	UNIT PRICE INC. GST	TOTAL AMOUNT INC. GST
% KEJICASE01	KEJI HEADPHONE CASE	1	1	9.99	9.99
% INLOGG335B	LOGITECH G335 GAME HEADSET BK	1	1	129.00	129.00
% CSCSTAT	COUNTRY STATIONERY DELIVERY			25.95	25.95

TOTAL GST	**14.99**
TOTAL INVOICE AMOUNT	**164.94**
AMOUNT OWING	**0.00**

% Indicates Taxable Item
' Indicates item on Back Order and will be shipped separately
All products purchased through Officeworks can be returned at any Officeworks store Australia-wide

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	11/04/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Derby Lodge
Description of Purchase:	AGRN 1044 - Accommodation - Recovery Executive Officer 23.04.2024
GL Account or Job #:	12140708.2100
Amount:	$275.00
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	11/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

Booking Confirmation

Dear Noelene,

Thank you for your booking at Derby Lodge.

This is a confirmation of your booking. Please see below for all details.

Confirmation Number: 8729D2D0AA

Derby Lodge
ABN 14 422 072 927
Apr 29, 2024

Property Details

Property Name: Derby Lodge
Address: 15 Clarendon St
Derby WA 6728
Australia
Phone: (08) 9193 2924
Email: stay@derbylodgewa.com.au
Web: www.derbylodge.com.au
Check-in: 3.00pm
Check-out: 10.00am

Booking Contact Details

Name: Noelene
Company: Shire of Derby West Kimberley

Booking Details

Check-in: Tuesday, April 23, 2024
Estimated Time of Arrival: 3:00 PM
Check-out: Wednesday, April 24, 2024
Nights: 1
Rooms: 1

Room	Room Type	Rate	Number of Guests
DOUGLAS D'ANTOINE	Clarendon Twin Self Contained Apartment	Clarendon Twin Self Contained Apartment	Adults 1 Children 0
Inclusions	Rate is for two (2) people		
Cancellation Policy	Cancellation Policy: Cancellations more than 48 hours Cancellations made more than 48 hours before the guest's scheduled arrival time do not incur any cancellation fee. Cancellations less than 48 hours Cancellations made less than 48 hours before the guest's scheduled arrival time do incur a cancellation fee. This fee is the equivalent of one night's accommodation of the guest's booking. For guests with long stays (more than 2 nights) 50% of the total amount of their booking fee will be charged. No cancellation If a guest fails to cancel their booking, and does not show up when scheduled, that guest will be charged the entire amount of their booking. We do not provide refunds for guests checking out prior to the booked check out date. The cancellation policy of the Derby Lodge has been created to protect the Lodge and our guests. From the perspective of the Lodge, we pride ourselves on being accountable to our guests. We appreciate the same consideration in return. From the perspective of our guests, accurate information regarding availability must be available on request. We consider it important to respect the personal and business travel plans of the public. We strongly recommend holiday makers take out travel insurance to cover unforeseen circumstances and / or cancellation fees.		

Booking Total

Accommodation Amount:	$275.00
Total (incl. GST):	**$275.00**
Amount Paid	$275.00

Check-in Instructions

Early check-in available by prior arrangement only.
After hours (no contact) Self Check-in available by arrangement only.
All early check ins and late check out requests must be received in writing and aproved prior to arrival a $100.00 fee applies.

Things To Do

Fishing, 4WD destinations, local swimming pool, eat at Neaps Bistro

Parking

Onsite and Street parking available

Terms & Conditions

Derby Lodge Terms & Conditions

GENERAL TERMS & CONDITIONS
Please read these Terms & Conditions carefully as these conditions incorporate the basis on which bookings for Derby Lodge are accepted.

We may revise these terms and conditions from time to time by updating this posting. The revised terms will take effect once posted.

The prices shown are per room per night for 2 people, extra dults are charged at $75.00 per person per night and children at $50.00 per person per night. Your room booking is subject to change with out notice dependent on allocation, damage or unforseen repairs and maintenance requirements.

A minimum 2 night stay applies to this property.

Quotes and reservations are subject to availability and actual pricing at the time of booking.

Upon check in at the hotel, a valid credit card or a refundable cash bond will be required, to guarantee your incidental charges (if any).

Property room photos may not be specific to actual room allocated. Photos are indicative only.

Cancellation Policy:

Cancellations more than 48 hours
Cancellations made more than 48 hours before the guest's scheduled arrival time do not incur any cancellation fee.

Cancellations less than 48 hours
Cancellations made less than 48 hours before the guest's scheduled arrival time do incur a cancellation fee. This fee is the equivalent of one night's accommodation of the guest's booking. For guests with long stays (more than 2 nights) 50% of the total amount of their booking fee will be charged.

No cancellation
If a guest fails to cancel their booking, and does not show up when scheduled, that guest will be charged the entire amount of their booking.

We do not provide refunds for guests checking out prior to the booked check out date.

The cancellation policy of the Derby Lodge has been created to protect the Lodge and our guests. From the perspective of the Lodge, we pride ourselves on being accountable to our guests. We appreciate the same consideration in return. From the perspective of our guests, accurate information regarding availability must be available on request.

We consider it important to respect the personal and business travel plans of the public. We strongly recommend all travellers take out travel insurance to cover unforeseen circumstances and / or cancellation fees.

SMOKING
Whilst we appreciate your right to smoke, please note that all our rooms are NON SMOKING and we ask that you restrict your smoking to outside areas during your stay with Derby Lodge.

PETS
No Pets are allowed onsite with the exception of assistance dogs, however prior notice is required at point of booking.

All debtor account terms are 7 days only. Corporate discounts do not apply to over night stays.

Cancellations

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Thank you for booking with Derby Lodge

Noelene Bain

From: Derby Lodge <no-reply@guestpointmail.com>
Sent: Thursday, 11 April 2024 10:26 AM
To: Noelene Bain
Subject: Reservation Confirmation

Booking Confirmation

Dear DOUGLAS,
Welcome to the Derby Lodge!

Confirmation number: 8729D2D0AA

Derby Lodge
ABN 14 422 072 927
Apr 11, 2024

Check-In/Check-Outs
Check-in is from 2.00 pm.
For after hour check ins, your key will be left in the safe located out the front of the reception.
A text message with the gate code and safe code will be sent to you to allow you to self-check in.
Check-out is 10.00am, if you require a late check-out, this can be arranged prior to booking. A fee may apply.
If you are checking out prior to reception hours a key return box is located at the front of reception.
Please see Reception if you require room service or any extras eg. Coffee and sugar (on long stay rooms only)
Please ensure that you keep your doors always locked and keep valuables out of sight.
Any lost keys or remotes will incur a $250 Charge on your credit card supplied.
Guest Responsibilities
You must comply with all applicable House Rules and all instructions from Management and the caretakers of the Property concerning occupancy, property, health, safety, and quiet enjoyment of the Property and our neighbours.
Smoking is not permitted inside any room and designated smoking area can be located on the map given to you upon check in.
Please check on departure of room that you have all personal items and all food either taken with you or placed in bins provided. All dishes washed and packed away. The Property must be left in a clean and tidy condition. Any damage may be charged to your credit card/account.
Maintenance & Repairs
If your room needs any maintenance or repairs, please contact reception, or call 0427 382 904.
Wi-Fi
ID: D'Lodge
Password: BigRedSunAtDusk!
Guest Laundry
There is an onsite laundry located at the back of the restaurant for Guests use.

Reception Hours
Weekdays: 8.00am – 5.00pm
Weekends: 8am – 12pm

Neaps Bistro
Our Bistro hours are below.
Please note our license only allows alcohol service with a meal.
Breakfast
Monday to Friday 7.00am –10.00am

Saturday 8am - 11.30am
& Sunday 8am -1pm - Special Brunch and Cocktails menu
Dinner
Monday to Friday – 5.30pm – 9.00pm

We hope you enjoy your stay.

CANCELLATIONS
Cancellations more than 48 hours
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Derby Lodge
15 Clarendon St
Derby WA 6728
Tel: 08 9193 2924
Mob: 0427382904
Email: stay@derbylodgewa.com.au
Web: www.derbylodgewa.com.au

Property Details

Property Name: Derby Lodge
Address: 15 Clarendon St
Derby WA 6728
Australia
Phone: (08) 9193 2924
Email: stay@derbylodgewa.com.au
Web: www.derbylodge.com.au
Check-in: 3.00pm
Check-out: 10.00am

Booking Contact Details

Name: Noelene

Booking Details

Check-in: Tuesday, April 23, 2024
Estimated Time of Arrival: 3:00 PM
Check-out: Wednesday, April 24, 2024
Nights: 1
Rooms: 1

Room	Room Type	Rate	Number of Guests

DOUGLAS D'ANTOINE	Clarendon Twin Self Contained Apartment	Clarendon Twin Self Contained Apartment	Adults 1 Children 0

Inclusions
Rate is for two (2) people

Cancellation Policy
Cancellation Policy:Cancellations more than 48 hoursCancellations made more than 48 hours before the guest's scheduled arrival time do not incur any cancellation fee.Cancellations less than 48 hoursCancellations made less than 48 hours before the guest's scheduled arrival time do incur a cancellation fee. This fee is the equivalent of one night's accommodation of the guest's booking. For guests with long stays (more than 2 nights) 50% of the total amount of their booking fee will be charged. No cancellationIf a guest fails to cancel their booking, and does not show up when scheduled, that guest will be charged the entire amount of their booking.We do not provide refunds for guests checking out prior to the booked check out date.The cancellation policy of the Derby Lodge has been created to protect the Lodge and our guests. From the perspective of the Lodge, we pride ourselves on being accountable to our guests. We appreciate the same consideration in return. From the perspective of our guests, accurate information regarding availability must be available on request. We consider it important to respect the personal and business travel plans of the public. We strongly recommend holiday makers take out travel insurance to cover unforeseen circumstances and / or cancellation fees.

Booking Total	
Accommodation Amount:	$275.00
Total (incl. $):	$275.00

Check-in Instructions

Early check-in available by prior arrangement only.
After hours (no contact) Self Check-in available by arrangement only.
All early check ins and late check out requests must be received in writing and aproved prior to arrival a $100.00 fee applies.

Parking

Onsite and Street parking available

Terms And Conditions

Derby Lodge Terms & Conditions

GENERAL TERMS & CONDITIONS
Please read these Terms & Conditions carefully as these conditions incorporate the basis on which bookings for Derby Lodge are accepted.

We may revise these terms and conditions from time to time by updating this posting. The revised terms will take effect once posted.

The prices shown are per room per night for 2 people, extra dults are charged at $75.00 per person per night and children at $50.00 per person per night. Your room booking is subject to change with out notice dependent on allocation, damage or unforseen repairs and maintenance requirements.

A minimum 2 night stay applies to this property.

Quotes and reservations are subject to availability and actual pricing at the time of booking.

Upon check in at the hotel, a valid credit card or a refundable cash bond will be required, to guarantee your incidental charges (if any).

Property room photos may not be specific to actual room allocated. Photos are indicative only.

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Things To Do

Fishing, 4WD destinations, local swimming pool, eat at Neaps Bistro

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Cancellations

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Thank you for booking with Derby Lodge

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	18/04/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Qantas
Description of Purchase:	Flights - Deputy President - attending Zone Chairs & deputy chair induction course WALGA Broome to Perth 28.04.2024 return Perth to Broome 01.05.2024
GL Account or Job #:	120401090.2100
Amount:	$900.58
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	18/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

QANTAS

E-Ticket Itinerary, Receipt and Tax Invoice

Your Booking Reference

675YTF

Important Information

- This is your E-Ticket Itinerary & Receipt/Tax Invoice. We recommend that you print this out or save this on your phone, and it is recommended you retain a copy for your records.
- Each passenger travelling needs a printed copy of this document for airport security checks.
- Please familiarise yourself with the key Conditions of Carriage, Dangerous Goods guide and other information attached.

Passenger Ticket Information

Passenger Name	Frequent Flyer No.	Ticket No.	Issued	Ticket Total
Mr Geoff Haerewa		081-2352605107	18 Apr 24	900.58
			Ticket Total for all passengers*	**900.58 AUD**

Your Itinerary

Date	Flight Number	Departing	Arriving	Status	Flight Information
28 Apr 24	QF1655 Operated By SUBSIDIARY/FRANCHISE	Broome 1:55PM	Perth 4:30PM 28 Apr 24 Terminal 4	Economy Confirmed	Est journey Time: 02:35 Non-Stop Aircraft Type: Airbus Industrie A320
01 May 24	QF1654 Operated By SUBSIDIARY/FRANCHISE	Perth 10:30AM Terminal 4	Broome 1:05PM 01 May 24	Economy Confirmed	Est journey Time: 02:35 Non-Stop Aircraft Type: Airbus Industrie A320

Payment Details

Date	Payment Type	Reference	Amount*
18 Apr 24	Visa	xxxx-xxxx-xxxx-1242	900.58 AUD

This may appear as multiple transactions on your credit card statement

Your Receipt Details

Ticket Charges	Charges	GST	Total*
Total*	810.35		
Card Payment Fee	8.36		
Total Amount Payable*	**818.71**	**81.87**	**900.58 AUD**

*Includes Taxes/Fees/carrier Charges

Tax Information

GST is included for taxable sales
GST Paid 81.87

Issued by
Qantas Airways on 18 Apr 24

Flying With Us

Before Check-in
- Ensure that each passenger carries a printed copy of this document when travelling.
- Label your bags inside and out with your name, address and contact number at your destination.
- Check Carry-on baggage and checked baggage allowances as restrictions apply.

Getting Away On Time
- Ensure you are at the airport with enough time to complete necessary check-in, security screening and, for international flights, customs and immigration.
- Familiarise yourself with the check-in and boarding times. Information for Qantas and QantasLink flights is in the Travel Information section attached.
- Track real time flight information for Qantas, QantasLink and codeshare flights.

Check-in
- Check-in at Qantas counters at the airport. Find out more at qantas.com/checkin

Fare Restrictions - Refer to the applicable fare rules as special conditions may apply
Additional Fees: Fees may apply to some booking changes, ticket reissues and consultant-assisted services. Details are available in Schedule of Fees.

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia

qantas.com

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Travel Information

Qantas Group check-in times	International Terminal	Domestic Terminal
Australian and New Zealand Terminals**	**QF 001 - 399**	**QF400 - 2999**
International First / Business	Closes 60 minutes before departure	N/A
International Economy / Premium Economy	Closes 90 minutes before departure	N/A
Domestic Business / Economy	Closes 60 minutes before departure	45 minutes from departure* Closes 30 minutes before departure.
Qantas codeshare services (QF Flight numbers operated by Jetstar)^	Check in opens 3 hours before departure Closes 60 minutes before departure	Check in opens 2 hours before departure Closes 40 minutes before departure
Jetstar Services^	**JQ 001 - 224 and 3K 200 and above**	**JQ 225 - 299^ and JQ 400 and above**
Jetstar Business / Economy (JQ)	Check in opens 3 hours before departure Closes 60 minutes before departure	Check in opens 2 hours before departure Closes 40 minutes before departure
Jetstar flights operated by Jetstar Asia (3K)	Check in opens 2 hours before departure Closes 45 minutes before departure	N/A

* Check-in closes 30 minutes before departure. Boarding will commence 20 minutes prior to departure.
** Please check with your local Qantas office for check-in time at all non-Australian / New Zealand ports. Ensure you adhere to check-in times or your fare may be forfeited.
^ Jetstar flights JQ 225 - 299 are Domestic New Zealand flights.

Carry On Baggage Allowances (except infants~) **- Qantas, QantasLink (QF) and Jetstar (JQ,3K) only^**		
Route	**Piece Allowance and Dimensions***	**Weight Allowance**
Qantas and QantasLink Australian Domestic flights (excludes Dash 8 services)	All classes: 2 x 105cm (41in) bags or 1 x 105cm (41in) bag plus 1 x 185cm (73in) non rigid garment bag or 1 x 115cm (45in) bag	Up to 10kg (22lb) for one piece, max 14kg (30lb) total
Dash 8 services	1 x 105cm (41in) bag	7kg (15lb) per piece
Qantas International (country specific exceptions may apply)	First/Business/Premium Economy: 2 x 115cm (45in) bags or 1 x 115cm (45in) bag plus 1 x 185cm (73in) non rigid garment bag Economy: 1 x 115cm (45in) bag or 1 x 185cm (73in) non rigid garment bag	Up to 10kg (22lb) for one piece, max 14kg (30lb) total 7kg (15lb) per piece
Jetstar fares where the flight number starts with "QF"	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	7kg (15lb) total across 2 items
Jetstar fares where the flight number starts with "JQ"	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	7kg (15lb) total across 2 items
Jetstar Business	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	14kg (30lb) total across 2 items (max of 10kg (22lb) per single item)

~ Visit qantas.com or Jetstar.com for information about baggage for infants
^ For other airlines, check with the applicable airline
* Total dimensions are measured by adding together the width, height and depth of the bag

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia
qantas.com

QANTAS

Travel Information

Qantas Domestic Checked Baggage Allowance		
Cabin	**Customers**	**Allowance**
ECONOMY excludes QantasLink Services to/from Lord Howe Island	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	1 piece up to 23kg (50lb) 1 piece up to 32kg (70lb) 2 pieces up to 32kg (70lb) each 2 pieces up to 32kg (70lb) each
BUSINESS	All customers	2 pieces up to 32kg (70lb) each
INFANTS	N/A	No allowance but see note+ below.
QANTASLINK SERVICES To/from Lord Howe Island	All customers	2 pieces, with a combined total weight of up to 23kg (50lb), with each piece not exceeding: 1st piece at 14kg (30lb) and 2nd piece at 9kg (20lb). Due to weight restrictions the 2nd piece may need to travel separately, so pack accordingly.
QANTASLINK SERVICES	All customers	1 piece at 23kg (50lb)
Jetstar ECONOMY fares where the flight number starts with "QF"	All customers	1 piece up to 23kg (50lb)
Jetstar ECONOMY Starter fares and Classic Flight Rewards (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 20kg (44lb) total (no piece limit)
Jetstar ECONOMY Starter, Max fares and Classic Flight Rewards (booked after 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 23kg (50lb) total (no piece limit)
Jetstar ECONOMY Max fares (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 30kg (66lb) total (no piece limit)

Qantas International Checked Baggage Allowance		
Cabin	**Customers**	**Allowance**
North and South America		
ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	1 piece up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each
PREMIUM ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	2 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each
BUSINESS	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	2 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 4 pieces up to 32kg (70lb) each
FIRST	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	3 pieces up to 32kg (70lb) each 4 pieces up to 32kg (70lb) each
INFANTS	N/A	1 piece up to 10kg (22lb) and see note+ below
All other International Destinations		
ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	30kg (66lb) 42kg (92lb) 46kg (101lb) 50kg (110lb)
PREMIUM ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	40kg (88lb) 52kg (114lb) 56kg (123lb) 60kg (132lb)
BUSINESS	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	40kg (88lb) 52kg (114lb) 56kg (123lb) 60kg (132lb)
FIRST	Non Frequent Flyer, Bronze Qantas Club, Silver	50kg (110lb) 62kg (136lb)

	Gold Platinum/Platinum One	60kg (143lb) 70kg (154lb)
INFANTS	N/A	10kg (22lb) see note+ below
Jetstar ECONOMY Starter fares (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	20kg (44lb) total
Jetstar ECONOMY Starter fares (booked after 15 February 2023) where the flight number starts with "JQ"	All customers	30kg (66lb) total
Jetstar ECONOMY Max fares where the flight number starts with "JQ"	All customers	30kg (66lb) total
Jetstar ECONOMY fares where the flight number starts with "QF"	All customers	30kg (66lb) total
Jetstar BUSINESS	All customers	30kg (66lb) total

Note:

Partner Airlines Checked Baggage Allowance: Check your ticketed allowance at Manage Booking. Different baggage allowances may apply each time you check-in baggage. If you check-in baggage for a multiple sector journey, usually the baggage allowance of the most significant carrier in your itinerary will apply. However, different rules may apply to tickets to and from North and South America.

Disclaimers:

On Dash-8 services, no single piece can weigh more than 32kg and bags weighing more than 23kg per passenger are subject to space availability.

Child Checked Baggage Allowance:

For each child travelling with an adult, 1 car seat and 1 collapsible stroller or push chair, each weighing up to 32 kg, can be carried free of charge. Charges will apply for any baggage carried in addition to the checked baggage allowance and additional items. The additional allowances apply only on Qantas operated flights with a QF flight number on the ticket.

Infant Checked Baggage Allowance:

For each infant travelling with an adult, up to 3 infant items on QF or 4 infant items on JQ, each weighing up to 32kg, can be carried free of charge including:

- Collapsible stroller or push-chair;
- Collapsible cot or bassinet; and
- Car seat or baby capsule.

The additional allowances apply only on Qantas operated flights with a QF flight number on the ticket or Jetstar operated flights with a JQ flight number on the ticket.

QANTAS

Travel Information

Important Information

Dimensions:
International Flights (excluding North and South America):
Total dimensions for each piece must not exceed 158cm (62in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
International Flights to and from North & South America:
Total dimensions of the 3 pieces must not exceed 405cm (159in) and total dimensions of the 2 pieces must not exceed 270cm (106in) with no single piece exceeding 158cm (62in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
Domestic Flights:
Total dimensions of each piece must not exceed 140cm (55in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
+Adults travelling with an infant (under 2 years) on Qantas operated services may check-in up to three infant items free of charge. See here for more details.

Interline travel: Qantas baggage allowance may not apply. If your travel on this ticket involves more than one airline, the baggage allowance of the most significant carrier in your itinerary will apply to each journey, except in relation to travel to, from or within the USA. Under US DOT regulations, if your travel to, from or within the USA involves more than one airline, the baggage rules of one airline will apply to all of the flights in your itinerary. This is determined by the first carrier in your itinerary. For travel between Australia and the USA, usually (but not always) Qantas' baggage allowance will apply to the whole itinerary.

Member Allowances: Qantas Frequent Flyer and Qantas Club member baggage allowances apply to travel on Qantas and QantasLink operated flights with a QF flight number on your ticket, excluding flights to or from Lord Howe Island and Mount Hotham. These allowances also apply to Emirates operated flights with an EK flight number between and within Europe, the Middle East, North Africa, Asia and Australia. These benefits are not cumulative.

Definitions: Domestic travel is travel that is not combined with any international flights on the same ticket. International travel is travel between two or more countries including any flight within those countries if it is combined with the international travel.

General: No single item of checked baggage may exceed 32kg (70lb). Carriage of baggage is subject to space availability and any applicable aircraft weight restrictions, which vary. Baggage exceeding the specified allowance may need to be accommodated on a later flight.

Visit qantas.com/baggage or the "Planning & Booking - Baggage" page of jetstar.com for important information regarding baggage restrictions. For additional and excess baggage rates visit qantas.com/additionalbaggage or jetstar.com.

QANTAS

Travel Information

Enhanced Security Screening - Powders, Liquids, aerosols and gels
Enhanced security measures apply to and from Australia and on domestic sectors of international flights within Australia. Similar or more restrictive measures may apply for other countries. If you want to take powders, liquids, aerosols or gels through the screening point, make sure:

- each item is 100ml or less;
- all items fit comfortably in a transparent resealable 1 litre plastic bag (only 1 bag per person is allowed)

Exceptions: Prescription and non-prescription medicines and baby products that you need for the flight, but please note:

- proof of need may be required, and
- additional security checks may be performed
- All powders must be screened separately with restrictions on the carriage of inorganic powders over 350 millilitres (350 grams)

Note - Duty Free items: Duty free liquids, aerosols and gels not exceeding 100ml per item may be taken onboard in your transparent resealable 1 litre plastic bag. Government screening requirements vary between countries around the world, and duty free liquids, aerosols and gels which exceed 100ml may not always be permitted through a screening point at all airports on your journey. If your journey includes a flight with a transit stop or a transfer to an onward connecting flight, you may be required to take these items through the transit or transfer screening points where you may be required to surrender the item, and it will not be returned to you.

Qantas recommends that you visit TravelSecure for more information.

Use of insecticides
Some countries require the cabin of inbound flights to be treated with insecticide.
For additional information refer to Department of Transportation Aircraft Disinsection Requirements

Photo ID at Check-in
If you are travelling on an international flight, your passport and relevant documents will be required. For domestic flights in Australia (flights QF400 - 2999), you must be able to produce identification, such as your driver's license, Qantas booking reference, Qantas Frequent Flyer card, Qantas Club card or credit card used for the ticket purchased. For domestic flights departing from an international terminal (flights QF001-399), you may be required to produce photo identification.

Jetstar (JQ) & Jetstar Asia (3K) Flights - Onboard Inclusions/Exclusions
Food, beverages and entertainment are not included in most Jetstar fares.

Feedback and Complaints
To provide your feedback or make a complaint about our scheduled services, contact us by e-mail or in writing to Customer Care, Qantas Airways Limited, 10 Bourke Road, Mascot, NSW 2020, Australia.

In the US, you can also contact Qantas on toll-free telephone number 1-855-477 -9316 or the Aviation Consumer Protection Division of the US Department of Transport on telephone 202-366-2220 (TTY 202-366-0511). You can find more information at https://www.transportation.gov/airconsumer.

If you need assistance, please visit our online help.

Sharp objects or cutting implements
The following items if carried must be placed in your checked baggage:

- all knives, sharp objects or cutting implements of any kind and any length, whether of metal or other material (including, but not limited to paper knives, carpet knives, box cutters, letter openers, scissors of any kind, tradesman's tools, screwdrivers, and darts).
- sporting goods (including, without limitation, sporting bats, billiards/snooker/pool cues, catapults)

If these items are carried in your cabin baggage or on your person you will be required to surrender the item/s at the security screening point and it will not be returned to you.

Exception - Hypodermic Needles: Refer to Taking medications overseas or call your local Qantas office for information.

Travelling with Money
Are you planning to carry funds in or out of Australia? By law, you must now:

- If asked by a Customs or police officer, report travellers cheques, cheques, money orders or any other bearer negotiable instruments of any amount.
- Always report A$10,000 cash or more (or foreign currency equivalent) using a form available from Customs.

Visit www.austrac.gov.au for more information.

Qantas Privacy Collection Notice
Qantas collects information about you (including health information where necessary) to provide products and services to you, facilitate your participation in our and other organisations' loyalty programs, ensure the safety and security of all passengers when travelling with us, conduct marketing activities for our and third parties' products and services and conduct market research.

We may collect your personal information from people who make or update your travel booking or otherwise interact with us on your behalf, from our related bodies corporate and Jetstar branded entities, from our service providers and from immigration, customs, border security and other regulatory authorities. Some of the information we collect is required under the Customs Act 1901 (Cth). If the information is not provided, we may not be able to provide the service requested.

For the reasons described above, we may disclose your personal information to:

- our related companies, other carriers and organisations which provide services to us (such as ground handling and other travel related services, call centre operation, market research and marketing services, and services associated with complaints or security incident investigation);
- your employer if you are travelling for work purposes on a ticket purchased by your employer*; and
- others to comply with our legal obligations, including to various law enforcement agencies, regulatory authorities and governments for security, customs and immigration purposes.

These parties may be located overseas including in the United Kingdom, the United States, Germany and any country which you travel to or through with us or our partner airlines.

Our privacy policy is available at qantas.com and it contains more information about the above and also how you can seek access to, and correction of, your personal information. It also explains how you can complain about a breach of your privacy and how we will deal with your complaint. You can contact us by writing to Qantas Customer Care at 10 Bourke Road, Mascot, NSW, 2020.

*The information disclosed to your employer may include your travel details and any information associated with your travel (including full details of: travel booked or undertaken, upgrades provided, incident reports, any refusal of carriage, denial of boarding and travel bans imposed).

Key Conditions of Carriage

Carriage on Qantas or QantasLink is subject to our full Conditions of Carriage at qantas.com/carriage.

Some key conditions:

Travel or Health Documents: You are responsible for complying with any immigration policies, travel and health documentation requirements, government quarantine restrictions or conditions (including length of stay) that apply to your travel.

Check-in: Deadlines apply and you may be refused carriage if you are late. View Qantas' check-in times at qantas.com/checkintimes.

Oversale - Denied Boarding: If you are denied boarding because your carrier has oversold an international flight on which you are booked, you may be entitled to compensation in accordance with applicable regulations (for example, in the EU or USA), or carrier's policy. When required by applicable law or regulation, the carrier must solicit volunteers before anyone is denied boarding involuntarily. For Qantas' policy - ask at our international check-in counters.

Insurance: Travel insurance is recommended.

Liability Limits: If your journey involves a stop in a country different from that of departure, then the Montreal Convention or the Warsaw Convention may govern and limit the liability of all airlines for death or bodily injury and in respect of loss of or damage to baggage.

Approximate conversions of Special Drawing Rights (SDRs) are provided as a guide only and will be subject to change with currency conversion rates.

International	**Warsaw** (limits are per person)	**Montreal** (limits are per person)
Death and bodily injury	Qantas has waived its liability limits	No financial limit
Checked baggage	250 francs/kg (approx. A$30/US$25)	Special Drawing Rights (SDRs) 1,131 SDRs (approx AU$1,950/US$1,800)
Carry-on baggage (carrier fault)	5,000 francs max. (approx. A$500/US$400)	

Delay: For damage occasioned by delay to your journey, where the Montreal Convention applies, the limit of liability is 4,694 SDRs (approx AU$8,160/US$7,500) per passenger in most cases. Where the Warsaw Convention applies, the carrier may be liable for damage occasioned by delay, subject to the Convention limit.

Defences: The Conventions provide certain defences to liability on which we may rely in some circumstances. For further information read the Liability section at qantas.com/carriage.

Domestic (no international sectors on itinerary)	**Australia** (limits are per person)	**New Zealand** (limits are per person)
Death and bodily injury	A$725,000	Refer to ^
Checked baggage	A$1,600	NZ$1,500 per unit of baggage
Carry-on baggage	A$160	No liability except to extent our fault.
Delay	Your rights are limited by Qantas' Conditions of Carriage subject, in New Zealand, to rights under the Civil Aviation Act 1990.	

^Claims in New Zealand courts for damages arising directly or indirectly out of bodily injury or death of a passenger may be barred in accordance with the Injury Prevention, Rehabilitation, and Compensation Act (NZ) 2001 and we are not liable for loss or damage to carry-on baggage subject to your rights under the Consumer Guarantees Act 1993.

Baggage General: Comply with your carrier's baggage allowances and do not include fragile or perishable articles, precious metals, jewellery, money, rare items, business papers or other important documents or valuables (including cameras and electronic equipment) in your checked baggage. For Qantas' baggage allowances visit qantas.com/baggage.

Delays and Cancellation: If travelling on Qantas, we will use all reasonable efforts to depart on time, but we do not guarantee flight times. If your flight is delayed or cancelled, you may in some circumstances be entitled to assistance and/or compensation depending on your journey and applicable law.

Seating: Qantas does not guarantee you any particular seat even if your reservation is confirmed.

Specific Assistance: Qantas requires advance notice for some accommodations that passengers with disabilities may need, and passengers with disabilities may need to check in earlier than other passengers. For details, visit qantas.com/fitness.

Taxes, Fees and Carrier Charges: The charges, surcharges and taxes included in your fare or shown separately on your ticket may not be levied by a government authority but may be airport operator or carrier imposed. Details can be provided by your travel consultant.

Other Carriers/Non-Airline Transport: Except where you are travelling on a "QF" code, if Qantas issues a ticket or itinerary/receipt or checks baggage for carriage on another carrier, it does so only as agent for the other carrier and their conditions of carriage will apply to those services. The air carrier's conditions of carriage do not apply to any non-airline travel included in your booking. The operator's conditions of carriage may significantly limit or exclude liability. Ask your travel consultant for details.

Time Limit for Action: Any action in court to claim damages relating to your carriage must be brought within two years from the date of arrival of the aircraft or from the date on which the aircraft ought to have arrived.

Baggage Claims: There are time limits within which a claim must be made in writing to your carrier in circumstances of loss, damage or delay of your baggage. Some limits are as short as three days. Check with your carrier's Baggage Claims.

Privacy: Our privacy statement is available at qantas.com/privacy.

Dangerous Goods: For safety reasons, dangerous articles must not be packed in checked or carry-on baggage. Prohibited articles include but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidising materials, poisons, infectious substances, and briefcases with installed alarm devices. For the latest details on dangerous goods, visit qantas.com/dangerousgoods

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia

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Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	15/04/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Noelene Bain

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Qantas
Description of Purchase:	Flights - Director of Strategic Operations - Broome to Derby 13.05.2024 - Derby to Broome 17.05.2024
GL Account or Job #:	121107090.2003
Amount:	$837.52
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	15/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

QANTAS

E-Ticket Itinerary, Receipt and Tax Invoice

Your Booking Reference

5MXNIK

Important Information

- This is your E-Ticket Itinerary & Receipt/Tax Invoice. We recommend that you print this out or save this on your phone, and it is recommended you retain a copy for your records.
- Each passenger travelling needs a printed copy of this document for airport security checks.
- Please familiarise yourself with the key Conditions of Carriage, Dangerous Goods guide and other information attached.

Passenger Ticket Information

Passenger Name	Frequent Flyer No.	Ticket No.	Issued	Ticket Total
Mr Neil Hartley		081-2352453665	15 Apr 24	837.52
			Ticket Total for all passengers*	**837.52 AUD**

Your Itinerary

Date	Flight Number	Departing	Arriving	Status	Flight Information
13 May 24	QF1652 Operated By SUBSIDIARY/FRANCHISE	Perth 7:30AM Terminal 4	Broome 10:05AM 13 May 24	Economy Confirmed	Est journey Time: 02:35 Non-Stop Aircraft Type: Airbus Industrie A319
17 May 24	QF1655 Operated By SUBSIDIARY/FRANCHISE	Broome 2:00PM	Perth 4:35PM 17 May 24 Terminal 4	Economy Confirmed	Est journey Time: 02:35 Non-Stop Aircraft Type: Airbus Industrie A320

Payment Details

Date	Payment Type	Reference	Amount*
15 Apr 24	Visa	xxxx-xxxx-xxxx-1242	837.52 AUD

This may appear as multiple transactions on your credit card statement

Your Receipt Details

Ticket Charges	Charges	GST	Total*
Total*	753.57		
Card Payment Fee	7.82		
Total Amount Payable*	**761.39**	**76.13**	**837.52 AUD**

*Includes Taxes/Fees/carrier Charges

Tax Information

GST is included for taxable sales
GST Paid 76.13

Issued by
Qantas Airways on 15 Apr 24

Flying With Us

Before Check-in
- Ensure that each passenger carries a printed copy of this document when travelling.
- Label your bags inside and out with your name, address and contact number at your destination.
- Check Carry-on baggage and checked baggage allowances as restrictions apply.

Getting Away On Time
- Ensure you are at the airport with enough time to complete necessary check-in, security screening and, for international flights, customs and immigration.
- Familiarise yourself with the check-in and boarding times. Information for Qantas and QantasLink flights is in the Travel Information section attached.
- Track real time flight information for Qantas, QantasLink and codeshare flights.

Check-in
- Check-in at Qantas counters at the airport. Find out more at qantas.com/checkin

Fare Restrictions - Refer to the applicable fare rules as special conditions may apply
Additional Fees: Fees may apply to some booking changes, ticket reissues and consultant-assisted services. Details are available in Schedule of Fees.

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia

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Travel Information

Qantas Group check-in times	International Terminal	Domestic Terminal
Australian and New Zealand Terminals**	**QF 001 - 399**	**QF400 - 2999**
International First / Business	Closes 60 minutes before departure	N/A
International Economy / Premium Economy	Closes 90 minutes before departure	N/A
Domestic Business / Economy	Closes 60 minutes before departure	45 minutes from departure* Closes 30 minutes before departure.
Qantas codeshare services (QF Flight numbers operated by Jetstar)^	Check in opens 3 hours before departure Closes 60 minutes before departure	Check in opens 2 hours before departure Closes 40 minutes before departure
Jetstar Services^	**JQ 001 - 224 and 3K 200 and above**	**JQ 225 - 299^ and JQ 400 and above**
Jetstar Business / Economy (JQ)	Check in opens 3 hours before departure Closes 60 minutes before departure	Check in opens 2 hours before departure Closes 40 minutes before departure
Jetstar flights operated by Jetstar Asia (3K)	Check in opens 2 hours before departure Closes 45 minutes before departure	N/A

* Check-in closes 30 minutes before departure. Boarding will commence 20 minutes prior to departure.
** Please check with your local Qantas office for check-in time at all non-Australian / New Zealand ports. Ensure you adhere to check-in times or your fare may be forfeited.
^ Jetstar flights JQ 225 - 299 are Domestic New Zealand flights.

Carry On Baggage Allowances (except infants~) **- Qantas, QantasLink (QF) and Jetstar (JQ,3K) only^**		
Route	**Piece Allowance and Dimensions***	**Weight Allowance**
Qantas and QantasLink Australian Domestic flights (excludes Dash 8 services)	All classes: 2 x 105cm (41in) bags or 1 x 105cm (41in) bag plus 1 x 185cm (73in) non rigid garment bag or 1 x 115cm (45in) bag	Up to 10kg (22lb) for one piece, max 14kg (30lb) total
Dash 8 services	1 x 105cm (41in) bag	7kg (15lb) per piece
Qantas International (country specific exceptions may apply)	First/Business/Premium Economy: 2 x 115cm (45in) bags or 1 x 115cm (45in) bag plus 1 x 185cm (73in) non rigid garment bag Economy: 1 x 115cm (45in) bag or 1 x 185cm (73in) non rigid garment bag	Up to 10kg (22lb) for one piece, max 14kg (30lb) total 7kg (15lb) per piece
Jetstar fares where the flight number starts with "QF"	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	7kg (15lb) total across 2 items
Jetstar fares where the flight number starts with "JQ"	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	7kg (15lb) total across 2 items
Jetstar Business	56cm (width), 36cm (height), 23cm (depth) cabin baggage 11cm (height), 60cm (width) and 114cm (length) garment bag	14kg (30lb) total across 2 items (max of 10kg (22lb) per single item)

~ Visit qantas.com or Jetstar.com for information about baggage for infants
^ For other airlines, check with the applicable airline
* Total dimensions are measured by adding together the width, height and depth of the bag

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia
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QANTAS

Travel Information

Qantas Domestic Checked Baggage Allowance		
Cabin	**Customers**	**Allowance**
ECONOMY excludes QantasLink Services to/from Lord Howe Island	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	1 piece up to 23kg (50lb) 1 piece up to 32kg (70lb) 2 pieces up to 32kg (70lb) each 2 pieces up to 32kg (70lb) each
BUSINESS	All customers	2 pieces up to 32kg (70lb) each
INFANTS	N/A	No allowance but see note+ below.
QANTASLINK SERVICES To/from Lord Howe Island	All customers	2 pieces, with a combined total weight of up to 23kg (50lb), with each piece not exceeding: 1st piece at 14kg (30lb) and 2nd piece at 9kg (20lb). Due to weight restrictions the 2nd piece may need to travel separately, so pack accordingly.
QANTASLINK SERVICES	All customers	1 piece at 23kg (50lb)
Jetstar ECONOMY fares where the flight number starts with "QF"	All customers	1 piece up to 23kg (50lb)
Jetstar ECONOMY Starter fares and Classic Flight Rewards (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 20kg (44lb) total (no piece limit)
Jetstar ECONOMY Starter, Max fares and Classic Flight Rewards (booked after 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 23kg (50lb) total (no piece limit)
Jetstar ECONOMY Max fares (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	1 piece up to 30kg (66lb) total (no piece limit)

Qantas International Checked Baggage Allowance		
Cabin	**Customers**	**Allowance**
North and South America		
ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	1 piece up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each
PREMIUM ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	2 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each
BUSINESS	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	2 pieces up to 32kg (70lb) each 3 pieces up to 32kg (70lb) each 4 pieces up to 32kg (70lb) each
FIRST	Non Frequent Flyer, Bronze Qantas Club, Silver, Gold Platinum/Platinum One	3 pieces up to 32kg (70lb) each 4 pieces up to 32kg (70lb) each
INFANTS	N/A	1 piece up to 10kg (22lb) and see note+ below
All other International Destinations		
ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	30kg (66lb) 42kg (92lb) 46kg (101lb) 50kg (110lb)
PREMIUM ECONOMY	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	40kg (88lb) 52kg (114lb) 56kg (123lb) 60kg (132lb)
BUSINESS	Non Frequent Flyer, Bronze Qantas Club, Silver Gold Platinum/Platinum One	40kg (88lb) 52kg (114lb) 56kg (123lb) 60kg (132lb)
FIRST	Non Frequent Flyer, Bronze Qantas Club, Silver	50kg (110lb) 62kg (136lb)

	Gold Platinum/Platinum One	60kg (143lb) 70kg (154lb)
INFANTS	N/A	10kg (22lb) see note+ below
Jetstar ECONOMY Starter fares (booked before 15 February 2023) where the flight number starts with "JQ"	All customers	20kg (44lb) total
Jetstar ECONOMY Starter fares (booked after 15 February 2023) where the flight number starts with "JQ"	All customers	30kg (66lb) total
Jetstar ECONOMY Max fares where the flight number starts with "JQ"	All customers	30kg (66lb) total
Jetstar ECONOMY fares where the flight number starts with "QF"	All customers	30kg (66lb) total
Jetstar BUSINESS	All customers	30kg (66lb) total

Note:

Partner Airlines Checked Baggage Allowance: Check your ticketed allowance at Manage Booking. Different baggage allowances may apply each time you check-in baggage. If you check-in baggage for a multiple sector journey, usually the baggage allowance of the most significant carrier in your itinerary will apply. However, different rules may apply to tickets to and from North and South America.

Disclaimers:

On Dash-8 services, no single piece can weigh more than 32kg and bags weighing more than 23kg per passenger are subject to space availability.

Child Checked Baggage Allowance:

For each child travelling with an adult, 1 car seat and 1 collapsible stroller or push chair, each weighing up to 32 kg, can be carried free of charge. Charges will apply for any baggage carried in addition to the checked baggage allowance and additional items. The additional allowances apply only on Qantas operated flights with a QF flight number on the ticket.

Infant Checked Baggage Allowance:

For each infant travelling with an adult, up to 3 infant items on QF or 4 infant items on JQ, each weighing up to 32kg, can be carried free of charge including:

- Collapsible stroller or push-chair;
- Collapsible cot or bassinet; and
- Car seat or baby capsule.

The additional allowances apply only on Qantas operated flights with a QF flight number on the ticket or Jetstar operated flights with a JQ flight number on the ticket.

QANTAS

Travel Information

Important Information

Dimensions:
International Flights (excluding North and South America):
Total dimensions for each piece must not exceed 158cm (62in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
International Flights to and from North & South America:
Total dimensions of the 3 pieces must not exceed 405cm (159in) and total dimensions of the 2 pieces must not exceed 270cm (106in) with no single piece exceeding 158cm (62in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
Domestic Flights:
Total dimensions of each piece must not exceed 140cm (55in). Dimensions for checked baggage are calculated by adding together the width, height and depth of the piece of baggage.
+Adults travelling with an infant (under 2 years) on Qantas operated services may check-in up to three infant items free of charge. See here for more details.

Interline travel: Qantas baggage allowance may not apply. If your travel on this ticket involves more than one airline, the baggage allowance of the most significant carrier in your itinerary will apply to each journey, except in relation to travel to, from or within the USA. Under US DOT regulations, if your travel to, from or within the USA involves more than one airline, the baggage rules of one airline will apply to all of the flights in your itinerary. This is determined by the first carrier in your itinerary. For travel between Australia and the USA, usually (but not always) Qantas' baggage allowance will apply to the whole itinerary.

Member Allowances: Qantas Frequent Flyer and Qantas Club member baggage allowances apply to travel on Qantas and QantasLink operated flights with a QF flight number on your ticket, excluding flights to or from Lord Howe Island and Mount Hotham. These allowances also apply to Emirates operated flights with an EK flight number between and within Europe, the Middle East, North Africa, Asia and Australia. These benefits are not cumulative.

Definitions: Domestic travel is travel that is not combined with any international flights on the same ticket. International travel is travel between two or more countries including any flight within those countries if it is combined with the international travel.

General: No single item of checked baggage may exceed 32kg (70lb). Carriage of baggage is subject to space availability and any applicable aircraft weight restrictions, which vary. Baggage exceeding the specified allowance may need to be accommodated on a later flight.

Visit qantas.com/baggage or the "Planning & Booking - Baggage" page of jetstar.com for important information regarding baggage restrictions. For additional and excess baggage rates visit qantas.com/additionalbaggage or jetstar.com.

QANTAS

Travel Information

Enhanced Security Screening - Powders, Liquids, aerosols and gels
Enhanced security measures apply to and from Australia and on domestic sectors of international flights within Australia. Similar or more restrictive measures may apply for other countries. If you want to take powders, liquids, aerosols or gels through the screening point, make sure:

- each item is 100ml or less;
- all items fit comfortably in a transparent resealable 1 litre plastic bag (only 1 bag per person is allowed)

Exceptions: Prescription and non-prescription medicines and baby products that you need for the flight, but please note:

- proof of need may be required, and
- additional security checks may be performed
- All powders must be screened separately with restrictions on the carriage of inorganic powders over 350 millilitres (350 grams)

Note - Duty Free items: Duty free liquids, aerosols and gels not exceeding 100ml per item may be taken onboard in your transparent resealable 1 litre plastic bag. Government screening requirements vary between countries around the world, and duty free liquids, aerosols and gels which exceed 100ml may not always be permitted through a screening point at all airports on your journey. If your journey includes a flight with a transit stop or a transfer to an onward connecting flight, you may be required to take these items through the transit or transfer screening points where you may be required to surrender the item, and it will not be returned to you.

Qantas recommends that you visit TravelSecure for more information.

Use of insecticides
Some countries require the cabin of inbound flights to be treated with insecticide.
For additional information refer to Department of Transportation Aircraft Disinsection Requirements

Photo ID at Check-in
If you are travelling on an international flight, your passport and relevant documents will be required. For domestic flights in Australia (flights QF400 - 2999), you must be able to produce identification, such as your driver's license, Qantas booking reference, Qantas Frequent Flyer card, Qantas Club card or credit card used for the ticket purchased. For domestic flights departing from an international terminal (flights QF001-399), you may be required to produce photo identification.

Jetstar (JQ) & Jetstar Asia (3K) Flights - Onboard Inclusions/Exclusions
Food, beverages and entertainment are not included in most Jetstar fares.

Feedback and Complaints
To provide your feedback or make a complaint about our scheduled services, contact us by e-mail or in writing to Customer Care, Qantas Airways Limited, 10 Bourke Road, Mascot, NSW 2020, Australia.

In the US, you can also contact Qantas on toll-free telephone number 1-855-477 -9316 or the Aviation Consumer Protection Division of the US Department of Transport on telephone 202-366-2220 (TTY 202-366-0511). You can find more information at https://www.transportation.gov/airconsumer.

If you need assistance, please visit our online help.

Sharp objects or cutting implements
The following items if carried must be placed in your checked baggage:

- all knives, sharp objects or cutting implements of any kind and any length, whether of metal or other material (including, but not limited to paper knives, carpet knives, box cutters, letter openers, scissors of any kind, tradesman's tools, screwdrivers, and darts).
- sporting goods (including, without limitation, sporting bats, billiards/snooker/pool cues, catapults)

If these items are carried in your cabin baggage or on your person you will be required to surrender the item/s at the security screening point and it will not be returned to you.

Exception - Hypodermic Needles: Refer to Taking medications overseas or call your local Qantas office for information.

Travelling with Money
Are you planning to carry funds in or out of Australia? By law, you must now:

- If asked by a Customs or police officer, report travellers cheques, cheques, money orders or any other bearer negotiable instruments of any amount.
- Always report A$10,000 cash or more (or foreign currency equivalent) using a form available from Customs.

Visit www.austrac.gov.au for more information.

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For the reasons described above, we may disclose your personal information to:

- our related companies, other carriers and organisations which provide services to us (such as ground handling and other travel related services, call centre operation, market research and marketing services, and services associated with complaints or security incident investigation);
- your employer if you are travelling for work purposes on a ticket purchased by your employer*; and
- others to comply with our legal obligations, including to various law enforcement agencies, regulatory authorities and governments for security, customs and immigration purposes.

These parties may be located overseas including in the United Kingdom, the United States, Germany and any country which you travel to or through with us or our partner airlines.

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Some key conditions:

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Check-in: Deadlines apply and you may be refused carriage if you are late. View Qantas' check-in times at qantas.com/checkintimes.

Oversale - Denied Boarding: If you are denied boarding because your carrier has oversold an international flight on which you are booked, you may be entitled to compensation in accordance with applicable regulations (for example, in the EU or USA), or carrier's policy. When required by applicable law or regulation, the carrier must solicit volunteers before anyone is denied boarding involuntarily. For Qantas' policy - ask at our international check-in counters.

Insurance: Travel insurance is recommended.

Liability Limits: If your journey involves a stop in a country different from that of departure, then the Montreal Convention or the Warsaw Convention may govern and limit the liability of all airlines for death or bodily injury and in respect of loss of or damage to baggage.

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Death and bodily injury	Qantas has waived its liability limits	No financial limit
Checked baggage	250 francs/kg (approx. A$30/US$25)	Special Drawing Rights (SDRs) 1,131 SDRs (approx AU$1,950/US$1,800)
Carry-on baggage (carrier fault)	5,000 francs max. (approx. A$500/US$400)	

Delay: For damage occasioned by delay to your journey, where the Montreal Convention applies, the limit of liability is 4,694 SDRs (approx AU$8,160/US$7,500) per passenger in most cases. Where the Warsaw Convention applies, the carrier may be liable for damage occasioned by delay, subject to the Convention limit.

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Domestic (no international sectors on itinerary)	**Australia** (limits are per person)	**New Zealand** (limits are per person)
Death and bodily injury	A$725,000	Refer to ^
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Carry-on baggage	A$160	No liability except to extent our fault.
Delay	Your rights are limited by Qantas' Conditions of Carriage subject, in New Zealand, to rights under the Civil Aviation Act 1990.	

^Claims in New Zealand courts for damages arising directly or indirectly out of bodily injury or death of a passenger may be barred in accordance with the Injury Prevention, Rehabilitation, and Compensation Act (NZ) 2001 and we are not liable for loss or damage to carry-on baggage subject to your rights under the Consumer Guarantees Act 1993.

Baggage General: Comply with your carrier's baggage allowances and do not include fragile or perishable articles, precious metals, jewellery, money, rare items, business papers or other important documents or valuables (including cameras and electronic equipment) in your checked baggage. For Qantas' baggage allowances visit qantas.com/baggage.

Delays and Cancellation: If travelling on Qantas, we will use all reasonable efforts to depart on time, but we do not guarantee flight times. If your flight is delayed or cancelled, you may in some circumstances be entitled to assistance and/or compensation depending on your journey and applicable law.

Seating: Qantas does not guarantee you any particular seat even if your reservation is confirmed.

Specific Assistance: Qantas requires advance notice for some accommodations that passengers with disabilities may need, and passengers with disabilities may need to check in earlier than other passengers. For details, visit qantas.com/fitness.

Taxes, Fees and Carrier Charges: The charges, surcharges and taxes included in your fare or shown separately on your ticket may not be levied by a government authority but may be airport operator or carrier imposed. Details can be provided by your travel consultant.

Other Carriers/Non-Airline Transport: Except where you are travelling on a "QF" code, if Qantas issues a ticket or itinerary/receipt or checks baggage for carriage on another carrier, it does so only as agent for the other carrier and their conditions of carriage will apply to those services. The air carrier's conditions of carriage do not apply to any non-airline travel included in your booking. The operator's conditions of carriage may significantly limit or exclude liability. Ask your travel consultant for details.

Time Limit for Action: Any action in court to claim damages relating to your carriage must be brought within two years from the date of arrival of the aircraft or from the date on which the aircraft ought to have arrived.

Baggage Claims: There are time limits within which a claim must be made in writing to your carrier in circumstances of loss, damage or delay of your baggage. Some limits are as short as three days. Check with your carrier's Baggage Claims.

Privacy: Our privacy statement is available at qantas.com/privacy.

Dangerous Goods: For safety reasons, dangerous articles must not be packed in checked or carry-on baggage. Prohibited articles include but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidising materials, poisons, infectious substances, and briefcases with installed alarm devices. For the latest details on dangerous goods, visit qantas.com/dangerousgoods

Qantas Airways Limited ABN 16 009 661 901, 10 Bourke Road, Mascot NSW 2020, Australia

qantas.com

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	11/04/2024
Cardholder:	Tamara Clarkson (1242)
Declaration:	Simon Dexter

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	TL Engineering
Description of Purchase:	Parts for Kevrek Crane for Plant 130
GL Account or Job #:	P130
Amount:	$683.10
Authorised by:	Tamara Clarkson (1242)
Signature:	
Date:	11/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

TL ENGINEERING
VEHICLE BODY BUILDERS SINCE 1970
CELEBRATING 50 YEARS 1970 - 2020

QUOTE No. 60161
Order No.
Valid for 30 days

Simon Dexter
Mechanic
Shire of Derby
P 9191 0999
E Simon.Dexter@sdwk.wa.gov.au

Vehicle:	supply Only
Salesperson:	Dave Teague
Email:	dteague@tleng.com.au
Date:	11/04/2024

Quote Description: Keverk Parts - Amended

Hi Simon,

Thank you for your interest in TL Engineering where we pride ourselves on customer service and proudly supporting local jobs.

This quote is based on our discussions to date and with the information you have provided. Please check the attached quote thoroughly and if you feel that changes need to be made, let us know promptly.

Note that should you order the incorrect part and we are not able to absorb into stock, a restocking fee may be on-charged. Shipping costs for returned items to be at the buyers expense.

To proceed with your TL Order, please complete the acceptance form and pay the full amount, as shown on the last page of this quote. Alternatively you can pay via credit card over the phone.

If you have any questions, please let us know as soon as possible.

On behalf of all at TL Engineering, I thank you for your continued support of our 54-year old, Australian owned company.

Dave Teague
08 9279 5466
dteague@tleng.com.au

TL ENGINEERING
VEHICLE BODY BUILDERS SINCE 1970
CELEBRATING 50 YEARS 1970 - 2020

QUOTE No. 60161
Order No.
Valid for 30 days

Supply Only Part Details:

Part #	Item	Qty	Unit Price	Total ex GST
26036	**Pivot Pin 25 mm Dia 1000/4/4**	1.00	$68.00	$68.00
19900	**Pivot Pin Circlip 1000/3/3**	1.00	$3.50	$3.50
	Please note that part number 1000/4/5 has been superseded by part number 1000/3/3. It is the same part - 25mm circlip.	1.00	$0.00	$0.00
11414	**Pin Boom Locking 1000/4/13**	1.00	$40.00	$40.00
21747	**Retaining Clip 1000/4/14**	1.00	$4.50	$4.50
17573	**1000|1500 Kevrek H/D Cover LHF - 1000/0/2**	1.00	$450.00	$450.00
SHIPPING	**SHIPPING**	1.00	$55.00	$55.00
			Sub Total ex GST	$621.00
			GST	$62.10
			Total Inc GST	$683.10

Please note:

- Freight is estimated to Derby WA, please confirm delviery address before placing order.
- Ensure parts are correct before placing orders. Parts ordered in cannot be returned for credit or refund.

TL ENGINEERING
VEHICLE BODY BUILDERS SINCE 1970
CELEBRATING 50 YEARS 1970 - 2020

QUOTE No. 60161
Order No.
Valid for 30 days

QUOTE ACCEPTANCE

To accept this quote and place an order, please:

- Complete this form
- Pay full amount as per bank details below
- Email this completed form and the deposit Remittance Advice to accounts@tleng.com.au

I HEREBY ACCEPT THIS QUOTATION:

Name:_____ Signature:_____ Date:_____

PAYMENT

Pay full amount into the following account:

- Name: TL Engineering (Aust) Pty Ltd
- BSB: 016 263
- ACCOUNT: 2667 83268

Paying by Credit Card will incur a 1.45% fee for amounts over $5,000.

Amex and Dinners Card payments not accepted.

Once this completed form and a remittance advice have been received, your order will be commenced. This order is estimated to take 3-5 business days to complete.

Thank You for choosing TL!

ATLAS FUEL ASCOT
Atlas Fuel Ascot Pty Ltd.
472 Great Eastern Highway
Ascot WA 6104
ABN: 74 659 270 023
PH No.: 08 6145 1151
Welcome to Atlas Ascot Wholesale Depot!
Tax Invoice #0010412840237

07-05-24 10:47:57 am
Served by TRUDIE, LANE02

Fuel
*Dispenser 5 Prem Dsl $98.63
55.13L @ $1.769/L

Item Count: 1
Total $98.63
GST Included $8.97

*... Taxable Items
M... Manually entered weight

R0010412840237

Thank you for supporting Atlas Ascot Wholesale D epot. We truly appreciate your business and look forward to serving you again soon.

Please retain receipt for proof of purchase

POS supplied by GaP Solutions Pty. Ltd.
COMMONWEALTH BANK
EFTPOS
ATLAS FUEL ASCOT PL
ASCOT WA

TERMINAL: 35523602
REFERENCE: 426987

CARD NO.: 2418 (t)
PAN SEQ: 00
CREDIT 000507104807
AID: A0000000031010
TVR: 0000000000

12141/320 CITI CUL - Consultants

Noelene Bain

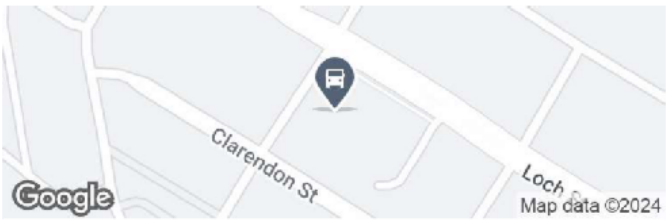
From: Cafe Norval <messenger@messaging.squareup.com>
Sent: Thursday, 2 May 2024 12:29 PM
To: Jess Karlsson
Subject: Receipt from Cafe Norval - SDWK CC Expense Meeting with Town Teams Movement

Cafe Norval

Let Cafe Norval know about your experience

$18.70

Black Long	$5.90
Flat White 16oz	$6.90
Flat White 12oz	$5.90
Purchase Subtotal	$18.70
Total	**$18.70**
GST included in total	$1.70



1

Cafe Norval
Last Location
ABN 36 143 624 591

Visa 2418 (Contactless) VISA .	02/05/2024, 14:26 #nbap Auth code: 104452

AID: A0000000031010
No CVM

TAX INVOICE

© 2024 Square AU Pty. Ltd.

Square AU Pty. Ltd.
ABN 38 167 106 176
Square Buyer (Non-Account Holders) Privacy Policy

Please contact Cafe Norval about its privacy practices. · Not your receipt?

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	23/04/2024
Cardholder:	Jess Karlsson (TBA)
Declaration:	Rohan Disley

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Humanitex
Description of Purchase:	Training Course for Rahnje Delvin (Environmental Health Field Support Officer) - WA Men's Wellbeing Conference 2024 - 14th of June. Price listed is the early bird discount price.
GL Account or Job #:	PC06
Amount:	$302.88
Authorised by:	Jess Karlsson (TBA)
Signature:	
Date:	26/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

Receipt

Order Id: 9JK6YDE8
Order date: 29th Apr 2024

Receipt to:
Rahnje Delvin

Richmond Wellbeing
29 Manning rd
Cannington WA 6107
ABN: 36 6580 413 25

Thank you for your purchase for ***WA Men's Wellbeing Conference 2024 - 14th Jun 2024*** organised by ***Richmond Wellbeing & Mens Talk*** .
This receipt can be used as a tax invoice.

Item Description	Unit Price (Excl. GST)	Qty	Sub Total (Excl. GST)
Early Bird	$268.18	1	$268.18
Humanitix booking fee	$7.88		$7.88

Total GST	**$26.82**
Total Amount Due	**$302.88**
Total Amount Paid (incl. GST)	**$302.88**

**** All dollar amounts are in AUD***

Ticketing by
HUMANITIX
The humane choice for tickets. 100% of profits go to charity.

Humanitix Limited
Level 1/1-5 Hickson Rd
The Rocks NSW 2000
Australia
ABN: 32 618 780 439

Rahnje Delvin

WA Men's Wellbeing Conference 2024

Early Bird

Fri 14th Jun 2024, 8:00 am - 6:00 pm AWST

Rendezvous Hotel Perth Scarborough 148 The Esplanade, Scarborough WA 6019, Australia

Ticket no: 1 Price: $302.88

Humanitix

Order number: 9JK6YDE8
Buyer: Rahnje Delvin
Accessibility Info

Your additional information

First name
Rahnje

Last name
Delvin

Email
noelene.bain@sdwk.wa.gov.au

Do you have any accessibility requirements? (Please let us know if you require Auslan interpreters)

Dietary Requirements

Thanks for booking with Humanitix.
Humanitix donates 100% of profits from your booking fee to charities that help disadvantaged children get access to education, healthcare and greater opportunity for a fair-go in life.

Tax Invoice

Jess
Australia

Invoice issued by Rasier Pacific Pty Ltd on behalf of:
AKSHAY KUMAR
Australia
Australian Business Number (ABN): 72898510421

Invoice number: GCJCJBBG-03-2024-0000455
Invoice date: 22 Apr 2024

Tax Point Date	Description	Qty	GST	GST Amount	Net amount
22 Apr 2024	Transportation service fare	1	10%	$2.85	$28.56
22 Apr 2024	Temporary Fuel Surcharge	1	10%	$0.05	$0.50
22 Apr 2024	Booking Fee	1	10%	$0.08	$0.77
			Total net amount		$29.83
			Total GST 10%		$2.98
			Total amount payable		$32.81

Issued on behalf of AKSHAY KUMAR by:
Rasier Pacific Pty Ltd / Level 8, 1 O'Connell Street, NSW 2000, Sydney, Australia / ABN: 27 622 365 833

Tax Invoice

Jess
Australia

Invoice issued by Rasier Pacific Pty Ltd on behalf of:
RANA SUBTAIN WAHEED
Australia
Australian Business Number (ABN): 41386958140

Invoice number: FJJEDEIJ-03-2024-0000765
Invoice date: 17 Apr 2024

Tax Point Date	Description	Qty	GST	GST Amount	Net amount
17 Apr 2024	Transportation service fare	1	10%	$1.47	$14.74
17 Apr 2024	Booking Fee	1	10%	$0.08	$0.77
17 Apr 2024	Temporary Fuel Surcharge	1	10%	$0.02	$0.22
			Total net amount		$15.73
			Total GST 10%		$1.57
			Total amount payable		$17.30

Issued on behalf of RANA SUBTAIN WAHEED by:
Rasier Pacific Pty Ltd / Level 8, 1 O'Connell Street, NSW 2000, Sydney, Australia / ABN: 27 622 365 833

Tax Invoice

Jess
Australia

Invoice issued by Rasier Pacific Pty Ltd on behalf of:
LUIS MONTALVO
Australia
Australian Business Number (ABN): 24082349376

Invoice number: GBCEFDHF-03-2024-0000425
Invoice date: 17 Apr 2024

Tax Point Date	Description	Qty	GST	GST Amount	Net amount
17 Apr 2024	Transportation service fare	1	10%	$1.05	$10.53
17 Apr 2024	Booking Fee	1	10%	$0.08	$0.77
17 Apr 2024	Wait Time	1	10%	$0.02	$0.18
17 Apr 2024	Temporary Fuel Surcharge	1	10%	$0.01	$0.12
			Total net amount		$11.60
			Total GST 10%		$1.16
			Total amount payable		$12.76

Issued on behalf of LUIS MONTALVO by:
Rasier Pacific Pty Ltd / Level 8, 1 O'Connell Street, NSW 2000, Sydney, Australia / ABN: 27 622 365 833

Tax Invoice

Jess
Australia

Invoice issued by Rasier Pacific Pty Ltd on behalf of:
NAMGAY WANGDI
Australia
Australian Business Number (ABN): 86765603750

Invoice number: FDFEBGFE-03-2024-0000772
Invoice date: 16 Apr 2024

Tax Point Date	Description	Qty	GST	GST Amount	Net amount
16 Apr 2024	Transportation service fare	1	10%	$1.50	$14.99
16 Apr 2024	Temporary Fuel Surcharge	1	10%	$0.02	$0.25
16 Apr 2024	Booking Fee	1	10%	$0.08	$0.77
			Total net amount		$16.01
			Total GST 10%		$1.60
			Total amount payable		$17.61

Issued on behalf of NAMGAY WANGDI by:
Rasier Pacific Pty Ltd / Level 8, 1 O'Connell Street, NSW 2000, Sydney, Australia / ABN: 27 622 365 833

Tax Invoice

Jess
Australia

Invoice issued by Rasier Pacific Pty Ltd on behalf of:
USMAN QURESHI
Australia
Australian Business Number (ABN): 33813328431

Invoice number: GJDGCHIE-03-2024-0000869
Invoice date: 16 Apr 2024

Tax Point Date	Description	Qty	GST	GST Amount	Net amount
16 Apr 2024	Transportation service fare	1	10%	$2.56	$25.60
16 Apr 2024	Booking Fee	1	10%	$0.08	$0.77
16 Apr 2024	Temporary Fuel Surcharge	1	10%	$0.02	$0.22
			Total net amount		$26.59
			Total GST 10%		$2.66
			Total amount payable		$29.25

Issued on behalf of USMAN QURESHI by:
Rasier Pacific Pty Ltd / Level 8, 1 O'Connell Street, NSW 2000, Sydney, Australia / ABN: 27 622 365 833

Tax Invoice

Jess
Australia

Invoice issued by Rasier Pacific Pty Ltd on behalf of:
JATINDER SINGH
Australia
Australian Business Number (ABN): 59676768185

Invoice number: FFJIACFG-03-2024-0000562
Invoice date: 14 Apr 2024

Tax Point Date	Description	Qty	GST	GST Amount	Net amount
14 Apr 2024	Transportation service fare	1	10%	$1.71	$17.18
14 Apr 2024	Temporary Fuel Surcharge	1	10%	$0.03	$0.28
14 Apr 2024	Booking Fee	1	10%	$0.08	$0.77
			Total net amount		$18.23
			Total GST 10%		$1.82
			Total amount payable		$20.05

Issued on behalf of JATINDER SINGH by:
Rasier Pacific Pty Ltd / Level 8, 1 O'Connell Street, NSW 2000, Sydney, Australia / ABN: 27 622 365 833

Tax Invoice

Jess
Australia

Invoice issued by Rasier Pacific Pty Ltd on behalf of:
TAHIR JAVED
Australia
Australian Business Number (ABN): 29218409467

Invoice number: GGECICGE-03-2024-0001068
Invoice date: 13 Apr 2024

Tax Point Date	Description	Qty	GST	GST Amount	Net amount
13 Apr 2024	Transportation service fare	1	10%	$2.19	$21.90
13 Apr 2024	Temporary Fuel Surcharge	1	10%	$0.03	$0.30
13 Apr 2024	Booking Fee	1	10%	$0.08	$0.77
			Total net amount		$22.97
			Total GST 10%		$2.30
			Total amount payable		$25.27

Issued on behalf of TAHIR JAVED by:
Rasier Pacific Pty Ltd / Level 8, 1 O'Connell Street, NSW 2000, Sydney, Australia / ABN: 27 622 365 833

Tax Invoice

Jess
Australia

Invoice issued by Rasier Pacific Pty Ltd on behalf of:
AHMED ARKOAZI
Australia
Australian Business Number (ABN): 29396751056

Invoice number: FFAIFFGC-03-2024-0000285
Invoice date: 13 Apr 2024

Tax Point Date	Description	Qty	GST	GST Amount	Net amount
13 Apr 2024	Transportation service fare	1	10%	$1.87	$18.75
13 Apr 2024	Booking Fee	1	10%	$0.08	$0.77
13 Apr 2024	Temporary Fuel Surcharge	1	10%	$0.03	$0.29
			Total net amount		$19.81
			Total GST 10%		$1.98
			Total amount payable		$21.79

Issued on behalf of AHMED ARKOAZI by:
Rasier Pacific Pty Ltd / Level 8, 1 O'Connell Street, NSW 2000, Sydney, Australia / ABN: 27 622 365 833

Shire of Derby / West Kimberley

Request to use Corporate Credit Card

Date:	08/04/2024
Cardholder:	Jess Karlsson (2418)
Declaration:	Michele Illy

Requests to use your Corporate Credit Card for the below purchase.

Name of Supplier:	Humanitex - Dept of Health
Description of Purchase:	Registration fee - Mosquito Management Training - Susan Stafford - 9th September 2024 - Mandurah
GL Account or Job #:	PC06
Amount:	$1265.00
Authorised by:	Jess Karlsson (2418)
Signature:	
Date:	08/04/2024

**** Please send this completed form and the invoice/receipt to the Executive Services Administration* Coordinator *****

X:\Temp\2 Corporate Services\Creditors\ANZ Credit Card Receipts

Receipt

Order Id: 49UDV8QV
Order date: 10th Apr 2024

Receipt to:
Susan Stafford

Department of Health WA
189 Royal Street,
East Perth WA 6004
ABN: 28684750332

Thank you for your purchase for ***Mosquito Management Training Course, Mandurah, Western Australia - 9th Sep 2024*** organised by ***Environmental Health Directorate*** .
This receipt can be used as a tax invoice.

Item Description	Unit Price (Excl. GST)	Qty	Sub Total (Excl. GST)
General Admission	$1150.00	1	$1150.00

Total GST	**$115.00**
Total Amount Due	**$1265.00**
Total Amount Paid (incl. GST)	**$1265.00**

**** All dollar amounts are in AUD***

Ticketing by
humanitix

The humane choice for tickets. 100% of profits go to charity.

Humanitix Limited
Level 1/1-5 Hickson Rd
The Rocks NSW 2000
Australia
ABN: 32 618 780 439

Training Request Form

EMPLOYEE TO COMPLETE

Employee Details:

Employee Attending Training	Employee Number
Susan Stafford	780

Position	Department
Aboriginal Environmental Health Coordinator	Development Services

Training Course / Conference / Seminar Details:

Course Title	Training Provider/Institute
Mosquito Management Training	WA Department of Health

Course Duration			Copy of course outline / program attached?	
Start Date	09/09/2024	End Date 13/09/2024	Yes	No

Account Number	Budget Available
PC06	

Training Expense Form: Click here for Training Expense Form

Employee must complete and submit with this request form for approval

Justification for Training:

Performance Appraisal Training Needs: Development

Relevant outcome in my position description:

Mosquito Management throughout Indigenous Communities that the AEHU team service

Relevant to my development:

Understanding mosquito management in more depth, this training will develope the understanding.

Employee Signature	Date
SStafford	08/03/2024

APPROVING SUPERVISOR/MANAGER TO COMPLETE

Is this Training Course / Conference / Seminar an '**agreed training need**' from the employees most recent Performance and Development Agreement? Yes

IF NOT WHY?

Supervisor/Manager Name	Supervisor/Manager Signature	Date
Paul Fromont		08/03/2024

Senior Manager / CEO Authorisation:

Approved By Name	Approved By Signature	Date
Jess Karlsson		14/03/2024

Training Expense Form

Employee Name:	Susan Stafford

FILL IN HIGHLIGHTED CELLS

	Course Name	Provider	Duration	Cost
Course / Training:	Mandurah Mosquito Course 9/09/24 - 13/09/24	Department of WA Health	5 day	$1,265.00

	Destination	Date	QTY.	Cost	TOTAL
Airfares:	Broome to Perth	8/09/2024	1	$305	$ 305.00
	Perth to Broome	14/09/2024	1	$305	$ 305.00
	TOTAL COSTS				$ 610.00

	Accomodation	Date	Nights	Cost per night	TOTAL
Accomodation:	Accommodation Dolphine View 404	08-09-2024 - 14-09-2024	6	$200	$ 1,200.00
Own Accomodation:	CAMP		0	$ 30.00	$ -
	TOTAL COSTS				$ 1,200.00

		QTY.	Cost	TOTAL
Meals:	Breakfast:	5	$ 25.00	$ 125.00
N/A	Lunch:	0	$ 20.00	$ -
N/A	Dinner:	6	$ 40.00	$ 240.00
	TOTAL COSTS			$ 365.00

		QTY.	Cost	TOTAL
Taxi:	Airport / Accomodation return		$ 50.00	$ -
	Accomodation / Training return		$ 50.00	$ -
	TOTAL COSTS			$ -

		Date	Cost	TOTAL
OTHER:	Travel Time	8/09/24 Sunday	$360	$ 360.00
ie Travel Time		14/09/24 Saturday	$300	$ 300.00
	TOTAL COSTS			$ 660.00

	TOTAL ESTIMATE OF COSTS $ 4,100.00

All Staff members requesting training and travel are required to estimate costs of intended travel.

Please attach to Employee Training and Development Request Form.

Approval must be granted for the calculated estimate of intended travel by your Department Manager before bookings are made.

Employee Signature: S Stafford

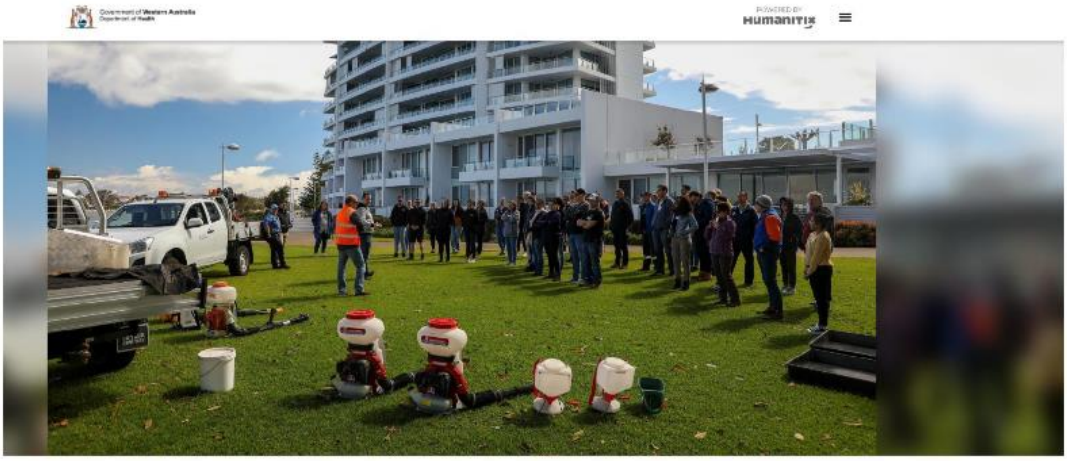
Date: Susan Stafford 08-04-2024

Supervisors Signature:

Date: 10/04/2024

Revised Mar 2015

Refer to Policy Manual: Section 8:2 for further information



9th September

Mosquito Management Training Course, Mandurah, Western Australia

Price **$1150** AUD + GST

Register

REPORT TO COUNCIL – JUNE 2024

EFT PAYMENTS – MUNI ACCOUNT

PAYMENT ID	DATES	CREDITOR / INVOICE DETAILS	AMOUNT
EFT59496	**07/06/2024**	**AUSTRALIA PACIFIC VALUERS PTY LTD ITF THE APV UNIT TRUST T/AS APV VALUERS & ASSET MANAGEMENT**	**17,473.50**
INV 815	29/05/2024	APV PROPOSAL - COMPLETION OF INSPECTIONS, FINAL REPORT	17,473.50
EFT59497	**07/06/2024**	**ARAC REFRIGERATION & AIR CONDITIONING**	**434.85**
INV 10670	29/05/2024	REPLACE FAULTY CONDENSER FAN	434.85
EFT59498	**07/06/2024**	**BUILDING AND ENERGY**	**113.30**
INV PERMIT 3105	31/05/2024	BSL - MAY 2024 (BA02-0007 & BA02-0008)	113.30
EFT59499	**07/06/2024**	**OFFICE NATIONAL BROOME (THE BOSS SHOP)**	**671.80**
INV 1088454	30/04/2024	COPY COUNT CHARGES 2690 KONICA & 3185 CANON - APRIL 2024	309.97
INV 1090783	21/05/2024	COPY COUNT CHARGES 2690 KONICA & 3185 CANON - MAY 2024	361.83
EFT59500	**07/06/2024**	**BEYOND POTENTIAL GROUP PTY LTD**	**990.00**
INV 0293	03/05/2024	INTERNAL CLEAN - 4/9 Ashely Street & 13B Holman Street	990.00
EFT59501	**07/06/2024**	**BROOME FLORIST**	**1,120.00**
INV 0024	16/04/2024	7 X ANZAC WREATHS & LEST WE FORGET RIBBONS	1,120.00
EFT59502	**07/06/2024**	**CHRIS HAMMER**	**858.42**
INV REIMB0406	04/06/2024	UTILITY SUBSIDY: POWER FOR 15/02/2024 TO 15/04/2024	858.42
EFT59503	**07/06/2024**	**CMT BUILDING WA PTY LTD**	**2,992.00**
INV 1249	24/05/2024	PAINTING OF COMM DEV MANAGER'S OFFICE, FREIGHT	2,992.00
EFT59504	**07/06/2024**	**WINC**	**577.96**
INV 9045393286	27/05/2024	STATIONERY ITEMS FOR FX ADMIN	25.45
INV 9045402415	28/05/2024	SUPPLY LOGITECH SPEAKERS	115.68
INV 9045403303	28/05/2024	STATIONERY ITEMS FOR ADMIN & COLEMAN	436.83
EFT59505	**07/06/2024**	**DERBY BUILDING SUPPLIES**	**4,820.20**
INV 561798	28/05/2024	MAKITA BHX2500 AIR FILTERS	14.20
INV 561799	28/05/2024	SUPPLY OF 450G CARTRIDGES CASTROL	630.00
INV 561966	30/05/2024	162X20KG ASPHALT, 30X20KG ASPHALT	4,176.00
EFT59506	**07/06/2024**	**DERBY BUS SERVICE PTY LTD**	**22.00**
INV 22370	16/05/2024	FREIGHT FROM KIMBERLEY KOLOURS	22.00
EFT59507	**07/06/2024**	**DERBY FUELS**	**798.47**
INV 269130	22/05/2024	5X $20 GIFT CARDS FOR VOLUNTEERS WEEK PRIZE GIVEAWAY	100.00
INV 269253	24/05/2024	CATERING FOR AUDIT MEETING 23/05/2024	525.00

INV 1146776	30/05/2024	LITRES ULP91 TO BE COLLECTED FROM BOWSER IN CONTAINERS	173.47
EFT59508	**07/06/2024**	**DERBY SPORTSMEN'S CLUB INC**	**2,800.00**
INV 1906	04/05/2024	CATERING DERBY COMMUNITY EXPO ON SATURDAY 4TH MAY	2,800.00
EFT59509	**07/06/2024**	**DERBY PROGRESSIVE SUPPLIES**	**526.99**
INV 089118	28/05/2024	SUPPLY 15X 1.4L SHARPS CONTAINERS	526.99
EFT59510	**07/06/2024**	**DERBY HARDWARE MITRE10**	**194.83**
INV 10603701	23/05/2024	SUPPLY 10 X HI-VIS VESTS & BARRIER TAPE	129.87
INV 10604078	29/05/2024	SUPPLY TAPE	42.97
INV 10604114	29/05/2024	SUPPLY DUCT TAPE	21.99
EFT59511	**07/06/2024**	**ECHO SOUND**	**1,650.00**
INV 24025	06/05/2024	SUPPLY ENTERTAINMENT EQUIPMENT FOR COMMUNITY EXPO	1,650.00
EFT59512	**07/06/2024**	**EMMA ZUNKER**	**50.00**
INV REIMB 2805	28/05/2024	BOND RETURN - CAT TRAP	50.00
EFT59513	**07/06/2024**	**EVELYN HOOGLAND**	**16.00**
INV REIMB 0506	05/06/2024	REIMBURSE - PURCHASE OF LIBRARY RESOURCES	16.00
EFT59514	**07/06/2024**	**BASS TECHNOLOGY GROUP T/AS FX COMM & AV**	**51,223.05**
INV 8230162	16/05/2024	SITE ASSESSMENT OF SHIRE CCTV ASSETS	2,673.00
INV 8230199	20/05/2024	VARIOUS SITE VISITS & REPLACEMENTS	47,881.80
INV 8230055	28/05/2024	ASSESS POLES WITH NO POWER AT IGA & CNR FLYNN	668.25
EFT59515	**07/06/2024**	**FITZROY HARDWARE PTY LTD**	**105.00**
INV 10010748	21/05/2024	SUPPLY 5X 15L WATER	105.00
EFT59516	**07/06/2024**	**THE FITZROY RIVER LODGE**	**3,623.00**
INV 352479	19/05/2024	COUNCILLOR ACCOMMODATION TO ATTEND EXPO 18-19/05/2024	333.00
INV 352046	19/05/2024	ACCOMMODATION PRESIDENT 18/05/2024 TO ATTEND EXPO	333.00
INV 335016	30/05/2024	COUNCIL MEETING FX ACCOMMODATION CEO 30/05/24	323.00
INV 355023	30/05/2024	COUNCIL MEETING FX ACCOMMODATION ABORIGINAL ENGAGEMENT MANAGER 30/05/24	323.00
INV 355015	31/05/2024	ACCOMMODATION FOR ORDINARY COUNCIL MEETING 30/05/2024	333.00
INV 355018	31/05/2024	ACCOMMODATION FOR ORDINARY COUNCIL MEETING 30/05/2024	323.00
INV 355019	31/05/2024	ACCOMMODATION FOR ORDINARY COUNCIL MEETING 30/05/2024	323.00
INV 354998	31/05/2024	ACCOMMODATION FOR ORDINARY COUNCIL MEETING 30/05/2024	333.00
INV 354999	31/05/2024	ACCOMMODATION FOR ORDINARY COUNCIL MEETING 30/05/2024	333.00
INV 355012	31/05/2024	ACCOMMODATION FOR ORDINARY COUNCIL MEETING 30/05/2024	333.00
INV 355014	31/05/2024	ACCOMMODATION FOR ORDINARY COUNCIL MEETING 30/05/2024	333.00
EFT59517	**07/06/2024**	**GARRARDS PTY LTD**	**732.69**
INV 1065644	15/04/2024	VECTOBAC G 18KG (VECT/G/18, FREIGHT	732.69

EFT59518	**07/06/2024**	**GREENFIELD TECHNICAL SERVICES**	**19,083.35**
INV 3987	27/05/2024	AGRN 1044 - CONSTRUCTION MANAGEMENT PACKAGE 1 - APRIL 2024	658.35
INV 4024	31/05/2024	STAGE 1A - INITIAL CONCEPT ASSESSMENT JOB # J1086	18,425.00
EFT59519	**07/06/2024**	**HOATH REFRIGERATION & AIRCONDITIONING**	**325.55**
INV 4008	21/05/2024	FAULT FIND A/C, SUPPLY CONDENSER FAN MOTOR	325.55
EFT59520	**07/06/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**30.19**
INV 570785	09/05/2024	13B HOLMAN STREET 02/05/24 - 03/05/24	30.19
EFT59521	**07/06/2024**	**ITVISION**	**3,657.50**
INV 41155	29/05/2024	SYNERGYSOFT END OF YEAR RATES AND BILLING TRAINING 13-14/05/2024	2,337.50
INV 41165	29/05/2024	SYNERGYSOFT END OF YEAR FINANCIALS TRAINING 20/05/2024	825.00
INV 41204	29/05/2024	SYNERGYSOFT END OF YEAR PAYROLL TRAINING	495.00
EFT59522	**07/06/2024**	**JAMIE BONE**	**2,652.95**
INV REIMB0306-9	03/06/2024	REIMBURSE PURCHASE OF FUEL FOR 1HDI 142	100.02
INV REIMB0306-10	03/06/2024	REIMBURSE ACCOMMODATION 14-15/07/2023	619.15
INV REIMB0306-1	03/06/2024	REIMBURSE PURCHASE OF FUEL FOR 1HWY 067	71.93
INV REIMB0306-2	03/06/2024	REIMBURSE PURCHASE OF FUEL FOR 1HWY 067	81.02
INV REIMB0306-3	03/06/2024	REIMBURSE PURCHASE OF MEALS 06-07/05/2024	429.25
INV REIMB0306-4	03/06/2024	REIMBURSE PURCHASE OF MEALS 13-14/02/2024	42.45
INV REIMB0306-5	03/06/2024	REIMBURSE PURCHASE OF FUEL FOR 1HUW 348	504.02
INV REIMB0306-6	03/06/2024	REIMBURSE PURCHASE OF MEALS 05-08/03/2024	216.35
INV REIMB0306-7	03/06/2024	REIMBURSE PURCHASE OF FUEL FOR 1HUW 348	432.50
INV REIMB0306-8	03/06/2024	REIMBURSE PURCHASE OF FUEL FOR 1HUW 333	156.26
EFT59523	**07/06/2024**	**JILA PLUMBING**	**1,956.90**
INV 5641	18/10/2023	INSTALL NEW FIRE HOSE REEL & CABINET, MATERIALS	849.20
INV 5997	27/05/2024	SERVICE & RE-WASHER TAPS IN ROOMS 1 & 22, MATERIALS	198.00
INV 6000	27/05/2024	INSPECT UNITS 1-4 FOR LEAKS, MATERIALS	358.60
INV 6004	30/05/2024	CLEAR BLOCKAGE, SEWER INSPECTION LID	182.05
INV 6007	30/05/2024	RECTIFY ISSUE IN LADIES TOILETS, MATERIALS	369.05
EFT59524	**07/06/2024**	**JASON JOHNSON TURF CONSULTING & SERVICES**	**2,656.38**
INV 0052	24/05/2024	DERBY OVAL TURF CONSULTATION WITH LOCAL TURF CONTRACTOR	2,656.38
EFT59525	**07/06/2024**	**KIMBERLEY CAR HIRE**	**2,728.00**
INV 6096	31/05/2024	31 DAY HIRE OF HILUX 1HDH142	2,728.00
EFT59526	**07/06/2024**	**KULBARDI HILL CONSULTING**	**18,106.00**
INV 255	24/05/2024	REPLACEMENT OF SIGNAGE FOR THE DERBY HERITAGE TRAIL - 50% DEPOSIT	18,106.00
EFT59527	**07/06/2024**	**NORTH REGIONAL TAFE**	**15,711.25**

INV I0023402	23/05/2024	CHEMICAL HANDLING BASICS COURSE X 7 STAFF MEMBERS	1,552.60
INV I0023538	31/05/2024	6 X IAA09 - CHEMICAL HANDLING SKS - TERM 2 2024	429.00
INV I0023504	31/05/2024	11 X BSB50420 DIP OF LEADERSHIP AND MANAGEMENT	13,658.15
INV I0023598	05/06/2024	IAA09 - CHEMICAL HANDLING SKS - TERM 2 2024	71.50
EFT59528	**07/06/2024**	**KIMBERLEY HIRE**	**2,871.00**
INV KH6338	31/08/2023	HIRE OF 2X PORTALOOS FOR RAAF DISPLAY EVENT 03/08/2023	1,540.00
INV KH6482	30/04/2024	HIRE OF 2X BAIN MARIES & DEEP FRYER 25/04/2024	605.00
INV KH6481	30/04/2024	HIRE OF 100 CHAIRS INCLUDING TRAILER 25/04/2024	726.00
EFT59529	**07/06/2024**	**KENNEDY INVESTMENTS WA P/L (LANCELIN BOBCAT HIRE)**	**72,878.30**
INV 721	09/05/2024	FOOTPATH REPAIRS LOCH STREET	72,878.30
EFT59530	**07/06/2024**	**THE PIER GROUP PTY LTD T/AS CS LEGAL**	**396.00**
INV 033551	31/05/2024	PROFESSIONAL FEES FOR DEBT RECOVERY - A102324, A102600, A900193	396.00
EFT59531	**07/06/2024**	**LUCY ELIZABETH LEMANN**	**50.71**
INV REIMB 3005	30/05/2024	REIMBURSE - FX - DERBY USED OWN CARD TO FILL CAR - 1HTK288	50.71
EFT59532	**07/06/2024**	**RM SURVEYS PTY LTD (RM MAKJAP)**	**3,305.50**
INV 39313	31/05/2024	REPEG OF VACANT GRAVESITES	3,305.50
EFT59533	**07/06/2024**	**MARKET CREATIONS AGENCY PTY LTD**	**3,207.60**
INV II35-44	27/05/2024	PHASE 3 - WEBSITE PROJECT BUILD - BOAB COUNTRY TOURISM SITE	1,722.60
INV JB15-45	27/05/2024	PRINT 22X CORFLUTE SIGNS	1,485.00
EFT59534	**07/06/2024**	**NORTHERN RURAL SUPPLIES PTY LTD**	**192.20**
INV Y830724	05/06/2024	FEED PULLET GROWER CRUMB & POULTRY MIX	192.20
EFT59535	**07/06/2024**	**THINK WATER BROOME**	**561.38**
INV 24-00005329	23/05/2024	ARV-1-A AIR RELEASE VALVE 25MM BSP	108.38
INV 24-00005258	29/05/2024	TORO POTTED DC LATCHING SOLENOIDS FOR CLARENDON ST	453.00
EFT59536	**07/06/2024**	**KIMBERLEY COUNTRY DEPARTMENT STORE**	**1,624.28**
INV DB52369	28/05/2024	STAFF UNIFORMS FOR DIRECTOR OF TECHNICAL & DEVELOPMENT SERVICES	200.00
INV DB51303	30/05/2024	STAFF UNIFORMS FOR PROJECT OFFICER	499.50
INV DB51516	30/05/2024	STAFF UNIFORMS FOR COMMUNITY DEVELOPMENT ADMIN OFFICER	429.29
INV DB52055	30/05/2024	STAFF UNIFORMS FOR WORKS LABOURER	435.50
INV DB52502	31/05/2024	STAFF UNIFORMS FOR WORKS LABOURER	59.99
EFT59537	**07/06/2024**	**IXOM**	**211.42**
INV 6822128	31/05/2024	CHLORINE GAS CYLINDER HIRE FEE - MAY 2024	211.42
EFT59538	**07/06/2024**	**C PLUMMER, T PLUMMER & PERKS INDUSTRIES PTY LTD**	**6,527.56**
INV 0010	31/05/2024	117 ROWAN STREET WATER 19/03 - 14/05/2024	477.56

INV 0011	31/05/2024	117 ROWAN STREET RENT 18/06 - 19/07/2024	6,050.00
EFT59539	**07/06/2024**	**RAY WHITE DERBY**	**11,494.37**
INV 18067	27/05/2024	33 KNOWSLEY STREET EAST WATER 20/03 - 16/05/2024	66.40
INV 18379	04/06/2024	26 DELEWARR STREET RENT: 17/06/24 - 16/07/24	1,825.00
INV 18380	04/06/2024	17 KNOWSLEY STREET EAST RENT - 120/06/24 - 19/07/24	1,846.73
INV 18375	04/06/2024	15A KNOWSLEY STREET RENT: 15/06/24 - 14/07/2024	1,629.46
INV 18376	04/06/2024	15B KNOWSLEY STREET RENT: 15/06/24 - 14/07/24	1,629.46
INV 18377	04/06/2024	9 TOWER PLACE RENT : 15/06/24 - 14/07/24	2,498.51
INV 18378	04/06/2024	33 KNOWSLEY STREET RENT: 15/06/24 - 14/07/24	1,998.81
EFT59540	**07/06/2024**	**SE RENTALS PTY LTD**	**185.90**
INV 181145	20/05/2024	DERBY POOL PRINTER - RENTAL CONTRACT RICOH IM C2000	185.90
EFT59541	**07/06/2024**	**RUSTYS IGA**	**730.49**
INV 01314	24/04/2024	SUPPLIES FOR ANZAC DAY COMMUNITY BREAKFAST	635.12
INV 024752	02/05/2024	REFRESHMENTS FOR TOWN TEAMS INFORMATION SESSION & WORKSHOP 02/05/2024	95.37
EFT59542	**07/06/2024**	**ROYAL LIFE SAVING SOCIETY WA**	**321.75**
INV AX-199	17/01/2024	BRONZE MEDALLION X 4	85.80
INV AX-3932	28/05/2024	BRONZE MEDALLION QUALIFICATION ADMINISTRATION FEE	235.95
EFT59543	**07/06/2024**	**SOUTHPAC GROUP**	**13,920.00**
INV 9279	10/05/2024	DELIVERY OF AERODROME REPORTING OFFICER TRAINING	13,920.00
EFT59544	**07/06/2024**	**TEC SERVICES GROUP PTY LTD**	**313,768.43**
INV 67181	21/05/2024	PC03 MAY - FITZROY CROSSING TOWN OVAL	313,768.43
EFT59545	**07/06/2024**	**CLEANAWAY CO PTY LTD**	**260,861.91**
INV 19309477	31/05/2024	BIN COLLECTION MAY 2024	17,902.05
INV 19309089	31/05/2024	COMMERCIAL & DOMESTIC SULO - MAY 2024	104,932.43
INV 19309090	31/05/2024	LANDFILL MANAGEMENT - MAY 2024	138,027.43
EFT59546	**07/06/2024**	**TRACY FRASER**	**1,810.49**
INV REIMB 0406	04/06/2024	REIMBURSEMENT - RELOCATION EXPENSES NSW - DERBY	1,810.49
EFT59547	**07/06/2024**	**TARUNDA SUPERMARKET**	**482.35**
INV 10114284	23/05/2024	SUPPLIES FOR FX FLOOD HUB	101.25
INV 1015587	27/05/2024	SUPPLIES FOR CUPPA CIRCLE PROGRAM 28/05/2024	82.85
INV 30193769	28/05/2024	SUPPLIES FOR CUPPA CIRCLE PROGRAM 29/05/2024	298.25
EFT59548	**07/06/2024**	**TRAVELWORLD BROOME**	**380.00**
INV I000042487	28/05/2024	ACCOMMODATION - PROJECT MANAGEMENT ESSENTIALS COURSE 04-06/06/2024	380.00
EFT59549	**07/06/2024**	**VISION POWER**	**1,143.34**
INV 17319	21/05/2024	INSTALL NEW OVEN - FX RECREATION CENTRE - CANTEEN	148.50

INV 17400	27/05/2024	REPLACE FLURO LIGHTING INTERNAL & EXTERNAL, MATERIALS	752.84
INV 17427	30/05/2024	IDENTIFY SUSPECTED RELAY BOARD FAULT	121.00
INV 17430	30/05/2024	DIAGNOSE FAULT WITH CAMP KITCHEN DISHWASHER	121.00
EFT59550	**07/06/2024**	**WALALAKOO ABORIGINAL CORPORATION**	**550.00**
INV 230	30/05/2024	WELCOME TO COUNTRY & SMOKING CEREMONY - DERBY JETTY	550.00
EFT59551	**12/06/2024**	**AUSTRALIAN SERVICES UNION**	**789.00**
INV DEDUCTION	07/05/2024	PAYROLL DEDUCTION	236.50
INV DEDUCTION	21/05/2024	PAYROLL DEDUCTION	289.50
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	263.00
EFT59552	**12/06/2024**	**DEPUTY CHILD SUPPORT REGISTRAR**	**914.52**
INV DEDUCTION	07/05/2024	PAYROLL DEDUCTION	304.84
INV DEDUCTION	21/05/2024	PAYROLL DEDUCTION	304.84
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	304.84
EFT59553	**12/06/2024**	**MAXXIA PTY LTD**	**13,884.75**
INV DEDUCTION	07/05/2024	PAYROLL DEDUCTION	2,471.58
INV DEDUCTION	07/05/2024	PAYROLL DEDUCTION	2,095.50
INV DEDUCTION	07/05/2024	PAYROLL DEDUCTION	61.17
INV DEDUCTION	21/05/2024	PAYROLL DEDUCTION	2,471.58
INV DEDUCTION	21/05/2024	PAYROLL DEDUCTION	2,095.50
INV DEDUCTION	21/05/2024	PAYROLL DEDUCTION	61.17
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	2,471.58
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	2,095.50
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	61.17
EFT59554	**14/06/2024**	**ACOR CONSULTANTS PTY LTD**	**2,513.50**
INV 102003407	31/05/2024	FITZROY CROSSING TOWN OVAL LIGHTING - SUPERINTENDENCE - MAY 2024	2,513.50
EFT59555	**14/06/2024**	**AUSTRALIA DAY COUNCIL OF WA**	**762.00**
INV 2104	30/05/2024	GOLD MEMBERSHIP SUBSCRIPTION 2024/25	762.00
EFT59556	**14/06/2024**	**MARCELLE COAKLEY**	**536.07**
INV REIMB0705	07/05/2024	REIMBURSE PURCHASE OF SUPPLIES FOR YOUTH PROGRAMS	536.07
EFT59557	**14/06/2024**	**AMRRIC**	**4,673.39**
INV 585	27/05/2024	SUPPLY ANTI PARASITIC TREATMENTS	4,673.39
EFT59558	**14/06/2024**	**ALTHAM PLUMBING**	**11,576.46**
INV 17579	22/05/2024	UPGRADE ABLUTION	11,166.51
INV 17628	05/06/2024	FAULT FIND ISSUES - WATER CHILLER LEAKING - COUNCIL CHAMBERS	409.95
EFT59559	**14/06/2024**	**ARAC REFRIGERATION & AIR CONDITIONING**	**3,800.93**

INV 11003	31/05/2024	REMOVE & REPLACE FAULTY 5.0KW SPLIT SYSTEM - FX VISITOR CENTRE	3,071.53
INV 11000	05/06/2024	REPAIR DRAINS TO 5X AIRCON UNITS	515.90
INV 11004	06/06/2024	REMOVE & REPLACE BROKEN AC GRILL - VISITOR CENTRE FX	213.50
EFT59560	**14/06/2024**	**NATIONAL TROPHIES PTY LTD**	**1,411.90**
INV SO118044	21/05/2024	TROPHIES FOR KAPP AWARDS	1,411.90
EFT59561	**14/06/2024**	**BBB CATERING PTY LTD**	**379,461.72**
INV 6368	28/05/2024	AGRN 1044 - CAMP MANAGEMENT SERVICES - JUNE 2024	379,461.72
EFT59562	**14/06/2024**	**G BISHOPS TRANSPORT SERVICES PTY LTD**	**194.51**
INV B25292	29/05/2024	FREIGHT - CAPRAL LIMITED, FREIGHT - MANAGED IT	194.51
EFT59563	**14/06/2024**	**GLASS CO KIMBERLEY**	**4,435.08**
INV 102085	31/05/2024	SUPPLY & INSTALL INVISIGARD FIXED SCREENS	4,435.08
EFT59564	**14/06/2024**	**CMT BUILDING WA PTY LTD**	**66,301.69**
INV 1248	24/05/2024	REMOVAL OF EXISTING KITCHEN/MODS, PLUMBING/ELECTRICAL DISCONNECTED	11,613.25
INV 1267	07/06/2024	SUPPLY & INSTALL STEEL FRAMES & AIRCONS	54,688.44
EFT59565	**14/06/2024**	**COMM PRO CONSULTANTS**	**3,960.00**
INV 0027	07/06/2024	AGRN 1044 - DATA COLLECTION & ANALYSIS FOR THE FX STRONGER TOGETHER EVENT	3,960.00
EFT59566	**14/06/2024**	**DERBY BUILDING SUPPLIES**	**853.08**
INV 562031	31/05/2024	SUPPLY OF GREEN PLASTIC WATERING CAN	17.75
INV 562364	05/06/2024	SUPPLY OF 9 X 20L HYDROCHLORIC ACID,	590.47
INV 562309	05/06/2024	SUPPLY GLOSS, MASKING TAPE & ROLLER	191.21
INV 562310	05/06/2024	SUPPLY ROLLER COVER 10PK	12.73
INV 562335	05/06/2024	SUPPLY STAPLE & RING FASTENERS	38.92
INV 562476	07/06/2024	SUPPLY PERMANENT MARKERS	2.00
EFT59567	**14/06/2024**	**DERBY FUELS**	**4,711.50**
INV 269370	25/05/2024	CATERING FOR YOUTH PROGRAM 23-25/05/2024	2,830.00
INV 1149656	09/06/2024	14/05/24 - MORNING TEA & LUNCH, 03/06/24 - LIGHT LUNCH	1,881.50
EFT59568	**14/06/2024**	**DERBY NETBALL ASSOCIATION INC**	**5,000.00**
INV FUNDING1306	13/06/2024	NORTH WEST CHAMPIONSHIP FUNDING 2024	5,000.00
EFT59569	**14/06/2024**	**LANDGATE (WA LAND INFORMATION AUTHORITY)**	**2,414.35**
INV 389949	19/12/2023	MINIMUM CHARGE - GRV SCHEDULE G2023/12, M2023/12	74.15
INV 392702	26/04/2024	MINIMUM CHARGE - MINING TENEMENT SCHEDULE M2024/04	74.15
INV 393093	01/05/2024	VALUATION ROLL - CONSOLIDATED MINING TENEMENT ROLL	2,064.95
INV 393601	30/05/2024	MINIMUM CHARGE - RURAL UVS CHARGEABLE R2024/02	148.30
INV 394009	06/06/2024	MINIMUM CHARGE - MINING TENEMENT SCHEDULE M2024/05	52.80
EFT59570	**14/06/2024**	**DEPARTMENT OF PREMIER & CABINET**	**457.20**

INV 1007872	16/05/2024	ADVERTISEMENT FOR THE FIREBREAK NOTICES THAT WILL BE COMING OUT SOON	457.20
EFT59571	**14/06/2024**	**DERBY PROGRESSIVE SUPPLIES**	**1,444.00**
INV 089075	27/05/2024	KITCHEN SUPPLIES FOR YOUTH COOKING PROGRAM	1,444.00
EFT59572	**14/06/2024**	**DERBY HARDWARE MITRE10**	**172.92**
INV 10604460	04/06/2024	SUPPLY OF SCREW METAL BUTTON HEAD	12.99
INV 10604590	05/06/2024	SUPPLY OF BRUSH SMOOTH COAT	9.99
INV 10604570	05/06/2024	SUPPLY 2X 5PK DISC ALL	29.98
INV 10604640	06/06/2024	SUPPLY SCREWS & PAINT	89.98
INV 10604642	06/06/2024	SUPPLY SCREWDRIVER BIT	19.99
INV 10604697	06/06/2024	SUPPLY RIV68 AL/OP	9.99
EFT59573	**14/06/2024**	**EXURBAN PTY LTD**	**7,896.69**
INV URP-4510	03/06/2024	GENERAL TOWN PLANNING CONSULTANCY SERVICES PROVIDED IN MAY 2024	7,896.69
EFT59574	**14/06/2024**	**BASS TECHNOLOGY GROUP T/AS FX COMM & AV**	**146,374.62**
INV 8230151	16/05/2024	DURESS SYSTEM FOR CARETAKERS RESIDENCE	11,367.03
INV 8230167	16/05/2024	INSTALL BOSCH 6000 ALARM SYSTEM	7,167.78
INV 8230120	16/05/2024	DURESS SYSTEM FOR 8 ACCOMMODATION ROOMS	20,421.43
INV 8230137	16/05/2024	ASSESS DAMAGE TO CABLE & POLE ADJACENT TO VC	2,479.40
INV 8230140	16/05/2024	INSTALL BOSCH 6000 MONITORED ALARM SYSTEM	13,245.09
INV 8230141	16/05/2024	UPGRADE TO BOSCH 6000 SYSTEM	7,217.54
INV 8230145	16/05/2024	UPGRADE TO BOSCH 6000 SYSTEM	7,217.54
INV 8230198	17/05/2024	REPLACE COMPONENTRY ON DERBY WATER TOWER AS PER QUOTE	77,258.81
EFT59575	**14/06/2024**	**FITZROY HARDWARE PTY LTD**	**45.90**
INV 10011445	05/06/2024	SUPPLY PADLOCK, SPRAY & BOTTLE	45.90
EFT59576	**14/06/2024**	**THE FITZROY RIVER LODGE**	**655.70**
INV 355017	30/05/2024	ACCOMMODATION COUNCIL MEETING FX 30/05/24	332.70
INV 355022	30/05/2024	ACCOMMODATION COUNCIL MEETING FX 30/05/24	323.00
EFT59577	**14/06/2024**	**FITZROY VALLEY RODEO CLUB**	**5,000.00**
INV SPONSORSHIP 1306	13/06/2024	SPONSORSHIP - 2024 FITZROY VALLEY RODEO	5,000.00
EFT59578	**14/06/2024**	**LUISA GAVIRIA**	**58.54**
INV REIMB 1306	12/06/2024	UTILITY SUBSIDY POWER: 09/05/24 - 09/06/24	58.54
EFT59579	**14/06/2024**	**LG COMMUNITY PARTNERS PTY LTD**	**1,100.00**
INV SDWK-26-2023	07/06/2024	FINANCIAL CONSULTANTS FOR WEEK ENDED 07/06/2024	1,100.00
EFT59580	**14/06/2024**	**GOONIYANDI ABORIGINAL CORPORATION RNTBC**	**20,834.37**
INV 0344	10/06/2024	AGRN 1044 - EMERGENCY PREPAREDNESS WORK WE 22/05/2024	3,237.48
INV 0341	10/06/2024	AGRN 1044 - EMERGENCY PREPAREDNESS WORK WE 01/05/2024	6,908.35

INV 0342	10/06/2024	AGRN 1044 - EMERGENCY PREPAREDNESS WORK WE 08/05/2024	6,044.81
INV 0343	10/06/2024	AGRN 1044 - EMERGENCY PREPAREDNESS WORK WE 15/05/2024	4,643.73
EFT59581	**14/06/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**1,025.49**
INV 570942	07/06/2024	9 TOWER PLACE, DERBY FOR 05/04/2024 TO 06/06/2024	1,025.49
EFT59582	**14/06/2024**	**EMILY SMITH**	**732.40**
INV REIMB 0706	07/06/2024	UTILITY SUBSIDY POWER: 05/04/24 TO 06/06/24	732.40
EFT59583	**14/06/2024**	**ITVISION**	**71,431.23**
INV INITV41010	21/05/2024	ANNUAL SUBSCRIPTIONS - IT VISION	71,431.23
EFT59584	**14/06/2024**	**JILA PLUMBING**	**750.71**
INV 5991	22/05/2024	REPLACE 2X TIMER TAPS, MATERIALS	750.71
EFT59585	**14/06/2024**	**JESSICA ELLIS**	**30.00**
INV REIMB 1306	13/06/2024	REIMBURSEMENT - PAID FOR 2 ENTRIES FOR KAP - ONLY ALLOWED 1	30.00
EFT59586	**14/06/2024**	**KIMBERLEY CAR HIRE**	**26,598.00**
INV 6091	31/05/2024	31 DAY HIRE OF PRADO 1HHJ193	3,410.00
INV 6092	31/05/2024	31 DAY HIRE OF HILUX 1HUW333 & 1HAE358	6,820.00
INV 6093	31/05/2024	31 DAY HIRE OF HILUX 1GOP277 & 1HUW348	6,820.00
INV 6094	31/05/2024	31 DAY HIRE OF HILUX 1HIK288 & 1HAP944	6,820.00
INV 6095	31/05/2024	31 DAY HIRE OF HILUX 1DTA733	2,728.00
EFT59587	**14/06/2024**	**KIMBERLEY FIRE SYSTEMS**	**852.50**
INV 20658	05/06/2024	SUPPLY 9X EXTINGUISHERS & 2X BLANKETS	852.50
EFT59588	**14/06/2024**	**NORTH REGIONAL TAFE**	**10,837.00**
INV I0023552	05/06/2024	COURSE FEES FOR CHEMICAL HANDLING SKS	71.50
INV I0023553	05/06/2024	COURSE FEES FOR WHS REPRESENTATIVES COURSE	1,400.00
INV I0023599	05/06/2024	COURSE FEES FOR CHEMICAL HANDLING SKS	71.50
INV I0023639	07/06/2024	COURSE FEES FOR CHEMICAL HANDLING SKS	71.50
INV I0023640	07/06/2024	BSB40120 CERTIFICATE IV IN BUSINESS X 13 STAFF MEMBERS	4,348.50
INV I0023712	12/06/2024	COURSE FEES FOR CHEM HANDLING BASICS X5	1,194.50
INV I0023713	12/06/2024	COURSE FEES FOR CIV IN BUSINESS X11	3,679.50
EFT59589	**14/06/2024**	**K&M ELECTRICAL SERVICES**	**7,102.99**
INV 165	29/05/2024	20 CLARENDON ST TO INSPECT COOKTOP - REPLACED FAULTY SWITCH	195.45
INV 176	29/05/2024	WORKS TO RFDS BUILDING - DATA POINTS	6,907.54
EFT59590	**14/06/2024**	**KIMBERLEY TREE CARE**	**6,600.00**
INV 3426	05/06/2024	CLEAR AND CLEAN OLD BP SITE ON ELDER ST	6,600.00
EFT59591	**14/06/2024**	**KW TILT & TOW**	**220.00**
INV T179	25/05/2024	REMOVAL OF 1HDB616 FORD UTE FROM KNOWSLEY ST EAST	220.00

EFT59592	**14/06/2024**	**ELMO SOFTWARE LIMITED**	**36,758.94**
INV INEAU133306	30/05/2024	ANNUAL LICENSE FEE FOR ELMO 24/25	36,758.94
EFT59593	**14/06/2024**	**MAXXIA PTY LTD**	**1,316.85**
INV SDWK-ITC3124	13/06/2024	PAYROLL DEDUCTION	1,316.85
EFT59594	**14/06/2024**	**MT BARNETT STORE PTY LTD**	**15.00**
INV 630224	03/05/2024	1 NIGHTS ACCOMMODATION CAMPING GROUND	15.00
EFT59595	**14/06/2024**	**MANAGED IT PTY LTD**	**49,399.50**
INV 175038	03/06/2024	MANAGED LICENCES FOR JUNE 2024	27,098.53
INV 175039	03/06/2024	CLOUD SERVER HOSTING FOR JUNE 2024	9,236.70
INV 175040	03/06/2024	CITRIX LICENSING FOR JUNE 2024	4,338.21
INV 175041	03/06/2024	MICROSOFT SPLA LICENCE FOR JUNE 2024	5,587.54
INV 175075	05/06/2024	POWERSHIELD COMMANDER & INTERNAL	1,247.40
INV 175336	07/06/2024	NETWORKING CABLES & ADAPTERS FOR DERBY VISITORS CENTRE	286.22
INV 175337	07/06/2024	STARLINK KITS FOR DERBY & FX AIRPORT & SPARE	1,604.90
EFT59596	**14/06/2024**	**MOORE AUSTRALIA (TAX)**	**2,530.00**
INV 436052	07/06/2024	COMPILATION OF MONTHLY STATEMENT OF FINANCIAL ACTIVITY	2,530.00
EFT59597	**14/06/2024**	**OUTBACK ELECTRICAL & AIRCON SERVICES**	**3,811.07**
INV 8421	24/05/2024	PROVIDE NEW ELECTRICAL CONTROL PANEL	2,420.00
INV 8422	24/05/2024	INVESTIGATE FAULTY DOOR MOTOR, SUPPLY CAPACITOR	248.52
INV 8521	10/06/2024	TOWN OVAL - REPLACE 16AMP RXBO FOR CCTV CAMERA POLE	231.00
INV 8548	11/06/2024	RECTIFY TRIPPING FAN CIRCUIT	911.55
EFT59598	**14/06/2024**	**NORTH WEST LOCKSMITH**	**998.00**
INV 30435	27/05/2024	SUPPLY & INSTALL 3X DOOR LOCK & KEYS	998.00
EFT59599	**14/06/2024**	**KIMBERLEY COUNTRY DEPARTMENT STORE**	**485.84**
INV DB52146	28/05/2024	STAFF UNIFORMS FOR MANAGER OF WELLBEING, SAFETY & COMPLIANCE	305.96
INV DB51737	12/06/2024	STAFF UNIFORMS FOR SENIOR CUSTOMER SERVICE OFFICER	179.88
EFT59600	**14/06/2024**	**PETER JOHN MCCUMSTIE**	**559.00**
INV TRAVEL0606	06/06/2024	TRAVEL CLAIM: DERBY - FX RETURN TO ATTEND MAY 2024 OCM	559.00
EFT59601	**14/06/2024**	**PAPERSCOUT**	**4,543.00**
INV SD240208B	24/05/2024	BABBLING BOABS COMMUNITY NEWSLETTER & PRINT PRODUCTION	4,543.00
EFT59602	**14/06/2024**	**KIMBERLEY QUARRY PTY LTD**	**1,123.38**
INV 9630	31/05/2024	SUPPLY OF 70-100 RIP RAP ROCK	1,123.38
EFT59603	**14/06/2024**	**CAPRAL LTD**	**3,506.33**
INV 98531418	28/05/2024	SUPPLY SEATING PLANK AS PER QUOTE - PACKAGE AND DELIVER TO BISHOPS	3,506.33

EFT59604	**14/06/2024**	**CRISDALE RECRUITMENT GROUP**	**20,605.20**
INV SDWK5	10/06/2024	PERMANENT PLACEMENT - MANAGER OF ADMINISTRATION 10/06/2024	20,605.20
EFT59605	**14/06/2024**	**RFF PTY LTD**	**15,026.00**
INV I001177	30/04/2024	DERBY REVITALISATION PROJECT - APRIL	8,800.00
INV I001222	31/05/2024	FITZROY YOUTH CENTRE - PLANNING ADVICE	3,850.00
INV I001226	31/05/2024	RFDS OFFICE FIT OUT	2,376.00
EFT59606	**14/06/2024**	**RUSTYS IGA**	**863.61**
INV 017482	09/05/2024	FOOD FOR GIBB TRIP – Media Team	79.56
INV 028352	21/05/2024	FOOD AND WATER FOR FX TRIP	279.48
INV 028496	22/05/2024	MORNING TEA FOR CANCER COUNCIL	99.85
INV 028534	22/05/2024	GIFT CARD FOR VOLUNTEERS WEEK GIVEAWAY 2024	200.00
INV 014613	23/05/2024	REFRESHMENTS FOR DIVISIONAL TEAM MEETING	49.87
INV 016446	27/05/2024	MORNING TEA FOR TRAINING – TAFE Leadership Training	68.26
INV 017511	29/05/2024	MORNING TEA FOR TRAINING - TAFE Leadership Training	48.79
INV 011380	06/06/2024	MORNING TEA FOR ARO TRAINING	37.80
EFT59607	**14/06/2024**	**SKIPPERS CLEANING SERVICES**	**26,295.50**
INV 1739	31/05/2024	ADDITIONAL SANITARY BIN CLEANING - MAY 2024	220.00
INV 1740	31/05/2024	ADDITIONAL SANITARY BIN CLEANING - MAY 2024	165.00
INV 1727	31/05/2024	FULL CLEAN RFDS BUILDING INC FLOOR STRIP AND SEAL - INTERNAL & EXTERNAL	12,100.00
INV 1728	31/05/2024	MILLARD ST - ACCOMMODATION DONGAS 7 X ROOMS - MAY 2024	258.50
INV 1729	31/05/2024	ONE OFF CLEAN - DERBY VISITOR CENTRE	352.00
INV 1731	31/05/2024	CLEANING VARIOUS SHIRE BUILDINGS - MAY 2024	13,200.00
EFT59608	**14/06/2024**	**TRAVIS HAYTO INVESTMENTS TAS SOCO STUDIOS**	**11,000.00**
INV 5302	06/06/2024	GRR TRIP - 2/05/24 - 9/05/24 - VIDEOGRAPHY & PHOTOGRAPHY	11,000.00
EFT59609	**14/06/2024**	**STEVEN TWEEDIE**	**396.00**
INV 01062024	01/06/2024	CONSULTANCY SERVICES - GOVERNANCE ADVICE	396.00
EFT59610	**14/06/2024**	**ILLION TENDERLINK**	**180.40**
INV SDWK-629417	06/06/2024	T2023/24 - 09 - ORPHAN ROADS PROJECT	180.40
EFT59611	**14/06/2024**	**TIMOTHY GORDON**	**74.80**
INV REIMB 1306	13/06/2024	REIMBURSEMENT - OVER CHARGE IN DOT	74.80
EFT59612	**14/06/2024**	**TARUNDA SUPERMARKET**	**307.20**
INV 30196015	06/06/2024	ALL STAFF MEETING - GIFT VOUCHERS AND PRIZES - FITZROY	300.00
INV 30196195	07/06/2024	PRIZES - ALL STAFF MEETING 05.06.2024 - FITZROY CROSSING	7.20
EFT59613	**14/06/2024**	**THIRD SPACE INDIGENOUS CORPORATION**	**6,811.20**
INV 0107	04/06/2024	HIRE OF TRITON X3 17/05 - 02/06/2024	6,811.20

EFT59614	**14/06/2024**	**TROPPO SOUND**	**885.00**
INV 0568	05/06/2024	SUPPLY OF 5 X UKULELE	885.00
EFT59615	**14/06/2024**	**COLLEAGUES NAGELS PTY LTD**	**484.00**
INV R56562	08/05/2024	200 X RAFLATAC SOLID BACK FLURO ORANGE BLACK A5 NOTICES TO REMOVE LABELS	484.00
EFT59616	**14/06/2024**	**VISION POWER**	**1,557.99**
INV 17436	02/05/2024	FX WORKERS CAMP - INSPECT OUTSIDE LIGHTS - REPLACE & REPAIR	608.74
INV 17429	30/05/2024	REMOVE DAMAGED POWER POINT NEAR DRINKING TROUGH	342.16
INV 17435	30/05/2024	CONCEAL DAMAGED ELECTRICAL CABLING, MATERIALS	607.09
EFT59617	**14/06/2024**	**WATTNOW ELECTRICAL**	**208.21**
INV 13016	04/06/2024	REPLACE CEILING FAN, SUPPLY FAN	208.21
EFT59618	**14/06/2024**	**WATTLEUP TRACTORS**	**2,037.30**
INV 1303410	05/04/2024	SUPPLY FAN, CLUTCH & BELT, FREIGHT	2,037.30
EFT59619	**21/06/2024**	**ALPHA DIVISION SECURITY SERVICES**	**10,560.00**
INV SDWK0030	17/04/2024	SECURITY SERVICE FX - SDWK BUILDINGS & STAFF HOUSING	7,392.00
INV 0031	28/04/2024	SECURITY SERVICES - FX SDWK BUILDINGS & STAFF HOUSING 15/04 - 17/04/24	3,168.00
EFT59620	**21/06/2024**	**AERODROME MANAGEMENT SERVICES PTY LTD**	**10,112.85**
INV 2401670	28/05/2024	SUPPLY PAALC UNIT AS PER QUOTE SQ-240859, FREIGHT TO FITZROY CROSSING	10,112.85
EFT59621	**21/06/2024**	**ALTHAM PLUMBING**	**616.00**
INV 17627	05/06/2024	GRAVE EXCAVATIONS - SINGLE GRAVE 738P 30/05/2024	308.00
INV 17681	07/06/2024	GRAVE EXCAVATIONS - 745P	308.00
EFT59622	**21/06/2024**	**AUSTRALIA POST**	**2,235.79**
INV 1013280326	03/06/2024	DERBY POST FOR MAY 2024	2,235.79
EFT59623	**21/06/2024**	**AUSTRALIAN SERVICES UNION**	**316.00**
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	316.00
EFT59624	**21/06/2024**	**BOOKEASY PTY LTD**	**493.90**
INV 24552	07/06/2024	RENEWAL OF BOOKEASY SUBSCRIPTION MAY 2024	493.90
EFT59625	**21/06/2024**	**OFFICE NATIONAL BROOME (THE BOSS SHOP)**	**135.00**
INV 1091720	12/06/2024	SUPPLY STAPLES FOR EXECUTIVE SERVICES	135.00
EFT59626	**21/06/2024**	**BP FITZROY CROSSING**	**789.68**
INV 4024	16/04/2024	CATERING FOR FX FLOOD RECOVERY MEETING 16/04/24	469.65
INV 4136	16/04/2024	FUEL TO ATTEND THE MARCH FX MEETING	320.03
EFT59627	**21/06/2024**	**BROOME TOYOTA NORTH WEST MOTOR GROUP**	**127.23**
INV P113076259	06/05/2024	SUPPLY OF PILLAR COMPUTER ASSY	127.23
EFT59628	**21/06/2024**	**COPY CATS DIGITAL PRINT & DESIGN**	**484.00**
INV 56503	19/06/2024	4 X BOXES BLACK & WHITE ENVELOPES	484.00

EFT59629	**21/06/2024**	**CLEANING GARDENING & TREE SERVICES**	**412.50**
INV 96	28/02/2024	REMOVE GRAFFITI FROM 5A SPINIFEX 29/10/2023	412.50
EFT59630	**21/06/2024**	**DEPUTY CHILD SUPPORT REGISTRAR**	**397.23**
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	397.23
EFT59631	**21/06/2024**	**DERBY BUILDING SUPPLIES**	**5,568.00**
INV 562483	07/06/2024	20KG BAGS OF PRE-MIX ASPHALT FOR ROAD SEAL REPAIR	5,568.00
EFT59632	**21/06/2024**	**DERBY CHAMBER OF COMMERCE INC**	**275.00**
INV 1112	01/06/2024	2024 MEMBERSHIP FEE	275.00
EFT59633	**21/06/2024**	**DERBY BUS SERVICE PTY LTD**	**66.00**
INV 22426	30/05/2024	FREIGHT - THINKWATER 08 & 29/05/2024	66.00
EFT59634	**21/06/2024**	**DERBY 4X4 & MARINE**	**78.39**
INV 36277/58500	07/06/2024	SUPPLY OF LAMP TAIL ASSY LHR HILUX	78.39
EFT59635	**21/06/2024**	**HARDMAN ENTERPRISES PL T/AS DERBY PLUMBING AND GAS**	**1,034.00**
INV 27535	13/06/2024	REPAIRS AS REQUIRED TO DERBY REC CENTRE	1,034.00
EFT59636	**21/06/2024**	**DERBY PROGRESSIVE SUPPLIES**	**1,357.80**
INV 089294	30/05/2024	KITCHEN SUPPLIES FOR YOUTH COOKING PROGRAM	139.05
INV 089474	31/05/2024	SUPPLY OF CARTONS OF ICE BAGS 5KG	199.05
INV 089979	10/06/2024	SUPPLY OF BIOPACK - 1 X CARTON WOODEN SPORK	69.53
INV 090401	14/06/2024	KITCHEN SUPPLIES	950.17
EFT59637	**21/06/2024**	**DERBY VOLUNTEER MARINE RESCUE GROUP**	**5,500.00**
INV REIMB 3105	31/05/2024	COMMUNITY GRANT PROGRAM 2024 - PURCHASE NEW DINGHY	5,500.00
EFT59638	**21/06/2024**	**DERBY HARDWARE MITRE10**	**250.64**
INV 10604263	31/05/2024	SUPPLY ELBOW BARBS	22.74
INV 10604471	04/06/2024	SUPPLY PADLOCK, HASP & STAPLE, BOLT & NUT CUP	67.94
INV 10604746	07/06/2024	SUPPLY SHOWER & TOWEL RAIL	129.98
INV 10605040	11/06/2024	SUPPLY 2X DISC ALL 5PK	29.98
EFT59639	**21/06/2024**	**DUN DIRECT PTY LTD**	**18,899.98**
INV 01070765	05/06/2024	SUPPLY LITRES OF DIESEL FUEL TO REFILL MILLARD ST BOWSER	18,899.98
EFT59640	**21/06/2024**	**DWA INDUSTRIAL RESOURCES PTY LTD**	**4,797.65**
INV 02023352	29/05/2024	REMOVE LIGHT POLE & INSTALL NEW - DERBY BOAT RAMP	4,797.65
EFT59641	**21/06/2024**	**ELDERS LIMITED (DERBY BRANCH)**	**1,419.00**
INV 89417	08/06/2024	SUPPLY OF GRUNDFOSS PRESSURE PUMP	1,419.00
EFT59642	**21/06/2024**	**FITZROY HARDWARE PTY LTD**	**105.00**
INV 10011473	06/06/2024	5 X 15L WATER BOTTLE AS REQUIRED FOR 26 WEEKS	105.00
EFT59643	**21/06/2024**	**THE FITZROY RIVER LODGE**	**1,108.80**

INV 349744	08/04/2024	ACCOMMODATION D D'ANTOINE 18 - 22MAR24	1,108.80
EFT59644	**21/06/2024**	**GILLIAN BARNES**	**49.20**
INV REIMB 1806	18/06/2024	REIMBURSEMENT - PURCHASE OF TOWELS FOR NEW EMPLOYEE	49.20
EFT59645	**21/06/2024**	**HOUSING AUTHORITY**	**5.86**
INV 378293	06/06/2024	WATER - (REF: 378293) 14/05/2024 - 01/06/2024	5.86
EFT59646	**21/06/2024**	**HAZARD AUSTRALIA**	**10,747.00**
INV HAZ-1638	20/05/2024	DISPOSAL & COORDINATION OF LICENCE CANCELLATIONS	10,747.00
EFT59647	**21/06/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**36.81**
INV 570786	10/05/2024	UNIT 4/9 ASHLEY ST, DERBY FOR 02-09/05/2024	36.81
EFT59648	**21/06/2024**	**TEAM GLOBAL EXPRESS PTY LTD**	**599.24**
INV P69066919	09/06/2024	FREIGHT - REF 0090S5K79A	599.24
EFT59649	**21/06/2024**	**K&M ELECTRICAL SERVICES**	**1,496.00**
INV 187	13/06/2024	SUPPLY & INSTALL ELECTRICAL COOK TOP	1,496.00
EFT59650	**21/06/2024**	**KIMBERLEY HIRE**	**12,351.42**
INV KH6409	30/11/2023	HIRE OF SEWER CONNECT PORTALOO - NOVEMBER 2023	471.42
INV KH6477	30/04/2024	AGRN1044 - HIRE OF 3 X LIGHTING TOWERS	11,880.00
EFT59651	**21/06/2024**	**NORTRUSS (NT) PTY LTD T/AS KIMBERLEY TRUSS**	**5,172.99**
INV 24013901	31/05/2024	SUPPLY STIHL EQUIPMENT	5,172.99
EFT59652	**21/06/2024**	**STATE LIBRARY OF WA**	**390.50**
INV RI035992	16/08/2023	BETTER BEGINNINGS INVOICING 2023-24	390.50
EFT59653	**21/06/2024**	**MAXXIA PTY LTD**	**4,627.92**
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	2,471.58
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	2,095.50
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	60.84
EFT59654	**21/06/2024**	**MT BARNETT STORE PTY LTD**	**45.00**
INV 635117	30/05/2024	ACCOMMODATION FOR 3 X STAFF MEMBERS AT THE MT BARNETT ROADHOUSE	45.00
EFT59655	**21/06/2024**	**MECHANICS & TYRES PTY LTD**	**1,090.57**
INV 4892	22/05/2024	TYRE REPLACEMENT 1HUW 348	317.27
INV 5092	14/06/2024	5 X 185X R14 TYRES TO SUIT PAPAS BOX TOP TRAILER, !TRO718	773.30
EFT59656	**21/06/2024**	**OUTBACK ELECTRICAL & AIRCON SERVICES**	**683.58**
INV 8557	11/06/2024	SWITCH OUT CONTROL PANEL TO DEA GATE MOTOR	143.00
INV 8562	12/06/2024	REPLACE FAULTY FLOAT SWITCH FOR OIL SEPARATOR, SUPPLY FLOAT SWITCH	540.58
EFT59657	**21/06/2024**	**SOMYA CHAUDHARY**	**192.00**
INV REIMB 1706	17/06/2024	REIMBURSEMENT - WETRANSFER SUBSCRIPTION FOR DRFAWA 24/25	192.00
EFT59658	**21/06/2024**	**NETSTAR AUSTRALIA PTY LTD**	**7,378.80**

INV 193194	28/05/2024	SUB ANNUAL FEES - EZ STANDARD WEBSITE SUBSCRIPTION	7,378.80
EFT59659	**21/06/2024**	**NGIYALI ROADHOUSE**	**1,260.00**
INV 1305985	26/05/2023	AGRN 1044 - CATERING NATIONAL VOLUNTEER WEEK 24/05/2023	1,260.00
EFT59660	**21/06/2024**	**CONFERENCE MANAGEMENT SOLUTIONS**	**1,620.00**
INV 63	08/03/2024	NATSIEH CONFERENCE ATTENDANCE & ACCOMMODATION 12 - 17/05/24	1,620.00
EFT59661	**21/06/2024**	**ORD AGRICULTURAL EQUIPMENT**	**1,715.65**
INV 17828	07/06/2024	SUPPLY SERVICE PARTS	1,715.65
EFT59662	**21/06/2024**	**KIMBERLEY COUNTRY DEPARTMENT STORE**	**2,157.60**
INV DB52640	07/06/2024	STAFF UNIFORMS FOR L MCCREA	60.00
INV DB52667	07/06/2024	STAFF UNIFORMS FOR WORKS LABOURER	54.99
INV DB52131	12/06/2024	STAFF UNIFORMS FOR TEAM LEADER YOUTH SERVICES	419.30
INV DB51728	12/06/2024	STAFF UNIFORMS FOR LIBRARY OFFICER	224.78
INV DB52130	12/06/2024	STAFF UNIFORMS FOR YOUTH SERVICES OFFICER	319.60
INV DB52701	18/06/2024	STAFF UNIFORMS FOR WORKS LABOURER	649.50
INV DB51787	19/06/2024	STAFF UNIFORMS FOR ACTING COORDINATOR AEH	429.43
EFT59663	**21/06/2024**	**OFFICE STAR**	**734.36**
INV 63922	30/04/2024	SERVICE AGREEMENT FOR RICOH IM #976	440.00
INV 64106	29/05/2024	SERVICE AGREEMENT - RICOH ID # 791 FXVC - MAY 2024	294.36
EFT59664	**21/06/2024**	**PROMOCOLOUR PTY LTD**	**1,174.73**
INV 11163	06/06/2024	SPONSORS MEDIA WALL KAPP 2024	1,174.73
EFT59665	**21/06/2024**	**THINKPROJECT AUSTRALIA PTY LTD**	**10,651.49**
INV RSL-20888	01/07/2024	RAMM TRANSPORT ASSET ANNUAL SUPPORT AND MAINTENANCE FEE 24/25	10,651.49
EFT59666	**21/06/2024**	**COUNTRYMAN RUBBISH REMOVAL**	**4,683.06**
INV 1053	01/06/2024	LITTER COLLECTION IN FITZROY CROSSING 09/05/24 - 22/05/24	4,683.06
EFT59667	**21/06/2024**	**R D A KIMBERLEY (REGIONAL DEVELOPMENT AUSTRALIA)**	**2,420.00**
INV 0259	10/06/2024	ID ECONOMIC PLATFORM 2024/2025	2,420.00
EFT59668	**21/06/2024**	**RID AUSTRALIA**	**1,489.88**
INV 843776	23/05/2024	RID SUPPLIES (INSECT REPELLANT) & FREIGHT	1,489.88
EFT59669	**21/06/2024**	**RUSTYS IGA**	**511.32**
INV 024668	01/05/2024	FOOD FOR WORKER STAYING OVERNIGHT AT MT BARNETT	101.04
INV 014102	22/05/2024	HEALTHY SNACKS FOR YOUTH PROGRAMS 23-25/05/2024	251.04
INV 017216	28/05/2024	FOOD FOR GIBB TRIP TO KUPUNGARRI – Media Team	59.65
INV 017943	30/05/2024	FOOD SUPPLIES FOR FAREWELL MORNING TEA	99.59
EFT59670	**21/06/2024**	**SKIPPERS CLEANING SERVICES**	**76,204.84**
INV 1732	31/05/2024	CLEANING VARIOUS SHIRE BUILDINGS - JUNE 2024	13,200.00

INV 1733	31/05/2024	CLEANING VARIOUS SHIRE BUILDINGS - MAY 2024	31,502.42
INV 1734	31/05/2024	CLEANING VARIOUS SHIRE BUILDINGS - JUNE 2024	31,502.42
EFT59671	**21/06/2024**	**SHIRE OF BROOME**	**8,732.38**
INV 66842	10/06/2024	5 X STAFF ATTEND ENGAGEMENT & DESIGN & PLAN-IAP2	8,732.38
EFT59672	**21/06/2024**	**TELSTRA LIMITED**	**16,687.19**
INV 0463459000	09/05/2024	MAIN LINE BILLINGS - MAY 2024	14,784.58
INV 1718873800	27/05/2024	SERVICES & EQUIPMENT RENTAL 19/06/2024	74.94
INV 4275260810	27/05/2024	SATELLITE BILLINGS - MAY 2024	661.50
INV 4275260919	02/06/2024	MOBILE SERVICE - MAY 2024	38.00
INV 4174249435	04/06/2024	MOBILE PHONE SERVICES - MAY 2024	1,128.17
EFT59673	**21/06/2024**	**TARUNDA SUPERMARKET**	**177.00**
INV 40180410	11/06/2024	4 X 18KG GAS CYLINDERS - FITZROY CROSSING AIRPORT	177.00
EFT59674	**21/06/2024**	**THIRD SPACE INDIGENOUS CORPORATION**	**12,771.00**
INV 0106	20/05/2024	HIRE OF TRITON X3 17/04 - 16/05/2024	12,771.00
EFT59675	**21/06/2024**	**ABUELITAS SHOP**	**3,740.00**
INV 83375	01/06/2024	CATERING FOR YOUTH PROGRAM 30/05 - 01/06/2024	3,740.00
EFT59676	**21/06/2024**	**VISION POWER**	**26,740.23**
INV 17081	21/03/2024	CHANGE TO SOLAR LIGHTS	23,712.37
INV 17447	09/06/2024	INSTALL PAL/AFRU DEVICE - FX AIRPORT	2,004.75
INV 17448	09/06/2024	IDENTIFY POWER ISSUE AT SWITCH BOARD RE; NO POWER TO NUMBER 1 BORE	1,023.11
EFT59677	**26/06/2024**	**A & B TYRES**	**3,176.00**
INV 50571	01/05/2024	SUPPLY SUPERCAT 265/65R17 TYRE	250.00
INV 50578	02/05/2024	SUPPLY VALVE EXTENSIONS & HOLDER	106.00
INV 50629	06/05/2024	TYRE FITTING	75.00
INV 50695	10/05/2024	PUNCTURE REPAIR	15.00
INV 50696	10/05/2024	SUPPLY BRIDGESTONE 245/70R17 TYRE, WHEEL ALIGNMENT, ROTATION & BALANCE	505.00
INV 50741	15/05/2024	SUPPLY 3X HIFLY 175/65R14 TYRES	285.00
INV 50847	23/05/2024	SUPPLY CENTURY N70MF BATTERY	200.00
INV 50874	27/05/2024	SUPPLY 4X TOYO 235/85R16 TYRES, WHEEL ALIGNMENT	1,740.00
EFT59678	**26/06/2024**	**ALPHA DIVISION SECURITY SERVICES**	**9,680.00**
INV SDWK0037	02/06/2024	SECURITY SERVICES - DERBY YOUTH PROGRAM - 6TH TO10TH MAY 2024	1,672.00
INV SDWK0038	02/06/2024	SECURITY SERVICES - DERBY YOUTH PROGRAM -13TH TO 17TH MAY 2024	1,672.00
INV SDWK0036	02/06/2024	SECURITY SERVICES - MOBILE PATROLS 03-08/05/2024	6,336.00
EFT59679	**26/06/2024**	**AMRRIC**	**26,107.46**

INV 0005	20/06/2024	VETERINARY & EDUCATION PROGRAM DELIVERED 24/07/23 - 28/07/23	26,107.46
EFT59680	**26/06/2024**	**ALTHAM PLUMBING**	**2,023.34**
INV 17753	19/06/2024	TRADE ATTEND SITE AND REPAIR LEAKING FIXTURES	1,242.34
INV 17765	20/06/2024	SINGLE GRAVE EXCAVATION: 746P 28/06/2024	308.00
INV 17766	20/06/2024	DOUBLE GRAVE EXCAVATION: 863C 21/06/2024	473.00
EFT59681	**26/06/2024**	**AURATA SAFETY PTY LTD**	**8,644.10**
INV 0191	21/05/2024	11124NAT & NAT11124001 COURSE 17/06/24 - 21/062024	8,644.10
EFT59682	**26/06/2024**	**BRETT ANGWIN**	**1,554.86**
INV ALLOW3006	30/06/2024	JUNE 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	1,554.86
EFT59683	**26/06/2024**	**BRIAN ELLISON**	**1,554.86**
INV ALLOW3006	30/06/2024	JUNE 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	1,554.86
EFT59684	**26/06/2024**	**BUCKLEYS EARTHWORKS & PAVING PTY LTD**	**374,785.32**
INV 2795	31/05/2024	GRAVEL RESHEETING ON FAIRFIELD-LEOPOLD DOWNS ROAD AS PER CONTRACT C2023-24-03	272,528.78
INV 2796	31/05/2024	RECONSTRUCTION OF ALFONSAS STREET AS PER CONTRACT C8-2022	102,256.54
EFT59685	**26/06/2024**	**G BISHOPS TRANSPORT SERVICES PTY LTD**	**146.75**
INV B254671	12/06/2024	FREIGHT - KIMBERLEY TRUSS TO DEPOT, FREIGHT - SIGMA CHEMICALS TO POOL	146.75
EFT59686	**26/06/2024**	**HALLIDAY ENTERPRISES PL T/A BK SIGNS & PROMOTIONS**	**2,642.50**
INV 26782	09/04/2024	DESIGN, SUPPLY & ENGRAVE MEDALS & TROPHIES	2,010.00
INV 27122	19/07/2024	PRINTED VEHICLE WRAP APPLIED TO DUAL CAB TRAY BACK	632.50
EFT59687	**26/06/2024**	**OFFICE NATIONAL BROOME (THE BOSS SHOP)**	**39.21**
INV 1088441	30/04/2024	KONICA 2291 COPY COUNT CHARGES - APRIL 2024	39.21
EFT59688	**26/06/2024**	**BUNNINGS GROUP LIMITED**	**551.00**
INV 2210/99843230	28/05/2024	SUPPLY OF 6FT LIFETIME BI-FOLD BLOW MOULD TRESTLE TABLE	335.00
INV 2210-00260407	13/06/2024	SUPPLY SHELVING FOR CLINICAL REFERRAL ITEMS	216.00
EFT59689	**26/06/2024**	**BOYA EQUIPMENT PTY LTD**	**179.03**
INV 36372	31/05/2024	SUPPLY FILTER BASKET & RING KIT, FREIGHT	179.03
EFT59690	**26/06/2024**	**COPY CATS DIGITAL PRINT & DESIGN**	**336.22**
INV 56397	04/06/2024	POTABLE WATER DOCKET BOOKS 100 PAGES/BOOK, FREIGHT	336.22
EFT59691	**26/06/2024**	**CATHERINE FEENEY**	**255.73**
INV REIMB 0606	06/06/2024	UTILITY SUBSIDY: POWER 23/01/24 TO 22/03/2024	255.73
EFT59692	**26/06/2024**	**CLEANING GARDENING & TREE SERVICES**	**28,202.50**
INV 134	14/06/2024	CLEANING VARIOUS SHIRE BUILDINGS MAY 2024	28,202.50
EFT59693	**26/06/2024**	**DEPARTMENT OF DEFENCE**	**31,284.08**
INV 1800890959	03/05/2024	CURTIN AIRPORT - LEASE AGREEMENT	3,930.16

INV 1800890960	03/05/2024	CURTIN AIRPORT - LEASE AGREEMENT	5,294.00
INV 1800890961	03/05/2024	CURTIN AIRPORT - LEASE AGREEMENT	22,059.92
EFT59694	**26/06/2024**	**DERBY 4X4 & MARINE**	**297.20**
INV 36237/58460	05/06/2024	SUPPLY OF CABIN FILTER - TOYOTA	31.10
INV 36259/58448	06/06/2024	1HAP944- REPAIR WIRING LOOM EATEN BY RODENTS	266.10
EFT59695	**26/06/2024**	**DERBY FUELS**	**2,830.00**
INV 271247	18/06/2024	CATERING FOR YOUTH PROGRAM 06-08/06/2024	2,830.00
EFT59696	**26/06/2024**	**DAIMLER TRUCKS**	**316.78**
INV XA982000497-01	14/06/2024	SUPPLY PRESSURE LINE	316.78
EFT59697	**26/06/2024**	**LANDGATE (WA LAND INFORMATION AUTHORITY)**	**74.15**
INV 394283	19/06/2024	MINIMUM CHARGE - GRV CHARGEABLE - SCHEDULE G2024/04	74.15
EFT59698	**26/06/2024**	**HARDMAN ENTERPRISES PL T/AS DERBY PLUMBING AND GAS**	**201,308.80**
INV 27534	13/05/2024	BORE REFURBISHMENT AND HEADWORKS	6,119.30
INV 27453	06/06/2024	SUPPLY & INSTALL 2X 37,500L TANKS AT TOWN OVAL	132,000.00
INV 27533	13/06/2024	INSTALLATION OF PUMP SET, CONNECTION TO BORE & OVAL IRRIGATION	4,862.00
INV 27562	18/06/2024	SUPPLY & INSTALL 75,000L INSITU TANK	58,327.50
EFT59699	**26/06/2024**	**DERBY PROGRESSIVE SUPPLIES**	**3,093.97**
INV 089290	30/05/2024	PAIR ANSELL GLADIATOR GLOVES - SIZE 9	301.96
INV 089292	30/05/2024	BOXES OF 12 PROCHOICE PC531 DISPOSABLE RESPIRATORS	260.21
INV 089422	31/05/2024	SCOTTS #4440 COMPACT HAND TOWELS	641.30
INV 089805	06/06/2024	CLEANING SUPPLIES FOR USER GROUPS	591.61
INV 090457	14/06/2024	SUPPLY 9 CTNS ROAD SIDE LITTER BAG	619.01
INV 090626	18/06/2024	SUPPLY PRO DISHCLEAN 5L	20.00
INV 090772	20/06/2024	SUPPLY CUTLERY, AARNOT BISCUITS, CUPS & LIDS	659.88
EFT59700	**26/06/2024**	**DERBY HARDWARE MITRE10**	**133.84**
INV 10605537	17/06/2024	SUPPLY MICRO JOINER REDUCE BARB	11.94
INV 10605635	18/06/2024	SUPPLY TEK SCREWS	22.99
INV 10605707	19/06/2024	SUPPLY OF LATCH GATE D PATTERN ZP	9.99
INV 10605766	20/06/2024	SUPPLY OF LOCK, ZINC, BLACK GLOSS SPRAY, WASHER MACHINE	66.94
INV 10606174	25/06/2024	SUPPLY 2X GLOBES	21.98
EFT59701	**26/06/2024**	**DAVID WANN**	**58.70**
INV REIMB 1906	19/06/2024	REIMBURSE - POLICE CLEARANCE (Pre-Employment Check)	58.70
EFT59702	**26/06/2024**	**MEGAN NESHODA**	**149.38**
INV REIMB 1806	18/06/2024	REIMBURSE - PURCHASE OF MOP - FACILITY HIRES - FITZROY OVAL	52.50
INV REIMB 2106	21/06/2024	REIMBURSE - 8 X CLEAR VINYL TABLECLOTHS FROM BUNNINGS	96.88

EFT59703	**26/06/2024**	**BASS TECHNOLOGY GROUP T/AS FX COMM & AV**	**1,430.00**
INV 230246	12/06/2024	1 MONTH USAGE CHARGE STARLINK FEB 24 - JUNE 24 (FX and Derby Depots)	1,430.00
EFT59704	**26/06/2024**	**FITZROY HARDWARE PTY LTD**	**433.60**
INV 10011414	05/06/2024	SUPPLY OF CHLORINE TABLETS 1KG	53.60
INV 10011890	15/06/2024	SUPPLY TRAIL BLAZER CORD	143.00
INV 10011975	17/06/2024	GARDENING SUPPLIES - WORKSHOPS - JULY SCHOOL HOLIDAY PROGRAM	132.00
INV 10012070	19/06/2024	5 X 15L WATER BOTTLES WEEKLY FOR APPROX 20 WEEKS	105.00
EFT59705	**26/06/2024**	**GEOFFREY ANDREW DAVIS**	**1,554.86**
INV ALLOW3006	30/06/2024	JUNE 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	1,554.86
EFT59706	**26/06/2024**	**LG COMMUNITY PARTNERS PTY LTD**	**1,210.00**
INV SDWK-27-2023	14/06/2024	FINANCIAL CONSULTING FOR WEEK ENDED 14/06/2024	1,210.00
EFT59707	**26/06/2024**	**GREAT EASTERN MOTOR LODGE**	**945.00**
INV 21555	22/06/2024	ACCOMMODATION - PRESIDENT TO ATTEND MEETINGS IN PERTH 17.06.2024 - 22.06.2024	945.00
EFT59708	**26/06/2024**	**GIANA COVELLA**	**1,915.38**
INV REIMB 1106	11/06/2024	REIMBURSE - GIBB RIVER ROAD TOURISM RESEARCH TRIP	1,915.38
EFT59709	**26/06/2024**	**PAUL GOSS**	**776.12**
INV REIMB 2606	25/06/2024	UTILITY SUBSIDY WATER: 21/03/2024 TO 15/05/2024 & POWER	776.12
EFT59710	**26/06/2024**	**GRACE RECORDS MANAGEMENT**	**118.07**
INV RP01528818	31/05/2024	STORAGE 01/06/2024 - 30/06/2024 (C1, C3, C4, C10)	118.07
EFT59711	**26/06/2024**	**GEOFFREY CHARLES HAEREWA**	**2,861.67**
INV ALLOW3006	30/06/2024	JUNE 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCES	2,861.67
EFT59712	**26/06/2024**	**HAZARD AUSTRALIA**	**8,030.00**
INV 2594	14/06/2024	MISCELLANEOUS DISPOSAL - XRAY UNIT & 3 X SEALED SOURCES	8,030.00
EFT59713	**26/06/2024**	**TEAM GLOBAL EXPRESS PTY LTD**	**1,026.72**
INV P69066556	14/04/2024	CUSTOMER 2085564. REF P69066556	526.30
INV P69066964	16/06/2024	FREIGHT - REF 0090S5K799	500.42
EFT59714	**26/06/2024**	**PINDAN PRINTING - KIMBERLEY KOLORS**	**899.25**
INV 3636	19/06/2024	PRINT AND SUPPLY AS FOLLOWS: A2 POSTERS & 6PPDL FLYERS	899.25
EFT59715	**26/06/2024**	**KIMBERLEY HOME ELECTRICAL**	**750.00**
INV 23-00085280	19/12/2023	PURCHASE OF GIFT VOUCHER - CHRISTMAS LIGHTS COMPETITION	500.00
INV 23-00085282	19/12/2023	GIFT VOUCHER - XMAS LIGHTS COMPETITION - SPONSORED BY HORIZON POWER	250.00
EFT59716	**26/06/2024**	**KERRISSA O'MEARA**	**1,554.86**
INV ALLOW3006	30/06/2024	JUNE 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	1,554.86
EFT59717	**26/06/2024**	**KIMBERLEY HIRE**	**2,287.98**

INV KH6408	30/11/2023	HIRE OF PORTALOO - NOVEMBER 2023	377.14
INV KH6426	31/12/2023	HIRE OF PORTALOO - DECEMBER 2023	389.71
INV KH6439	31/01/2024	HIRE OF PORTALOO - JANUARY 2024	389.71
INV KH6452	29/02/2024	HIRE OF PORTALOO - FEBRUARY 2024	364.57
INV KH6461	31/03/2024	HIRE OF PORTALOO - MARCH 2024	389.71
INV KH6491	30/04/2024	HIRE OF PORTALOO - APRIL 2024	377.14
EFT59718	**26/06/2024**	**NORTRUSS (NT) PTY LTD T/AS KIMBERLEY TRUSS**	**546.83**
INV 23990601	15/05/2024	SUPPLY MAKITA RECIPRO SAW	489.01
INV 24018401	24/05/2024	SUPPLY CLEANER AIR ELEMENT	57.82
EFT59719	**26/06/2024**	**TUFFY'S PTY LTD T/A KIMBERLEY WASHROOM SERVICES**	**640.00**
INV 10193	31/05/2024	SUPPLY AND SERVICE SANITARY DISPOSAL UNITS - JUNE 2024	640.00
EFT59720	**26/06/2024**	**KENNEDY INVESTMENTS WA P/L (LANCELIN BOBCAT HIRE)**	**550.00**
INV 746	20/06/2024	REMOVE FLOOD DAMAGED RUBBLE & VEGETATION	550.00
EFT59721	**26/06/2024**	**LATIESHA SCHINDLER-THOMAS**	**401.20**
INV REIMB 1306	13/06/2024	UTILITY SUBSIDY POWER: 23/03/2024 TO 23/05/2024	401.20
EFT59722	**26/06/2024**	**LUKE LAWRENCE**	**87.00**
INV REIMB 1906	19/06/2024	REIMBURSEMENT - WORKING WITH CHILDREN CHECK	87.00
EFT59723	**26/06/2024**	**MARAMARA (WA) PTY LTD**	**133,393.14**
INV 29150	31/03/2024	LEOPOLD DOWNS ROAD AREA 2 2024 MAINTENANCE GRADING	50,070.94
INV 29205	30/04/2024	MAINTENANCE GRADING CONTRACT C1-2021	83,322.20
EFT59724	**26/06/2024**	**RM SURVEYS PTY LTD (RM MAKJAP)**	**8,398.50**
INV 39320	31/05/2024	SITE SURVEY - FAIRBAIRN, CLARENDON & HENSTMAN ST	8,398.50
EFT59725	**26/06/2024**	**MANAGED IT PTY LTD**	**4,281.05**
INV 175494	17/06/2024	SUPPLY OF DELL MONITORS AND HDMI CABLE	4,281.05
EFT59726	**26/06/2024**	**MARY ISLAND FISHING CLUB**	**3,750.00**
INV 92	18/06/2024	CATERING FOR FISHING EVENT, CATERING FOR FISHING EVENT	3,750.00
EFT59727	**26/06/2024**	**MCLEODS BARRISTERS & SOLICITORS**	**1,984.40**
INV 134283	29/02/2024	PROFESSIONAL FEES RE: UNLAWFUL DEVELOPMENT AT 8 WELLS ROAD	1,984.40
EFT59728	**26/06/2024**	**MUDMAP STUDIO**	**2,200.00**
INV FXYPCE02	10/06/2024	COMMUNITY ENGAGEMENT PLANNING - FX YOUTH PRECINCT	2,200.00
EFT59729	**26/06/2024**	**M P ROGERS & ASSOCIATES PTY LTD**	**10,548.42**
INV 24511	31/05/2024	PROFESSIONAL COASTAL ENGINEERING SERVICES ON THE DERBY BOAT RAMP	10,548.42
EFT59730	**26/06/2024**	**OUTBACK ELECTRICAL & AIRCON SERVICES**	**1,103.30**
INV 8538	11/06/2024	FIND FAULT ON BORE PUMP AND REPAIR	1,103.30
EFT59731	**26/06/2024**	**MARK CHADWICK**	**173.87**

INV REIMB 0605	06/05/2024	REIMBURSE - MEAL FOR CONFERENCE 21/05/24 TO 23/05/24	173.87
EFT59732	**26/06/2024**	**JACKSON SAINTY**	**266.59**
INV REIMB 1906	19/06/2024	REIMBURSE - RLSSWA AQUATIC TRAINER LICENSE RENEWAL	27.50
INV REIMB 1906-1	19/06/2024	UTILITY SUBSIDY POWER: 05/04/24 - 06/06/24	239.09
EFT59733	**26/06/2024**	**THINK WATER BROOME**	**2,599.61**
INV 24-00005940	18/06/2024	SUPPLY VALVE & FULL CIRCLE SPRINKLERS	2,599.61
EFT59734	**26/06/2024**	**NORWESCOM TELECOMMUNICATIONS**	**3,354.24**
INV 54776	09/04/2024	ALARM MONITORING DERBY APRIL, MAY, JUNE 2024	200.20
INV 55243	28/06/2024	MAGNETIC LOCK AND PUSH BUTTONS BACK OPERATIONAL - DERBY POOL	3,154.04
EFT59735	**26/06/2024**	**KIMBERLEY COUNTRY DEPARTMENT STORE**	**1,478.63**
INV DB52132	14/06/2024	STAFF UNIFORMS FOR YOUTH OFFICER	359.50
INV DB52134	14/06/2024	STAFF UNIFORMS FOR YOUTH SERVICES OFFICER	274.70
INV DB52363	21/06/2024	STAFF UNIFORMS FOR ABORIGINAL ENGAGEMENT MANAGER	844.43
EFT59736	**26/06/2024**	**PAUL ANTHONY BICKERTON**	**1,554.86**
INV ALLOW3006	30/06/2024	JUNE 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	1,554.86
EFT59737	**26/06/2024**	**PEARL COAST DISTRIBUTORS**	**836.58**
INV SI134816	06/06/2024	DRINK TOP UP FOR POOL	836.58
EFT59738	**26/06/2024**	**PETER JOHN MCCUMSTIE**	**12,243.24**
INV TRAVEL1806	18/06/2024	TRAVEL CLAIM: PERTH FOR MEETINGS WITH MINISTERS & KRG	2,484.48
INV TRAVEL2406	24/06/2024	TRAVEL CLAIM: PERTH TO DERBY 22-24/06/2024 MEETINGS	2,484.48
INV ALLOW3006	30/06/2024	JUNE 2024 PRESIDENT ATTENDANCE FEE & ALLOWANCES	7,274.28
EFT59739	**26/06/2024**	**PARIS MILLAR**	**300.00**
INV REIMB1706	17/06/2024	BOND RETURN FOR HIRE OF REC CENTRE 2023	300.00
EFT59740	**26/06/2024**	**PETER OHALLORAN**	**1,375.90**
INV 31	27/05/2024	REPAIR ELECTRICAL ISSUES AT FX AIRPORT	1,375.90
EFT59741	**26/06/2024**	**PETA GREENING**	**217.86**
INV REIMB 1706	17/06/2024	REIMBURSE - WORKING WITH CHILDREN CHECK & AIRPORT PARKING	217.86
EFT59742	**26/06/2024**	**DERBY BETTA HOME LIVING**	**999.00**
INV 20310018597	19/06/2024	HAIER TOP MOUNT REFRIGERATOR - FOR THE EUTHANASIA OF CANE TOADS	999.00
EFT59743	**26/06/2024**	**SE RENTALS PTY LTD**	**185.90**
INV 186318	20/06/2024	DERBY POOL PRINTER RENTAL CONTRACT RICHO IM C2000 FOR FOLLOWING MONTH	185.90
EFT59744	**26/06/2024**	**RONALD PIUS DELVIN**	**1,500.00**
INV REIMB 2006	20/06/2024	UTILITY SUBSIDY POWER: 06/02/24 TO 06/06/24	1,500.00
EFT59745	**26/06/2024**	**RUSTYS IGA**	**1,043.85**
INV 016972	28/05/2024	FOOD FOR TAFE LEADERSHIP TRAINING 28/05/2024	56.26

INV 02116	30/05/2024	FOOD SUPPLIES FOR RECONCILIATION WEEK WALK 31/05/2024	987.59
EFT59746	**26/06/2024**	**ROYAL LIFE SAVING SOCIETY WA**	**64.35**
INV AX-4322	13/06/2024	BRONZE MEDALLION ADMINISTRATION FEE X3	64.35
EFT59747	**26/06/2024**	**ROWAN SCOTT**	**1,062.38**
INV REIMB 2406	24/06/2024	UTILITY SUBSIDY POWER: 02/02/2024 TO 04/06/2024	1,062.38
EFT59748	**26/06/2024**	**CROMAG PTY LTD TAS SIGMA CHEMICALS**	**783.20**
INV 182911-01	06/06/2024	SUPPLY GRANULAR CHLORINE 10X10KG, FREIGHT	783.20
EFT59749	**26/06/2024**	**ST JOHN AMBULANCE BROOME**	**4,260.33**
INV FAINV01202817	24/06/2024	FIRST AID KIT SERVICING	4,260.33
EFT59750	**26/06/2024**	**STEVE ROSS**	**468.34**
INV REIMB 2406	24/06/2024	UTILITY SUBSIDY POWER: 03/04/2024 TO 04/06/2024	468.34
EFT59751	**26/06/2024**	**TRAVIS HAYTO INVESTMENTS TAS SOCO STUDIOS**	**4,193.75**
INV 5341	13/06/2024	SOCIAL MEDIA MANAGEMENT - JUNE 2024	4,193.75
EFT59752	**26/06/2024**	**SYNDICATED INVESTMENTS PTY LTD ATF AREIT DIVERSIFIED FUND**	**10,835.00**
INV 0045	20/06/2024	AGRN 1044 - 5A & 5B SPINIFEX RENT - JULY 2024	10,835.00
EFT59753	**26/06/2024**	**TENNANT AUSTRALIA**	**75.80**
INV 920506893	14/06/2024	SUPPLY COOLANT TANK, 1 LITRE	75.80
EFT59754	**26/06/2024**	**CHRISTIE MILDENHALL**	**372.00**
INV REIMB 2506	25/06/2024	REIMBURSE - FLIGHT BOOKED BROOME TO PERTH 04/07/2024	372.00
EFT59755	**26/06/2024**	**TARUNDA SUPERMARKET**	**517.64**
INV 30198099	14/06/2024	SUPPLY 3X 8.5KG GAS BOTTLE REFILL FOR CRACK PATCHING USE	177.00
INV 10122491	17/06/2024	AGRN 1044 - FOOD SUPPLIES FOR CUPPA CIRCLE PROGRAM 17/06/2024	196.44
INV 10122795	18/06/2024	KIMBERLEY CUPPA CIRCLE PROGRAM - DARLGUNYA COMMUNITY	144.20
EFT59756	**26/06/2024**	**ANDREW JAMES TWADDLE**	**1,554.86**
INV ALLOW3006	30/06/2024	JUNE 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	1,554.86
EFT59757	**26/06/2024**	**TYREPOWER DERBY**	**1,045.00**
INV 119087	13/06/2024	FIT AIRBAGS TO 01KW	350.00
INV 119096	13/06/2024	SUPPLY PRADO AIRBAG KIT	695.00
EFT59758	**26/06/2024**	**VERBAL JUDO AUSTRALIA**	**6,340.00**
INV SODWK0524	14/05/2024	VERBAL JUDO TRAINING - TUESDAY 14TH MAY 2024	6,340.00
EFT59759	**26/06/2024**	**WESTCOAST BUILDING AND CONSTRUCTION**	**44,759.00**
INV 1819	13/06/2024	REPLACE THE GATES AT THE DERBY LANDFILL	7,535.00
INV 1820	17/06/2024	FENCING MATERIALS FOR YOUTH CENTRE PERIMETER - 30% DEPOSIT	37,224.00
EFT59760	**26/06/2024**	**WAYNE FOLEY**	**1,554.86**

INV ALLOW3006	30/06/2024	JUNE 2024 COUNCILLOR ATTENDANCE FEE & ALLOWANCE	1,554.86
EFT59761	**26/06/2024**	**WEST KIMBERLEY AUTO ELECTRICAL**	**492.00**
INV 14162	14/06/2024	SUPPLY 2X LED COMBO TAIL LAMP	492.00
EFT59762	**26/06/2024**	**NEIL MANSELL TRANSPORT PTY LTD**	**53.33**
INV 20240655	29/01/2024	FREIGHT - HARVEY NORMAN BROOME TO FITZROY CROSSING	53.33
EFT59763	**26/06/2024**	**ZEN KENNEDY**	**70.00**
INV REIMB 2106	21/06/2024	BOND RETURN - CAT TRAP	70.00
EFT59764	**28/06/2024**	**ALPHA DIVISION SECURITY SERVICES**	**3,344.00**
INV SDWK0039	09/06/2024	SECURITY SERVICES - DERBY YOUTH PROGRAM 20-24/05/2024	1,672.00
INV SDWK0040	09/06/2024	SECURITY SERVICES - DERBY YOUTH PROGRAM 27-31/05/2024	1,672.00
EFT59765	**28/06/2024**	**AMANDA DEXTER**	**4,264.24**
INV AOH 280624 REIMB	28/06/2024	MISC REIMBURSEMENT - JUNE 2024	4,264.24
EFT59766	**28/06/2024**	**ALLWEST BUILDING APPROVALS**	**220.00**
INV 10096	25/06/2024	CERTIFICATE OF DESIGN COMPLIANCE FOR LOT 26 DURACK STREET CAMBALLIN	220.00
EFT59767	**28/06/2024**	**CLEANING GARDENING & TREE SERVICES**	**506.00**
INV 135	24/06/2024	FULL CLEAN AFTER BREAK IN – FX REC CENTRE	506.00
EFT59768	**28/06/2024**	**HARDMAN ENTERPRISES PL T/AS DERBY PLUMBING AND GAS**	**1,015.77**
INV 27603	20/06/2024	REPLACE 3X TIMER TAPS WITH MIXERS	724.27
INV 27604	21/06/2024	REPAIR LEAKING TAP	291.50
EFT59769	**28/06/2024**	**DERBY STOCK SUPPLIES**	**3,300.00**
INV 13069867	10/04/2024	RECOVER OF TRITON 1HWS974 & HILUX 1DTA733	3,300.00
EFT59770	**28/06/2024**	**HERITAGE INTELLIGENCE (WA)**	**9,227.68**
INV 031/24	24/06/2024	REVIEW OF MUNICIPAL L HERITAGE INVENTORY PROFESSIONAL SERVICES/ TRAVEL	9,227.68
EFT59771	**28/06/2024**	**CONNECT CALL CENTRE SERVICES**	**301.02**
INV 00116982	15/06/2024	OVERCALLS FEE FOR CONTRACT CA0415 - MAY 2024	301.02
EFT59772	**28/06/2024**	**KENNEDY INVESTMENTS WA P/L (LANCELIN BOBCAT HIRE)**	**107,888.00**
INV 745	20/06/2024	PREPARE & INSTALL NEW PATHWAYS, REMOVE DAMAGED FOOTPATH	107,888.00
EFT59773	**28/06/2024**	**TARUNDA SUPERMARKET**	**1,042.05**
INV 40181280	19/06/2024	KIMBERLEY CUPPA CIRCLE PROGRAM - 19TH OF JUNE 2024	110.20
INV 10123507	20/06/2024	AGRN 1044 - FOOD SUPPLIES FOR CUPPA CIRCLE PROGRAM 20/06/2024	110.03
INV 10123706	20/06/2024	AGRN 1044 - FOOD SUPPLIES FOR CUPPA CIRCLE PROGRAM 20/06/2024	85.37
INV 50164061	21/06/2024	AGRN 1044 - FOOD SUPPLIES FOR CUPPA CIRCLE PROGRAM 21/06/2024	36.00
INV 301483	24/06/2024	AGRN 1044 - FOOD SUPPLIES FOR CUPPA CIRCLE & COOKING PROGRAMS 25/06/2024	700.45
		TOTAL	$3,282,693.06

FEE PAYMENTS – MUNI ACCOUNT

PAYMENT ID	DATES	CREDITOR / INVOICE DETAILS	AMOUNT
956	03/06/2024	DOT - DOT PAYMENT	4,632.65
956	06/06/2024	MER - MERCHANT FEES	8.00
957	03/06/2024	MER - MERCHANT FEES	346.65
957	04/06/2024	DOT - DOT PAYMENT	5,779.45
957	04/06/2024	MER - MERCHANT FEES	0.20
957	04/06/2024	MER - MERCHANT FEES	-2.00
957	06/06/2024	DOT - DOT PAYMENT	3,363.50
957	06/06/2024	GHA - GREYHOUND AUSTRALIA	2,219.00
957	06/06/2024	BPY - BPAY FEES	77.00
957	06/06/2024	BEX - BPOINT FEES	60.06
957	07/06/2024	DOT - DOT PAYMENT	8,118.05
957	07/06/2024	IINET - IINET 225211599 ($109.99)	109.99
957	03/06/2024	MER - MERCHANT FEES	195.75
957	10/06/2024	DOT - DOT PAYMENT	10,179.25
957	12/06/2024	DOT - DOT PAYMENT	3,586.80
957	12/06/2024	AGRN - AGRN1044 DE LAGE LANDEN PTY LTD (IT LEASE)	2,119.94
957	13/06/2024	DOT - DOT PAYMENT	2,886.80
957	13/06/2024	GHA - GREYHOUND AUSTRALIA	2,930.00
957	14/06/2024	MER - MERCHANT FEES	-0.50
957	13/06/2024	MER - MERCHANT FEES	0.50
957	16/06/2024	DOT - DOT PAYMENT	2,918.80
957	16/06/2024	MER - MERCHANT FEES	-0.20
957	17/06/2024	DOT - DOT PAYMENT	5,739.05
957	03/06/2024	MER - MERCHANT FEES	66.15
957	17/06/2024	BEX - BPOINT FEES	30.34
957	18/06/2024	ICMSFE - RANGER FEES (ICMSFE FP)	83.50
957	18/06/2024	DOT - DOT PAYMENT	2,034.30
957	18/06/2024	MER - MERCHANT FEES	0.10

957	**19/06/2024**	**DOT - DOT PAYMENT**	**2,451.05**
957	**20/06/2024**	**DOT - DOT PAYMENT**	**2,401.05**
957	**20/06/2024**	**GHA - GREYHOUND AUSTRALIA**	**3,078.80**
957	**21/06/2024**	**BAS4 - ATO - IAS PAYMENT - PAYG WITHHOLDING**	**264,873.00**
957	**21/06/2024**	**DOT - DOT PAYMENT**	**1,155.85**
957	**24/06/2024**	**BAS1A - ATO - BAS PAYMENT - GST COLLECTED - 1A**	
957	**03/06/2024**	**MER - MERCHANT FEES**	**49.50**
957	**24/06/2024**	**BAS1B - ATO - BAS PAYMENT - GST PAID - 1B**	
957	**24/06/2024**	**DOT - DOT PAYMENT**	**304.25**
957	**26/06/2024**	**DOT - DOT PAYMENT**	**2039.15**
957	**24/06/2024**	**MER - MERCHANT FEES**	**0.10**
957	**24/06/2024**	**MER - MERCHANT FEES**	**0.10**
957	**27/06/2024**	**DOT - DOT PAYMENT**	**1,397.75**
957	**27/06/2024**	**GHA - GREYHOUND AUSTRALIA**	**3,426.30**
957	**24/06/2024**	**BAS1A - ATO - BAS PAYMENT - GST COLLECTED - 1A**	**-64,404.00**
957	**24/06/2024**	**BAS1A - ATO - BAS PAYMENT - GST COLLECTED - 1A**	**65,404.00**
957	**28/06/2024**	**DOT - DOT PAYMENT**	**6,538.30**
957	**28/06/2024**	**EXC - EXCESS TRANSACTIONS FEE**	**0.10**
957	**03/06/2024**	**MER - MERCHANT FEES**	**32.00**
957	**03/06/2024**	**MER - MERCHANT FEES**	**29.95**
957	**03/06/2024**	**EXC - EXCESS TRANSACTIONS FEE**	**11.20**
957	**03/06/2024**	**EXC - EXCESS TRANSACTIONS FEE**	**50.20**
957	**03/06/2024**	**EXC - EXCESS TRANSACTIONS FEE**	**30.40**
54865	**25/06/2024**	***PAY CASH***	**600.00**
INV KAPP2024	25/06/2024	CASH FLOAT FOR KAPP 2024	600.00
315	**25/06/2024**	**ANZ COMMERCIAL CARD SERVICES CENTRE**	**15,824.49**
INV ANZ AOH	06/06/2024	COMMERCIAL CREDIT CARD FOR 15/04/2024 TO 12/05/2024	3,240.17
INV ANZ WNE	06/06/2024	COMMERCIAL CREDIT CARD FOR 15/04/2024 TO 12/05/2025	133.98
INV ANZ LAR	06/06/2024	COMMERCIAL CREDIT CARD FOR 15/04/2024 TO 12/05/2026	10,652.29
INV ANZ JSK	06/06/2024	COMMERCIAL CREDIT CARD FOR 15/04/2024 TO 12/05/2027	1,862.05
INV ANNUAL FEE	06/06/2024	COMMERCIAL CREDIT CARD ANNUAL FEE	150.00
INV ANZ CREDIT	06/06/2024	CREDIT IN NEXT MONTHS STATEMENT HOTEL AT BOOKING.COM	-214.00
DD21862.1	**06/06/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**21,888.56**
INV 220780	21/05/2024	1036 STREETLIGHTS FOR 01/04/2024 TO 30/04/2024	20,601.93
INV 333902	21/05/2024	24 LOCH ST, DERBY FOR 04/04/2024 TO 02/05/2024	837.27

INV 424950	21/05/2024	LOT 26818 WHARF RD, DERBY FOR 04/04/2024 TO 02/05/2024	84.81
INV 517343	21/05/2024	LOC 26818 WHARF RD, DERBY FOR 04/04/2024 TO 01/05/2024	364.55
DD21864.1	**07/06/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**15,114.50**
INV 166519	22/05/2024	ASHLEY ST, DERBY FOR 05/04/2024 TO 03/05/2024	4,422.45
INV 172452	22/05/2024	LOT 199 FORREST RD ,FX FOR 05/04/2024 TO 03/05/2024	3,626.41
INV 312249	22/05/2024	LOT 143 DERBY HIGHWAY FOR 05/04/2024 TO 03/05/2024	4,172.17
INV 321183	22/05/2024	30 CLARENDON ST, DERBY FOR 05/04/2024 TO 03/05/2024	2,893.47
DD21871.1	**13/06/2024**	**WATER CORPORATION**	**250.33**
INV 9018700655	23/05/2024	FLYNN DR, FITZROY CROSSING FOR 01/05/2024 TO 30/06/2024	250.33
DD21884.1	**13/06/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**3,533.59**
INV 163224	28/05/2024	LOT 99999 FALLON RD, FX FOR 13/03/2024 TO 09/05/2024	228.54
INV 163546	28/05/2024	LOT 32 AIRPORT RD, FX FOR 13/03/2024 TO 08/05/2024	800.74
INV 401732	28/05/2024	UNIT 3/74 FALLON RD, FX FOR 13/03/2024 TO 09/05/2024	966.54
INV 563394	28/05/2024	UNIT A/5 SPINIFEX COURT, FX FOR 13/03/2024 TO 09/05/2024	864.55
INV 563395	28/05/2024	UNIT B/5 SPINIFEX COURT, FX FOR 13/03/2024 TO 09/05/2024	673.22
DD21891.1	**15/06/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**68.76**
INV 523100	30/05/2024	CCTV AT BAOBAB WAY, DERBY FOR 01/04/2024 TO 30/04/2024	68.76
DD21897.1	**14/06/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**14,378.83**
INV 567805	29/05/2024	101 FALLON RD, FX FOR 13/03/2024 TO 09/05/2024	14,378.83
DD21903.1	**16/06/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**251.82**
INV 203951	31/05/2024	3 LOCH ST, DERBY FOR 16/03/2024 TO 14/05/2024	251.82
DD21906.1	**21/06/2024**	**WATER CORPORATION**	**1,364.24**
INV 9006978422	31/05/2024	11 HANSON ST, DERBY FOR 20/03/2024 TO 14/05/2024	728.29
INV 9009765422	31/05/2024	4B ROWELL CT, DERBY FOR 19/03/2024 TO 14/05/2024	369.40
INV 9009765414	31/05/2024	4A ROWELL CT, DERBY FOR 19/03/2024 TO 14/05/2024	266.55
DD21917.1	**04/06/2024**	**AWARE SUPER**	**38,560.71**
INV SUPER	04/06/2024	SUPERANNUATION	31,887.02
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	531.09
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	4,446.17
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	400.00
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	495.77
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	166.55
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	498.00
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	136.11
DD21917.2	**04/06/2024**	**MLC SUPER FUND**	**1,351.00**

INV SUPER	04/06/2024	SUPERANNUATION	1,351.00
DD21917.3	**04/06/2024**	**THE TRUSTEE FOR SUPER RETIREMENT FUND SELECT SUPER**	**835.43**
INV SUPER	04/06/2024	SUPERANNUATION	601.51
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	233.92
DD21917.4	**04/06/2024**	**GUILD SUPER**	**417.05**
INV SUPER	04/06/2024	SUPERANNUATION	417.05
DD21917.5	**04/06/2024**	**THE EQUIPSUPER SUPERANNUATION FUND**	**391.02**
INV SUPER	04/06/2024	SUPERANNUATION	391.02
DD21917.6	**04/06/2024**	**BRIGHTER SUPER SUNCORP EMPLOYEE SUPER PLAN**	**3,086.88**
INV SUPER	04/06/2024	SUPERANNUATION	2,425.19
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	661.69
DD21917.7	**04/06/2024**	**ING SUPERANNUATION FUND**	**385.24**
INV SUPER	04/06/2024	SUPERANNUATION	385.24
DD21917.8	**04/06/2024**	**FUTURE SUPER**	**411.27**
INV SUPER	04/06/2024	SUPERANNUATION	411.27
DD21917.9	**04/06/2024**	**MACQUARIE WRAP EMPLOYER SUPERANNUATION**	**1,611.11**
INV SUPER	04/06/2024	SUPERANNUATION	1,160.00
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	451.11
DD21927.1	**21/06/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**7,061.16**
INV 104620	05/06/2024	UNIT B/277 CLARENDON ST, DERBY FOR 20/03/2024 TO 16/05/2024	224.55
INV 308420	05/06/2024	14 HARDMAN ST, DERBY FOR 20/03/2024 TO 16/05/2024	1,181.08
INV 328972	05/06/2024	30 JOHNSTON ST, DERBY FOR 20/03/2024 TO 16/05/2024	4,694.07
INV 442971	05/06/2024	UNIT A/277 CLARENDON ST, DERBY FOR 20/03/2024 TO 15/05/2024	594.21
INV 541971	05/06/2024	35 CLARENDON ST, DERBY FOR 20/03/2024 TO 16/05/2024	367.25
DD21928.1	**04/06/2024**	**HOUSING AUTHORITY**	**4,440.00**
INV 0406-1	04/06/2024	RENT - (REF 3975976)	480.00
INV 0406-2	04/06/2024	RENT - (REF 37985347)	480.00
INV 0406-3	04/06/2024	RENT - (REF 39177792)	480.00
INV 0406-4	04/06/2024	RENT - (REF 37350866)	480.00
INV 0406-5	04/06/2024	RENT - (REF 38033342), RENT - (REF 38033342), RENT - (REF 38033342)	480.00
INV 0406-6	04/06/2024	RENT - (REF 37731396), RENT - (REF 37731396)	1,040.00
INV 0406-7	04/06/2024	RENT - (REF 37334286)	1,000.00
DD21935.1	**26/06/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**1,675.49**
INV 340889	10/06/2024	49 CLARENDON ST, DERBY FOR 23/03/2024 TO 20/05/2024	116.35
INV 406063	10/06/2024	20 CLARENDON ST, DERBY FOR 23/03/2024 TO 20/05/2024	70.41

INV 553935	10/06/2024	UNIT 3/20 CLARENDON ST, DERBY FOR 23/03/2024 TO 20/05/2024	646.31
INV 568963	10/06/2024	UNIT 4/20 CLARENDON ST, DERBY FOR 23/03/2024 TO 21/05/2024	842.42
DD21941.1	**28/06/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**626.18**
INV 150216	12/06/2024	4 LOCH ST, DERBY FOR 27/03/2024 TO 23/05/2024	559.04
INV 273214	12/06/2024	6 ROWELL CT, DERBY FOR 27/03/2024 TO 23/05/2024	67.14
DD21955.1	**18/06/2024**	**AWARE SUPER**	**39,601.61**
INV SUPER	18/06/2024	SUPERANNUATION	32,474.54
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	531.09
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	4,904.23
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	400.00
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	648.63
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	166.31
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	168.00
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	308.81
DD21955.2	**18/06/2024**	**MLC SUPER FUND**	**1,119.12**
INV SUPER	18/06/2024	SUPERANNUATION	1,119.12
DD21955.3	**18/06/2024**	**THE TRUSTEE FOR SUPER RETIREMENT FUND SELECT SUPER**	**835.43**
INV SUPER	18/06/2024	SUPERANNUATION	601.51
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	233.92
DD21955.4	**18/06/2024**	**GUILD SUPER**	**417.05**
INV SUPER	18/06/2024	SUPERANNUATION	417.05
DD21955.5	**18/06/2024**	**THE EQUIPSUPER SUPERANNUATION FUND**	**391.03**
INV SUPER	18/06/2024	SUPERANNUATION	391.03
DD21955.6	**18/06/2024**	**BRIGHTER SUPER SUNCORP EMPLOYEE SUPER PLAN**	**3,036.75**
INV SUPER	18/06/2024	SUPERANNUATION	2,375.06
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	661.69
DD21955.7	**18/06/2024**	**ING SUPERANNUATION FUND**	**385.24**
INV SUPER	18/06/2024	SUPERANNUATION	385.24
DD21955.8	**18/06/2024**	**FUTURE SUPER**	**418.53**
INV SUPER	18/06/2024	SUPERANNUATION	418.53
DD21955.9	**18/06/2024**	**MACQUARIE WRAP EMPLOYER SUPERANNUATION**	**1,611.11**
INV SUPER	18/06/2024	SUPERANNUATION	1,160.00
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	451.11
DD21974.1	**24/06/2024**	**HOUSING AUTHORITY**	**1,160.00**
INV 24062024	24/06/2024	RENT - (REF 41046646)	1,160.00

DD21975.1	**21/06/2024**	**WESTERN AUSTRALIAN TREASURY CORPORATION**	**10,967.89**
INV LOAN	21/06/2024	DEAL NO. 253367 (INTEREST) DISASTER FLOOD DAMAGE CLAIMS AIRSTRIP REFURB	10,967.89
DD21977.1	**21/06/2024**	**THE SHELL COMPANY OF AUSTRALIA LIMITED**	**4,457.31**
INV FUEL - MAY24	21/06/2024	SHELL FUEL - MAY 2024	4,457.31
DD21999.1	**04/06/2024**	**WATER CORPORATION**	**18,854.88**
INV 9006972290	04/06/2024	TOILETS AT JETTY RD, DERBY FOR 18/03/2024 TO 13/05/2024	1,349.90
INV 9006973912	04/06/2024	35 CLARENDON ST, DERBY LOT 656 FOR 18/03/2024 TO 13/05/2024	144.88
INV 9006975053	04/06/2024	TOILETS AT 49-55 CLARENDON ST, DERBY FOR 18/03/2024 TO 13/05/2024	141.49
INV 9006981445	04/06/2024	HOUSE AT 7 TOWER PL, DERBY FOR 20/03/2024 TO 16/05/2024	1,244.30
INV 9006973699	04/06/2024	MUSEUM AT 3 LOCH ST, DERBY FOR 18/03/2024 TO 13/05/2024	503.47
INV 9006981517	04/06/2024	HOUSE AT 6 TOWER PL, DERBY FOR 20/03/2024 TO 16/05/2024	321.23
INV 9006981541	04/06/2024	HOUSE AT 2 WODEHOUSE ST, DERBY FOR 20/03/2024 TO 16/05/2024	289.99
INV 9006985841	04/06/2024	MEDIUM STRIP GARDEN AT 1 CLARENDON ST, DERBY FOR 18/03/2024 TO 13/05/2024	544.73
INV 9006973736	04/06/2024	CLUB AT 12 ELDER ST, DERBY FOR 18/03/2024 TO 13/05/2024	519.21
INV 9008757359	04/06/2024	HOUSE AT 8 KURRAJONG LOOP, DERBY FOR 20/03/2024 TO 15/05/2024	795.09
INV 9008757615	04/06/2024	UNIT AT 19 WOOLLYBUTT CNR, DERBY (STRATA LOT 2) FOR 20/03/2024 TO 15/05/2024	323.19
INV 9008757703	04/06/2024	HOUSE AT 4 WOOLLYBUTT CNR, DERBY FOR 20/03/2024 TO 15/05/2024	467.71
INV 9009945968	04/06/2024	UNIT A / 13 HOLMAN ST, DERBY FOR 20/03/2024 TO 16/05/2024	356.39
INV 9009945976	04/06/2024	UNIT B / 13 HOLMAN ST, DERBY FOR 20/03/2024 TO 16/05/2024	334.90
INV 9010053465	04/06/2024	UNIT 1 / 9 ASHLEY ST, DERBY FOR 22/03/2024 TO 15/05/2024	507.94
INV 9010053473	04/06/2024	UNIT 2 / 9 ASHLEY ST, DERBY FOR 22/03/2024 TO 15/05/2024	338.03
INV 9010053502	04/06/2024	UNIT 4 / 9 ASHLEY ST, DERBY FOR 22/03/2024 TO 15/05/2024	437.64
INV 9010053510	04/06/2024	UNIT 5 / 9 ASHLEY ST, DERBY FOR 22/03/2024 TO 15/05/2024	330.22
INV 9010213182	04/06/2024	9 ASHLEY ST, DERBY FOR 22/03/2024 TO 15/05/2024	47.10
INV 9012616903	04/06/2024	14A (16) BLOODWOOD CR, DERBY FOR 20/03/2024 TO 15/05/2024	614.06
INV 9012616911	04/06/2024	14B BLOODWOOD CR, DERBY FOR 20/03/2024 TO 15/05/2024	1,011.23
INV 9006973840	04/06/2024	OFFICES AT 24 LOCH ST, DERBY FOR 18/03/2024 TO 13/05/2024	431.40
INV 9017886750	04/06/2024	AMENITIES AT JETTY RD, DERBY FOR 18/03/2024 TO 13/05/2024	14.34
INV 9020549317	04/06/2024	19 WOOLLYBUTT CNR, DERBY FOR 20/03/2024 TO 15/05/2024	425.35
INV 9006973875	04/06/2024	OFFICES AT 30 LOCH ST, DERBY FOR 18/03/2024 TO 13/05/2024	3,293.53
INV 9006973883	04/06/2024	11 JOHNSTON ST, DERBY FOR 18/03/2024 TO 13/05/2024	3,694.23
INV 9006973891	04/06/2024	36 LOCH ST, DERBY FOR 18/03/2024 TO 13/05/2024	50.48
INV 9006973904	04/06/2024	LIBRARY AT 30-34 LOCH ST, DERBY FOR 18/03/2024 TO 13/05/2024	322.85
DD21999.2	**05/06/2024**	**WATER CORPORATION**	**9,494.95**

INV 9006973947	05/06/2024	YOUTH CENTRE AT HARDMAN ST, DERBY FOR 18/03/2024 TO 13/05/2024	2,003.48
INV 9006979679	05/06/2024	RESERVE AT 6-8 ROWELL CT, DERBY FOR 19/03/2024 TO 14/05/2024	2,216.19
INV 9006980581	05/06/2024	DAYCARE CENTRE AT 40-42 ASHLEY ST, DERBY FOR 19/03/2024 TO 14/05/2024	593.70
INV 9006983547	05/06/2024	CENTRE AT 63-65 ASHLEY ST, DERBY FOR 19/03/2024 TO 14/05/2024	1,983.99
INV 9006983598	05/06/2024	CENTRE AT 53 ASHLEY ST, DERBY FOR 19/03/2024 TO 14/05/2024	50.05
INV 9006973744	05/06/2024	RESTAURANT AT JETTY ROAD, DERBY FOR 18/03/2024 TO 13/05/2024	2,647.54
DD21999.3	**07/06/2024**	**WATER CORPORATION**	**3,146.24**
INV 9006974368	07/06/2024	TOILETS AT 153 LOCH ST, DERBY FOR 21/03/2024 TO 16/05/2024	50.48
INV 9006974376	07/06/2024	SPORTS COMPLEX AT 153 LOCH ST, DERBY FOR 21/03/2024 TO 16/05/2024	594.43
INV 9006976646	07/06/2024	142 LOCH ST, DERBY (LOT 485 RES 16140) FOR 20/03/2024 TO 16/05/2024	338.31
INV 9006978123	07/06/2024	CEMETERY AT 27017 WODEHOUSE ST, DERBY FOR 21/03/2024 TO 16/05/2024	693.81
INV 9006984507	07/06/2024	SPEEDWAY AT DERBY HWY FOR 21/03/2024 TO 16/05/2024	439.96
INV 9006984515	07/06/2024	TOURIST CENTRE AT GIBB RIVER RD LOT RES 1326 FOR 21/03/2024 TO 16/05/2024	966.18
INV 9011342525	07/06/2024	CLUB AT DERBY HWY LOT 226 RES 35129 FOR 21/03/2024 TO 16/05/2024	63.07
DD21999.4	**06/06/2024**	**WATER CORPORATION**	**7,527.56**
INV 9006984048	06/06/2024	DEPOT AT 1-7 MILLARD ST, DERBY FOR 21/03/2024 TO 15/05/2024	487.39
INV 9006986051	06/06/2024	UNIT A / 20 MACDONALD WY, FITZROY CROSSING FOR 23/03/2024 TO 18/05/2024	268.50
INV 9015670665	06/06/2024	UNIT B / 20 MACDONALD WY, FITZROY CROSSING FOR 23/03/2024 TO 18/05/2024	260.69
INV 9016645795	06/06/2024	RESERVE AT 8 COOLIBAH WY, DERBY FOR 20/03/2024 TO 15/05/2024	2,723.65
INV 9017391459	06/06/2024	UNIT 1 / 74 FALLON RD, FITZROY CROSSING FOR 23/03/2024 TO 18/05/2024	407.17
INV 9017391467	06/06/2024	UNIT 2 / 74 FALLON RD, FITZROY CROSSING FOR 23/03/2024 TO 18/05/2024	522.30
INV 9017391475	06/06/2024	UNIT 3 / 74 FALLON RD, FITZROY CROSSING FOR 23/03/2024 TO 18/05/2024	334.90
INV 9018685299	06/06/2024	RESERVE AT CORKWOOD CT, DERBY FOR 20/03/2024 TO 15/05/2024	1,548.18
INV 9018007711	06/06/2024	RESERVE AT PANDANAS WAY, DERBY FOR 20/03/2024 TO 15/05/2024	974.78
DD21999.5	**11/06/2024**	**WATER CORPORATION**	**14,054.21**
INV 9006986414	11/06/2024	CENTRE AT 101 FALLON RD, FX FOR 23/03/2024 TO 18/05/2024	11,448.11
INV 9006986481	11/06/2024	TOILETS AT FLYNN DR, FX FOR 23/03/2024 TO 18/05/2024	2,147.38
INV 9006987783	11/06/2024	TOURIST BUREAU, FX FOR 23/03/2024 TO 18/05/2024	458.72
DD21999.6	**10/06/2024**	**WATER CORPORATION**	**956.02**
INV 9006986908	10/06/2024	175L EMANUEL WY, FX FOR 22/03/2024 TO 17/05/2024	209.29
INV 9011140114	10/06/2024	TRICKLE IRRIGATION AT FORREST RD, FX FOR 22/03/2024 TO 17/05/2024	50.05
INV 9011212376	10/06/2024	RESERVE AT STEEL ST, DERBY FOR 22/03/2024 TO 17/05/2024	696.68
DD22007.1	**28/06/2024**	**WESTERN AUSTRALIAN TREASURY CORPORATION**	**21,717.06**
INV LOAN	28/06/2024	DEAL NO. 253790 (INTEREST) DISASTER FLOOD DAMAGE CLAIMS AIRSTRIP REFURB	21,717.06

DD22021.1	**30/06/2024**	**THE SHELL COMPANY OF AUSTRALIA LIMITED**	**3,242.05**
INV FUEL - JUN23	30/06/2024	SHELL FUEL - JUN 2024	3,242.05
DD21917.10	**04/06/2024**	**ONEPATH LIFE- ANZ SUPER ADVANTAGE**	**650.93**
INV SUPER	04/06/2024	SUPERANNUATION	650.93
DD21917.11	**04/06/2024**	**GANESHA SUPER**	**719.11**
INV SUPER	04/06/2024	SUPERANNUATION	719.11
DD21917.12	**04/06/2024**	**AUSTRALIAN SUPER**	**7,591.74**
INV SUPER	04/06/2024	SUPERANNUATION	6,528.59
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	190.28
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	627.37
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	245.50
DD21917.13	**04/06/2024**	**HESTA**	**190.89**
INV SUPER	04/06/2024	SUPERANNUATION	190.89
DD21917.14	**04/06/2024**	**MLC MASTERKEY SUPER**	**233.99**
INV SUPER	04/06/2024	SUPERANNUATION	233.99
DD21917.15	**04/06/2024**	**AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND**	**246.99**
INV SUPER	04/06/2024	SUPERANNUATION	246.99
DD21917.16	**04/06/2024**	**COLONIAL FIRST STATE INVESTMENTS LIMITED**	**415.87**
INV SUPER	04/06/2024	SUPERANNUATION	415.87
DD21917.17	**04/06/2024**	**IOOF PORTOFOLIO SERVICE SUPERANNUATION FUND**	**412.63**
INV SUPER	04/06/2024	SUPERANNUATION	412.63
DD21917.18	**04/06/2024**	**REST SUPERANNUATION**	**5,259.05**
INV SUPER	04/06/2024	SUPERANNUATION	4,498.75
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	475.65
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	284.65
DD21917.19	**04/06/2024**	**HOST PLUS SUPERANNUATION FUND**	**4,177.10**
INV SUPER	04/06/2024	SUPERANNUATION	3,638.97
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	300.00
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	238.13
DD21917.20	**04/06/2024**	**FIRSTWRAP PLUS SUPER AND PENSION**	**1,218.46**
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	341.17
INV SUPER	04/06/2024	SUPERANNUATION	877.29
DD21917.21	**04/06/2024**	**CBUS SUPERANNUATION**	**957.25**
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	268.03
INV SUPER	04/06/2024	SUPERANNUATION	689.22

DD21917.22	**04/06/2024**	**AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS**	**1,908.96**
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	283.83
INV SUPER	04/06/2024	SUPERANNUATION	1,625.13
DD21917.23	**04/06/2024**	**Q SUPER**	**629.89**
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	116.50
INV SUPER	04/06/2024	SUPERANNUATION	513.39
DD21917.24	**04/06/2024**	**MLC NOMINEES PTY LTD**	**90.18**
INV DEDUCTION	04/06/2024	PAYROLL DEDUCTION	90.18
DD21917.25	**04/06/2024**	**STUDENT SUPER PROFESSIONAL SUPER**	**444.98**
INV SUPER	04/06/2024	SUPERANNUATION	444.98
DD21955.10	**18/06/2024**	**ONEPATH LIFE- ANZ SUPER ADVANTAGE**	**650.93**
INV SUPER	18/06/2024	SUPERANNUATION	650.93
DD21955.11	**18/06/2024**	**GANESHA SUPER**	**719.11**
INV SUPER	18/06/2024	SUPERANNUATION	719.11
DD21955.12	**18/06/2024**	**AUSTRALIAN SUPER**	**7,466.32**
INV SUPER	18/06/2024	SUPERANNUATION	6,403.17
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	190.28
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	627.37
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	245.50
DD21955.13	**18/06/2024**	**MLC MASTERKEY SUPER**	**334.27**
INV SUPER	18/06/2024	SUPERANNUATION	334.27
DD21955.14	**18/06/2024**	**COLONIAL FIRST STATE INVESTMENTS LIMITED**	**415.88**
INV SUPER	18/06/2024	SUPERANNUATION	415.88
DD21955.15	**18/06/2024**	**IOOF PORTOFOLIO SERVICE SUPERANNUATION FUND**	**589.47**
INV SUPER	18/06/2024	SUPERANNUATION	589.47
DD21955.16	**18/06/2024**	**SPIRIT SUPER**	**265.05**
INV SUPER	18/06/2024	SUPERANNUATION	265.05
DD21955.17	**18/06/2024**	**REST SUPERANNUATION**	**5,580.23**
INV SUPER	18/06/2024	SUPERANNUATION	4,785.78
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	509.81
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	284.64
DD21955.18	**18/06/2024**	**FIRSTWRAP PLUS SUPER AND PENSION**	**1,218.46**
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	341.17
INV SUPER	18/06/2024	SUPERANNUATION	877.29
DD21955.19	**18/06/2024**	**HOST PLUS SUPERANNUATION FUND**	**4,516.72**

INV SUPER	18/06/2024	SUPERANNUATION	3,911.35
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	300.00
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	305.37
DD21955.20	**18/06/2024**	**CBUS SUPERANNUATION**	**957.24**
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	268.03
INV SUPER	18/06/2024	SUPERANNUATION	689.21
DD21955.21	**18/06/2024**	**AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS**	**1,878.18**
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	283.83
INV SUPER	18/06/2024	SUPERANNUATION	1,594.35
DD21955.22	**18/06/2024**	**Q SUPER**	**628.03**
INV DEDUCTION	18/06/2024	PAYROLL DEDUCTION	116.50
INV SUPER	18/06/2024	SUPERANNUATION	511.53
DD21955.23	**18/06/2024**	**STUDENT SUPER PROFESSIONAL SUPER**	**444.98**
INV SUPER	18/06/2024	SUPERANNUATION	444.98
PE04/06/2024	4/06/2024	NET PAY	374,537.36
PE18/06/2024	18/06/2024	NET PAY	363,833.19
		TOTAL	**$674,686.77**

12.4 ACCOUNTS FOR PAYMENT - JULY 2024

File Number: **5110 - Accounts Payable**

Author: **Ashlee Doust, Finance Officer**

Responsible Officer: **Tamara Clarkson, Deputy Chief Executive Officer**

Authority/Discretion: **Information**

SUMMARY

Council to receive the list of accounts paid under delegated authority during the month of July 2024.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

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

    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
Legal & Compliance: In accordance with section 6.8 of *the Local Government Act 1995*, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.	Rare	Minor	Low	Expenditure to only be incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles.

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 2024-25 Annual Budget as adopted by Council at its meeting held 27 June 2024 (Resolution 84/24) 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

JULY 2024

FUND	DETAILS	AMOUNT
MUNICIPAL ACCOUNT		
EFT Payments	EFT 59774 - EFT 60012	$3,423,078.39
Municipal Cheques	CHQ	$0.00
Direct Debits	Fees & Charges, Credit Card Payments, Payroll, Payroll Liabilities	$4,476,808.20
Manual Cheques	CHQ	$0.00
TRUST ACCOUNT		
EFT Payments		*$0.00*
Trust Cheques		*$0.00*
TOTAL		**$7,899,886.59**
Creditors Outstanding as at 31/07/2024		*$ 3,357,653.59*

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Credit Card Reconciliation**
2. **List of Accounts July 2024**

RECOMMENDATION

That Council accepts the List of Accounts for July 2024 paid under Delegated Authority in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 attached to this report, totalling $7,899,886.59.

The Shire Of Derby / West Kimberley
ANZ Corporate Credit Card Reconciliation
Period Reporting: 13/05/2024 to 12/06/2024

Card Holder : Amanda Dexter

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
12/06/2024	VIRGIN AUSTRALIA BRISBANE	Y	$ 1,589.97	$ 159.00	$ 1,748.97	120402120.2100	Yes	Flights - Contractor SOCO Studios to conduct media filming and projects in Derby for the Boab Festival
12/06/2024	AST MANAGEMENT MOLENDINAR	Y	$ 1,423.75	$ 142.38	$ 1,566.13	120401650.2100	Yes	Registration - Deputy President Geoff Haerewa and Crs Brett Angwin, Paul Bickerton, Wayne Foley - 26.08.2024 28.08.2024
12/06/2024	AST MANAGEMENT MOLENDINAR	Y	$ 1,423.75	$ 142.38	$ 1,566.13	120401650.2100	Yes	Registration - Deputy President Geoff Haerewa and Crs Brett Angwin, Paul Bickerton, Wayne Foley - 26.08.2024 28.08.2024
12/06/2024	AST MANAGEMENT MOLENDINAR	Y	$ 1,423.75	$ 142.38	$ 1,566.13	120401650.2100	Yes	Registration - Deputy President Geoff Haerewa and Crs Brett Angwin, Paul Bickerton, Wayne Foley - 26.08.2024 28.08.2024
12/06/2024	AST MANAGEMENT MOLENDINAR	Y	$ 1,423.75	$ 142.38	$ 1,566.13	120401650.2100	Yes	Registration - Deputy President Geoff Haerewa and Crs Brett Angwin, Paul Bickerton, Wayne Foley - 26.08.2024 28.08.2024
12/06/2024	Harvey Norman Online Homebush West	Y	$ 144.45	$ 14.45	$ 158.90	120401650.2101	Yes	Webcam and presenter pointer - Offsite Council Meetings
12/06/2024	EB *Kimberley Economic 801-413-7200	Y	$ 739.84	$ 73.98	$ 813.82	120401650.2100	Yes	Registration - Kimberley Economic Forum Kununurra - President Peter McCumstie, Cr Kerrissa O'Meara 26.08.2024 - 30.08.2024
10/06/2024	KNX COUNTRY CLUB KUNUNURRA	Y	$ 347.27	$ 34.73	$ 382.00	120401650.2100	Yes	Accommodation - Deputy President to attend East Kimberley Community Meeting in Kununurra 04/06/24 - 06/06/24
7/06/2024	FITZROY RIVER LODGE PTY L FITZROY CROSS	Y	$ 47.06	$ 4.71	$ 51.77	120401650.2101	Yes	Refreshments - Deputy President OCM Council Meeting 31.05.2024
6/06/2024	BIG BARRA'S ONE STOP SHOP DERBY	Y	$ 90.91	$ 9.09	$ 100.00	EP0025-298-2101	Yes	Vouchers - All Staff Meeting 05.06.2024
6/06/2024	WOOLWORTHS/131-135 LOCH S DERBY	Y	$ 16.36	$ 1.64	$ 18.00	EP0025-298-2101	Yes	Vouchers - All Staff Meeting 05.06.2024
6/06/2024	KIMBERLEY HOME & ELE DERBY	N	$ 100.00	0	$ 100.00	EP0025-298-2101	Yes	Vouchers - All Staff Meeting 05.06.2024
3/06/2024	Hotel at Booking.com Sydney	Y	-$ 194.55	-$ 19.45	-$ 214.00	120401090.2100	Yes	Cancelled - Accommodation - Deputy President to attend East Kimberley Community Meeting in Kununurra 04/06/24 - 06/06/24
3/06/2024	FITZROY RIVER LODGE PTY L FITZROY CROSS	Y	$ 1,218.00	$ 121.80	$ 1,339.80	120401650.2101	Yes	Refreshments - Networking Meeting 30.05.2024
3/06/2024	FITZROY RIVER LODGE PTY L FITZROY CROSS	Y	$ 79.35	$ 7.94	$ 87.29	120401650.2101	Yes	Refreshments - Networking Meeting 30.05.2024
3/06/2024	NEXUS AIRLINES KUNUNURRA	Y	$ 448.52	$ 44.85	$ 493.37	120401090.2100	Yes	Flight - Deputy President Geoff Haerewa to attend East Kimberley Community Meeting in Kununurra 04/06/24 - 06/06/24.
3/06/2024	BP FITZROY CROSSING 6672 FITZROY CROSS	Y	$ 6.36	$ 0.64	$ 7.00	120401650.2101	Yes	Ice - FX Council Meeting 30.05.2024
3/06/2024	BP COLAC DERBY 6310 DERBY	Y	$ 11.82	$ 1.18	$ 13.00	120401650.2101	Yes	Ice - FX Council Meeting 30.05.2024
3/06/2024	Starlink Australia PTY LT Sydney	Y	$ 379.09	$ 37.91	$ 417.00	121402210.2100	Yes	Subscription - Billing period 23/05/2024 - 22/06/2024
3/06/2024	AVIS AUSTRALIA MASCOT	Y	$ 241.40	$ 24.14	$ 265.54	120401090.2100	Yes	Hire Car - Deputy President to attend East Kimberley Community Meeting in Kununurra 04/06/24 - 06/06/24
3/06/2024	Hotel at Booking.com Sydney	Y	$ 194.55	$ 19.45	$ 214.00	120401090.2100	Yes	Accommodation - Deputy President to attend East Kimberley Community Meeting in Kununurra 04/06/24 - 06/06/24
3/06/2024	FITZROY HARDWARE PTY FITZROY CROSS	Y	$ 8.09	$ 0.81	$ 8.90	P124	Yes	Battery - 3KW Key Fob
3/06/2024	DERBY FUELS DERBY	Y	$ 327.27	$ 32.73	$ 360.00	EP0025-298-2101	Yes	Refreshments - Reconcilliation Week
31/05/2024	WOOLWORTHS/131-135 LOCH S DERBY	Y	$ 39.77	$ 3.98	$ 43.75	120401650.2101	Yes	Refreshments - Council Chambers
31/05/2024	WOOLWORTHS/131-135 LOCH S DERBY	F	$ 28.50	0	$ 28.50	120401650.2101	Yes	Refreshments - Council Chambers
29/05/2024	Spinifex Hotel Derby	Y	$ 93.38	$ 9.34	$ 102.72	EX07-303-2101	Yes	Refreshments - Welcome Lunch CEO, Recovery Executive Officer, Aboriginal Engagement Officer
29/05/2024	Spinifex Hotel Derby	Y	$ 13.80	$ 1.38	$ 15.18	EX07-303-2101	Yes	Refreshments - Welcome Lunch CEO, Recovery Executive Officer, Aboriginal Engagement Officer
27/05/2024	BIGW ONLINE BELLA VISTA	Y	$ 373.64	$ 37.36	$ 411.00	EP0020-298-2101	Yes	Pan 10cm Deep Stainless Steel Tray With Lid from Big W to cook, serve, and store ood in for the Youth Cooking Program during the July School Holidays.
27/05/2024	Intuit Mailchimp Sydney	N	$ 87.86	0	$ 87.86	121402410.2100	Yes	Order MC18360803
24/05/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 1,045.96	$ 104.60	$ 1,150.56	EX08-297-2100	Yes	Flights - Executive Projects and Engagement Lead - Attending meetings for Lotterywest Funded Projects and Fitzroy Crossing Town Oval Lighting Project. Perth to Broome 10.06.2024 - Broome to Perth 14.06.2024
23/05/2024	WANEWSDTI Osborne Park	Y	$ 25.45	$ 2.55	$ 28.00	121402410.2100	Yes	Subscription - The West Australian Digital 21/05/2024 - 18/06/2024
20/05/2024	DERBY TRUE VALUE HARDW DERBY	Y	$ 307.27	$ 30.73	$ 338.00	120401650.2101	Yes	Blower battery and charger for President Office
20/05/2024	WOOLWORTHS/131-135 LOCH S DERBY	Y	$ 96.18	$ 9.62	$ 105.80	120401650.2101	Yes	Refreshments - Council Chambers
20/05/2024	WOOLWORTHS/131-135 LOCH S DERBY	F	$ 39.80	0	$ 39.80	120401650.2101	Yes	Refreshments - Council Chambers
16/05/2024	INK STATION MARRICKVILLE	Y	$ 58.37	$ 5.84	$ 64.21	120401650.2101	Yes	Printer Cartridges - President Office
15/05/2024	Harvey Norman Online Homebush West	Y	$ 167.23	$ 16.72	$ 183.95	120401650.2101	Yes	Printer - President Office
13/05/2024	WOOLWORTHS/131-135 LOCH S DERBY	Y	$ 12.00	$ 1.20	$ 13.20	120401650.2101	Yes	Refreshments - Council Chambers
13/05/2024	BWS LIQUOR/131-135 LOCH S DERBY	Y	$ 58.18	$ 5.82	$ 64.00	120401650.2101	Yes	Refreshments - Council Chambers
13/05/2024	Harvey Norman Online Homebush West	Y	$ 42.67	$ 4.27	$ 46.94	120401210.2101	Yes	USB Extender - Council Chambers
				TOTAL	$ 15,353.35			

Card Holder Declaration:

Derby/West Kimberley

Amanda Dexter
signature

08/08/2024
Date

Signed on behalf of Amanda - A/L

Card Holder : Tamara Clarkson

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
10/06/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 775.85	$ 77.58	$ 853.43	120402510.2100	Yes	Flights - Director of Strategic Operations - Perth to Broome 26.08.2024 - Broome to Perth 30.06.2024
10/06/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 246.09	$ 24.61	$ 270.70	121107090.2003	Yes	Amended flight - Executive Director of Operations and Strategic Development - Broome to Perth 07.06.2024
10/06/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 90.00	$ 9.00	$ 99.00	121107090.2003	Yes	Amended flight - Executive Director of Operations and Strategic Development - Broome to Perth 07.06.2024
10/06/2024	AVIAIR PTY LTD KUNUNURRA	Y	$ 234.55	$ 23.45	$ 258.00	120401090.2100	Yes	Flights - Deputy President Derby to Broome 14.06.204 - Broome to Derby 24.04.2024 - Ministerial Meetings in Perth
10/06/2024	VIRGIN AUSTRALIA BRISBANE	Y	$ 559.05	$ 55.91	$ 614.96	120401090.2100	Yes	Flights - Deputy President Broome to Perth 14.06.204 - Perth to Broome 24.04.2024 - Ministerial Meetings in Perth
10/06/2024	MANGROVE RESORT BROOME	Y	$ 437.37	$ 43.74	$ 481.11	120401090.2100	Yes	Accommodation - Deputy President Meetings 04.06.2024
7/06/2024	BROOME TIME RESORT BROOME	Y	$ 240.90	$ 24.09	$ 264.99	EX08-297-2100	Yes	Accommodation - Executive Projects and Engagement Lead 13.06.2024
7/06/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 752.94	$ 75.29	$ 828.23	121407080.2100	Yes	AGRN 1044 - Flights - Local Recovery Coordinator attending SDWK & DFES Managers Recovery Planning Day & Recovery Training 16.06.2024 - 24.06.2024
7/06/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 710.38	$ 71.04	$ 781.42	121407080.2100	Yes	AGRN 1044 - Flights - Recovery & Fitzroy Crossing Senior Operations Manager attending SDWK & DFES Managers Recovery Planning Day & Recovery Training 16.06.2024 - 20.06.2024
7/06/2024	AVIAIR PTY LTD KUNUNURRA	Y	$ 117.27	$ 11.73	$ 129.00	121407080.2100	Yes	AGRN 1044 - Flight - Local Recovery Coordinator attending SDWK & DFES Managers Recovery Planning Day & Recovery Training 24.06.2024
7/06/2024	PAGODA RESORT SPA COMO	Y	$ 1,840.65	$ 184.07	$ 2,024.72	121407080.2100	Yes	AGRN 1044 - Accommodation - Local Recovery Coordinator attending SDWK & DFES Managers Recovery Planning Day & Recovery Training 16.06.2024 - 24.06.2024
7/06/2024	PAGODA RESORT SPA COMO	Y	$ 981.25	$ 98.13	$ 1,079.38	121407080.2100	Yes	AGRN 1044 - Accommodation - Recovery & Fitzroy Crossing Senior Operations Manager attending SDWK & DFES Managers Recovery Planning Day & Recovery Training 16.06.2024 - 20.06.2024
3/06/2024	AVIAIR PTY LTD KUNUNURRA	Y	$ 117.27	$ 11.73	$ 129.00	121107090.2003	Yes	Flights - Manager Community Development Broome - Derby 24.06.2024
31/05/2024	VIRGIN AUSTRALIA BRISBANE	Y	$ 257.03	$ 25.70	$ 282.73	121107090.2003	Yes	Flights - Manager Community Development Perth - Broome 24.06.2024
27/05/2024	Starlink Australia PTY LT Sydney	Y	$ 620.91	$ 62.09	$ 683.00	121402210.2100	Yes	Starlink Standard Kit
27/05/2024	Starlink Australia PTY LT Sydney	Y	$ 413.64	$ 41.36	$ 455.00	121402210.2101	Yes	Flashing mount, pivot mount, ethernet adapter invoice 35
27/05/2024	Starlink Australia PTY LT Sydney	Y	$ 413.64	$ 41.36	$ 455.00	121402210.2101	Yes	Flashing mount, pivot mount, ethernet adapter invoice 29
27/05/2024	HOUSING AUTHORITY PERTH	Y	$ 568.49	$ 56.85	$ 625.34	121402020.2003	Yes	Rent 20 Mimosa Street Derby
20/05/2024	Jila Cafe Derby	Y	$ 192.73	$ 19.27	$ 212.00	120401650.2101	Yes	Refreshments - Budget Workshop 16.05.2024
20/05/2024	MANGROVE RESORT BROOME	Y	$ 670.91	$ 67.09	$ 738.00	120401090.2100	Yes	Accommodation - Deputy President Meetings in Broome 13.05.2024 - 14.05.2024
20/05/2024	MANGROVE RESORT BROOME	Y	$ 85.35	$ 8.54	$ 93.89	120401090.2100	Yes	Accommodation - Deputy President Meetings in Broome 13.05.2024 - 14.05.2024
20/05/2024	SHIRE OF DERBY WEST KI DERBY	N	$ 130.00	0	$ 130.00	P305-266-2266	Yes	Plate Remake - 10KW
20/05/2024	SHIRE OF DERBY WEST KI DERBY	N	$ 18.90	0	$ 18.90	P171-266-2266	Yes	Change of Plates - Old plate number 1IDQ353 - new plate number 10KW
20/05/2024	SHIRE OF DERBY WEST KI DERBY	N	$ 18.90	0	$ 18.90	P305-266-2266	Yes	Change of Plates - Old plate number 1IDQ353 - new plate number 10KW
17/05/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 397.75	$ 39.77	$ 437.52	121107090.2003	Yes	Flight - Director of Strategic Operations - Perth to Broome 24.06.2024
16/05/2024	SQ *RUSTYS BAKESHOP ABN 9 Derby	Y	$ 15.00	$ 1.50	$ 16.50	EP0025-298-2101	Yes	Refreshments - WA Local Government Grants Commission - Visiting Program - Tuesday 14 May 2024
16/05/2024	SQ *RUSTYS BAKESHOP ABN 9 Derby	F	$ 24.00	0	$ 24.00	EP0025-298-2101	Yes	Refreshments - WA Local Government Grants Commission - Visiting Program - Tuesday 14 May 2024
15/05/2024	DERBY LODGE Derby	Y	$ 1,000.00	$ 100.00	$ 1,100.00	121107090.2003	Yes	Accommodation - Director of Strategic Operations 13.05 - 16.05.2024
15/05/2024	CONTINENTAL HOTEL BROOME BROOME	Y	$ 287.89	$ 28.79	$ 316.68	120401090.2100	Yes	Accommodation - President to attend Budget meeting in Broome 10.05.2024
15/05/2024	PAGODA RESORT SPA COMO	Y	$ 634.72	$ 63.47	$ 698.19	121407080.2100	Yes	AGRN 1044 - Accommodation Local Recovery Coordinator 20.05.2024 - 23.05.2024 attending DFES office Como
13/05/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 761.38	$ 76.14	$ 837.52	121407080.2100	Yes	AGRN 1044 - Flights Local Recovery Coordinator Broome to Perth 20.05.2024 return 24.05.2024 attending DFES office Como
13/05/2024	BROOME TIME RESORT BROOME	Y	$ 446.43	$ 44.64	$ 491.07	121407080.2100	Yes	AGRN 1044 - Accommodation Local Recovery Coordinator 23.05.2024 returning from attending DFES office Como
13/05/2024	DERBY LODGE Derby	Y	$ 236.36	$ 23.64	$ 260.00	120401090.2100	Yes	Accommodation - Cr Geoff Davis attending Budget Workshop 9 May 2024
13/05/2024	DERBY LODGE Derby	Y	$ 236.36	$ 23.64	$ 260.00	121402090.2003	Yes	Accommodation - Executive Services Project Director 09.05.2024
13/05/2024	Skippers Aviation Subiaco	Y	$ 484.44	$ 48.44	$ 532.88	121407080.2100	Yes	AGRN 1044 - Flight - Community Recovery and Development Advisor Broome to FX 13.05.2024
				TOTAL	$ 16,501.06			

Card Holder Declaration:

I, as the card holder, am responsible for all transactions on my Corporate Credit Card and hereby declare that the expenditure detailed on this statement was approved for work related purposes in accordance with the Transaction Card Policy and Procurement Policy of the Shire of Derby/West Kimberley

Tamara Clarkson
Acting Chief Executive Officer
signature

08/08/2024
Date

Card Holder : Jessica Karlsson

Date	Transaction Description	GST (Y/N)	Amount (GST Excl)	GST	Amount (GST Incl)	Account	Receipt Provided	Comments
10/06/2024	SPOTLIGHT PTY LTD STH MELBOURNE	Y	$ 200.27	$ 20.03	$ 220.30	121107430.2700	Yes	Materials required for 2024 Float Parade for Aquatic and Recreation Theme Department.
10/06/2024	GOODY GOODY GUM D HOWLONG	Y	$ 541.68	$ 54.17	$ 595.85	121107430.2700	Yes	Lollies for 2024 Float Parade
10/06/2024	Vistaprint Australia PTY Derrimut	Y	$ 119.76	$ 11.98	$ 131.74	121107430.2700	Yes	Banner required for 2024 Float Parade for Aquatic and Recreation Theme Department
10/06/2024	Transplumb Water Techn 0383537320	Y	$ 980.00	$ 98.00	$ 1,078.00	120707870.2101	Yes	2 x KiddiWash Sinks
5/06/2024	UBER *TRIP SYDNEY	Y	$ 15.75	$ 1.58	$ 17.33	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
5/06/2024	UBER *TRIP SYDNEY	Y	$ 19.06	$ 1.91	$ 20.97	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
5/06/2024	UBER *TRIP SYDNEY	Y	$ 19.35	$ 1.93	$ 21.28	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
4/06/2024	UBER *TRIP SYDNEY	Y	$ 20.95	$ 2.09	$ 23.04	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
3/06/2024	UBER* TRIP WWW.UBER.COMA	Y	$ 18.11	$ 1.81	$ 19.92	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
3/06/2024	UBER *TRIP SYDNEY	Y	$ 16.03	$ 1.60	$ 17.63	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
3/06/2024	UBER *TRIP SYDNEY	Y	$ 15.53	$ 1.55	$ 17.08	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
3/06/2024	UBER *TRIP SYDNEY	Y	$ 17.05	$ 1.70	$ 18.75	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
3/06/2024	UBER *TRIP SYDNEY	Y	$ 24.53	$ 2.45	$ 26.98	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
31/05/2024	UBER* TRIP WWW.UBER.COMA	Y	$ 9.18	$ 0.92	$ 10.10	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
31/05/2024	UBER* TRIP WWW.UBER.COMA	Y	$ 26.75	$ 2.67	$ 29.42	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
28/05/2024	UBER *TRIP SYDNEY	Y	$ 14.20	$ 1.42	$ 15.62	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
28/05/2024	UBER *TRIP SYDNEY	Y	$ 23.63	$ 2.36	$ 25.99	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
28/05/2024	UBER *TRIP SYDNEY	Y	$ 16.34	$ 1.63	$ 17.97	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
28/05/2024	UBER *TRIP SYDNEY	Y	$ 30.83	$ 3.08	$ 33.91	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
27/05/2024	UBER *TRIP SYDNEY	Y	$ 24.57	$ 2.46	$ 27.03	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
27/05/2024	QANTAS AIRWAYS LTD (EC Mascot	Y	$ 917.46	$ 91.75	$ 1,009.21	EP0004-297-2100	Yes	Return Flights from Perth To Broome and Broome to Derby 1 way for Judge KAPP 2024- Fiona Gavino
27/05/2024	AVIAIR PTY LTD KUNUNURRA	Y	$ 117.27	$ 11.73	$ 129.00	EP0004-297-2100	Yes	Return Flights from Perth To Broome and Broome to Derby 1 way for Judge KAPP 2024- Fiona Gavino
20/05/2024	HORIZONTAL FALLS SEAPLANE ADELAIDE	Y	$ 917.39	$ 91.74	$ 1,009.13	EP0004-297-2100	Yes	Half Day Tour Horizontal Falls gift for Judge KAPP 2024- Fiona Gavino 28.06.2024
16/05/2024	UBER *TRIP SYDNEY	Y	$ 26.67	$ 2.67	$ 29.34	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
15/05/2024	UBER *TRIP SYDNEY	Y	$ 15.12	$ 1.51	$ 16.63	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
15/05/2024	UBER *TRIP SYDNEY	Y	$ 26.72	$ 2.67	$ 29.39	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
14/05/2024	UBER* TRIP WWW.UBER.COMA	Y	$ 25.36	$ 2.54	$ 27.90	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
14/05/2024	UBER *TRIP SYDNEY	Y	$ 13.85	$ 1.38	$ 15.23	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
14/05/2024	UBER *TRIP SYDNEY	Y	$ 14.31	$ 1.43	$ 15.74	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
14/05/2024	UBER *TRIP SYDNEY	Y	$ 23.88	$ 2.39	$ 26.27	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
14/05/2024	UBER *TRIP SYDNEY	Y	$ 12.95	$ 1.30	$ 14.25	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
13/05/2024	UBER* TRIP WWW.UBER.COMA	Y	$ 20.32	$ 2.03	$ 22.35	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
13/05/2024	UBER* TRIP WWW.UBER.COMA	Y	$ 22.51	$ 2.25	$ 24.76	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
13/05/2024	UBER *TRIP SYDNEY	Y	$ 19.52	$ 1.95	$ 21.47	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
13/05/2024	UBER *TRIP SYDNEY	Y	$ 23.73	$ 2.37	$ 26.10	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
13/05/2024	UBER *TRIP SYDNEY	Y	$ 24.21	$ 2.42	$ 26.63	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
13/05/2024	UBER *TRIP SYDNEY	Y	$ 17.28	$ 1.73	$ 19.01	121107090.2003	Yes	Travel - Executive Director of Operations and Strategic Development
				TOTAL	$ 4,831.32			

Card Holder Declaration:

I, as the card holder, am responsible for all transactions on my Corporate Credit Card and hereby declare that the expenditure detailed on this statement was approved for work related purposes in accordance with the Transaction Card Policy and Procurement Policy of the Shire of Derby/West Kimberley

Jessica Karlsson *signature* 08/08/2024 *Date* No longer employed

TOTAL PURCHASES FOR ABOVE STATED PERIOD	$	36,685.73
PAYMENTS AND OTHER CREDITS	$	5,594.50
INTEREST CHARGES	$	-
CLOSING BALANCE	$	31,091.23

Procurement Approval

Name	Tamara Clarkson
Position	Acting Chief Executive Officer
Date	08/08/2024
Signature	

Reconciliation Processed

Name	Ashlee Doust
Position	Accounts Payable Officer
Date	07/08/2024
Signature	

Reconciliation Certified

Name	Aaron Gloor
Position	Senior Finance Officer
Date	07/08/2024

REPORT TO COUNCIL – JULY 2024

EFT PAYMENTS – MUNI ACCOUNT

PAYMENT ID	DATES	CREDITOR / INVOICE DETAILS	AMOUNT
EFT59774	**05/07/2024**	**ALPHA DIVISION SECURITY SERVICES**	**6,292.00**
INV SDWK0041	30/06/2024	SECURITY SERVICES - DERBY YOUTH PROGRAM - 04 TO 07 JUNE	1,320.00
INV SDWK0042	30/06/2024	SECURITY SERVICES - DERBY YOUTH PROGRAM - 10 TO 14 JUNE	1,628.00
INV SDWK0044	01/07/2024	SECURITY SERVICES - DERBY YOUTH PROGRAM -24 TO 28 JUNE	1,672.00
INV SDWK0043	01/07/2024	SECURITY SERVICES - DERBY YOUTH PROGRAM - 17 TO 21 JUNE	1,672.00
EFT59775	**05/07/2024**	**AMY MORRIS**	**247.00**
INV REIMB 2305-1	23/05/2024	REIMBURSE - WORKING WITH CHILDREN CHECK	87.00
INV REIMB 2305 - 2	23/05/2024	REIMBURSE - WORK VEHICLE PARKING AT BROOME AIRPORT	160.00
EFT59776	**05/07/2024**	**AMANDA DEXTER**	**470.46**
INV REIMB1205	12/05/2024	REIMBURSE PURCHASE OF LUNCH WITH YOUTH TEAM FX	470.46
EFT59777	**05/07/2024**	**AUSTRALIAN SERVICES UNION**	**289.50**
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	289.50
EFT59778	**05/07/2024**	**ELI BURNS**	**500.00**
INV KAPP2024	03/07/2024	LANDSCAPES PHOTO WINNER KAPP 2024	500.00
EFT59779	**05/07/2024**	**BUCKLEYS EARTHWORKS & PAVING PTY LTD**	**577,060.90**
INV 2794	31/05/2024	RESHAPE AND RE-SHEET FAIRFIELD-LEOPOLD DOWNS C2022 -10	435,314.99
INV 2798	24/06/2024	GRAVEL RESHEETING FAIRFIELD-LEOPOLD DOWNS - C2023-24-03	139,820.91
INV 2799	30/06/2024	205L CATIONIC ASPHALT EMULSION FOR ROAD SEAL REPAIR	1,925.00
EFT59780	**05/07/2024**	**G BISHOPS TRANSPORT SERVICES PTY LTD**	**109.78**
INV B255982	19/06/2024	FREIGHT - MANAGED IT TO SDWK	109.78
EFT59781	**05/07/2024**	**OFFICE NATIONAL BROOME (THE BOSS SHOP)**	**663.03**
INV 1092972	28/06/2024	COPY COUNT CHARGED 2690 KONICA & 3185 CANON - JUNE 2024	663.03
EFT59782	**05/07/2024**	**BUNNINGS GROUP LIMITED**	**518.00**
INV 2210-00389007	22/06/2024	SUPPLY 2X SHELVING UNITS FOR EQUIPMENT STORAGE	518.00
EFT59783	**05/07/2024**	**CATHERINE FEENEY**	**2,135.98**
INV REIMB 0305	03/05/2024	REIMBURSE - FUEL PURCHASED FOR VEHICLE 1HUW333 – Multiple fuel purchases over a two-week period	484.31
INV REIMB 0406-1	04/06/2024	REIMBURSE - FUEL PURCHASED FOR VEHICLE 1HUW333 – Multiple fuel purchases over a three-month period	1,151.32
INV REIMB 0406-2	04/06/2024	REIMBURSE - FUEL PURCHASED FOR VEHICLE 1HUW333 - Multiple fuel purchases over a two-week period	363.45
INV REIMB 0406-3	04/06/2024	REIMBURSE - FUEL PURCHASED FOR VEHICLE 1HUW348	136.90

EFT59784	**05/07/2024**	**CMT BUILDING WA PTY LTD**	**83,094.79**
INV 1278	18/06/2024	SUPPLY AND INSTALL NEW KITCHEN AT FX SHORT STAY	75,837.61
INV 1276	18/06/2024	PAINT ROOM & REPLACE CEMENT SHEETS, FREIGHT	5,215.74
INV 1280	20/06/2024	REPAIRS TO FXVC CARPARK GATE	1,674.04
INV 1285	20/06/2024	SECURE ROLLER GATE SIDE TRACK & TOILET DOOR	224.40
INV 1287	20/06/2024	CANTEEN BACK DOOR - CHANGE DIGITAL LOCK CODE	143.00
EFT59785	**05/07/2024**	**WINC**	**3,486.57**
INV 9045535397	14/06/2024	STATIONERY ITEMS FOR RFDS BUILDING	521.40
INV 9045537645	14/06/2024	STATIONERY ITEMS FOR ALL DEPARTMENTS	2,445.80
INV 9045538392	17/06/2024	STATIONERY ITEMS FOR ALL DEPARTMENTS	276.03
INV 9045547299	17/06/2024	STATIONERY ITEMS FOR RFDS BUILDING	45.78
INV 9045610180	25/06/2024	STATIONERY ITEMS FOR ALL DEPARTMENTS	141.99
INV 9045636863	28/06/2024	STATIONERY ITEMS FOR FX FLOOD HUB	55.57
EFT59786	**05/07/2024**	**DEPUTY CHILD SUPPORT REGISTRAR**	**397.23**
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	397.23
EFT59787	**05/07/2024**	**DERBY FUELS**	**2,830.00**
INV 1153438	21/06/2024	CATERING FOR YOUTH PROGRAM 20-22/06/2024	2,830.00
EFT59788	**05/07/2024**	**DERBY HARDWARE MITRE10**	**81.95**
INV 10605538	17/06/2024	SUPPLY OF WASP/NEST KILLER AEROSOL	33.98
INV 10605640	18/06/2024	SUPPLY ZINC SPRAY	47.97
EFT59789	**05/07/2024**	**MEGAN NESHODA**	**567.63**
INV REIMB 2406 -2	24/06/2024	REIMBURSE - ITEMS FOR JULY SCHOOL HOLIDAY PROGRAM - FX	403.25
INV REIMB 2406-1	24/06/2024	REIMBURSE - FUEL PURCHASE FOR YOUTH BUS - BROOME TO FX	164.38
EFT59790	**05/07/2024**	**BASS TECHNOLOGY GROUP T/AS FX COMM & AV**	**1,390.00**
INV 230248	14/06/2024	1 MONTH USAGE CHARGE STARLINK SEP 23 - JUNE 24 - FX DEPOT	1,390.00
EFT59791	**05/07/2024**	**FITZROY HARDWARE PTY LTD**	**348.00**
INV 10012259	24/06/2024	SUPPLY LANTERN, TORCH & GAS	109.00
INV 10012312	25/06/2024	SUPPLY OF COOLER JUG & PADLOCK	179.00
INV 10012338	26/06/2024	SUPPLY 6X KEY BLANK	60.00
EFT59792	**05/07/2024**	**GREENFIELD TECHNICAL SERVICES**	**26,559.23**
INV 4058	21/06/2024	DESIGN & SURVEY OF GEE GULLY ROAD FLOODWAY CROSSING	26,559.23
EFT59793	**05/07/2024**	**GOONIYANDI ABORIGINAL CORPORATION RNTBC**	**11,648.96**
INV 0356	29/06/2024	AGRN 1044 - EMERGENCY PREPAREDNESS WORK WE 05/06/2024	6,201.67
INV 0357	29/06/2024	AGRN 1044 - EMERGENCY PREPAREDNESS WORK WE 12/06/2024	5,447.29
EFT59794	**05/07/2024**	**JACOB CHARTERS**	**2,068.00**

INV REIMB 0207	02/07/2024	REIMBURSE - DOG FOOD FOR POUND	68.00
INV KAPP 2024	03/07/2024	PORTRAITS PHOTO WINNER KAPP2024	2,000.00
EFT59795	**05/07/2024**	**GEOFFREY CHARLES HAEREWA**	**161.88**
INV REIMB 2606	26/06/2024	REIMBURSE TRAVEL - MINISTERIAL MEETINGS IN PERTH	161.88
EFT59796	**05/07/2024**	**INFOCOUNCIL PTY LIMITED**	**13,736.14**
INV 203816	19/06/2024	ANNUAL LICENSE & HELP DESK FEE	13,736.14
EFT59797	**05/07/2024**	**TEAM GLOBAL EXPRESS PTY LTD**	**762.91**
INV P69067008	23/06/2024	FREIGHT - REF 0090S5K798 & 797	762.91
EFT59798	**05/07/2024**	**JESSICA ELLIS**	**2,000.00**
INV KAPP 2024	03/07/2024	FLORA AND FAUNA PHOTO WINNER KAPP 2024	2,000.00
EFT59799	**05/07/2024**	**JULIA WILSON**	**106.64**
INV REIMB 0107	01/07/2024	REIMBURSE - PURCHASE OF FUEL FOR VEHICLE REGO 10KW	106.64
EFT59800	**05/07/2024**	**KIMBERLEY KRASH REPAIRS**	**1,000.00**
INV 9899/2	17/06/2024	1DTA733 - ATTEMPTED THEFT DAMAGE EXCESS ON INSURANCE	1,000.00
EFT59801	**05/07/2024**	**KIMBERLEY TREE CARE**	**49,999.99**
INV 3432	17/06/2024	TREE WORKS AT 31 EMANUEL ST, FX OVAL, VC & FX HWY	49,999.99
EFT59802	**05/07/2024**	**TUFFY'S PTY LTD T/A KIMBERLEY WASHROOM SERVICES**	**640.00**
INV 10100	03/05/2024	SUPPLY AND SERVICE SANITARY DISPOSAL UNITS - MAY 2024	640.00
EFT59803	**05/07/2024**	**LINDA JUNE WILSON**	**10,000.00**
INV KAPP 2024	03/07/2024	OVERALL ART WINNER KAPP 2024	10,000.00
EFT59804	**05/07/2024**	**MAXXIA PTY LTD**	**5,941.44**
INV SDWK-ITC0624	30/06/2024	JUN-24 INPUT TAX CREDIT REPATRIATED TO MAXXIA	35.72
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	3,088.68
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	2,736.48
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	80.56
EFT59805	**05/07/2024**	**MT BARNETT STORE PTY LTD**	**135.00**
INV 628758	11/04/2024	ENTRY & CAMPING PERMIT X 9	135.00
EFT59806	**05/07/2024**	**MECHANICS & TYRES PTY LTD**	**256.28**
INV 5175	24/06/2024	REMOVE AND FIT 2 X STEERER TYRES	42.08
INV 5176	24/06/2024	1 X BOSCH BATTERY	214.20
EFT59807	**05/07/2024**	**OUTBACK ELECTRICAL & AIRCON SERVICES**	**1,891.47**
INV 8646	24/06/2024	RE-SECURE PILLAR LIGHT, REPAIR FAULTY EXTERNAL LIGHTS	1,891.47
EFT59808	**05/07/2024**	**ORD AGRICULTURAL EQUIPMENT**	**1,063.99**
INV OA17980	18/06/2024	SUPPLY SERVICE PARTS, FREIGHT	1,063.99
EFT59809	**05/07/2024**	**OFFICE STAR**	**704.00**

INV 64352	27/06/2024	SERVICE AGREEMENT FOR RICOH ID #950 - COLEMAN CENTRE	704.00
EFT59810	**05/07/2024**	**PAPERSCOUT**	**1,397.00**
INV SD240208D	17/06/2024	300X COPIES OF THE BABBLING BOABS	1,397.00
EFT59811	**05/07/2024**	**HARVEY NORMAN BROOME**	**1,299.95**
INV 288756	18/06/2024	SUPPLY PORTABLE PROJECTOR FOR KAPP 2024	1,299.95
EFT59812	**05/07/2024**	**RUSTYS IGA**	**227.07**
INV 024738	24/06/2024	HEALTHY SNACKS FOR YOUTH PROGRAM 27-29/06/2024	227.07
EFT59813	**05/07/2024**	**RAHAV POKED**	**2,000.00**
INV KAPP 2024	03/07/2024	LANDSCAPES PHOTO WINNER KAPP 2024	2,000.00
EFT59814	**05/07/2024**	**SAMPEY MEATS**	**1,250.00**
INV 20889	29/04/2024	SUPPLY KEBABS FOR FX COMMUNITY EXPO 18/05/2024	1,250.00
EFT59815	**05/07/2024**	**SHIRLEY CORNELIUS**	**2,500.00**
INV KAPP 2024	03/07/2024	MIXED MEDIA ART WINNER KAPP2024	2,500.00
EFT59816	**05/07/2024**	**STUART E FISHER**	**343.24**
INV REIMB 0107	01/07/2024	UTILITY SUBSIDY POWER: 27/03/24 TO 22/05/2024	343.24
EFT59817	**05/07/2024**	**SUSAN STAFFORD**	**163.90**
INV REIMB 2805	28/05/2024	REIMBURSE - AIRPORT PARKING & BUS	163.90
EFT59818	**05/07/2024**	**ILLION TENDERLINK**	**360.80**
INV SDWK-633363	27/06/2024	T01-2024/25 - ROAD RESHAPE AND GRAVEL RESHEETING	180.40
INV SDWK-633365	27/06/2024	T02-2024/25 - ROAD RESHAPE AND GRAVEL RESHEETING	180.40
EFT59819	**05/07/2024**	**TELSTRA LIMITED**	**13,174.93**
INV 0463459000	09/06/2024	MAIN LINE BILLINGS - JUNE 2024	13,174.93
EFT59820	**05/07/2024**	**MUMMERY, TIMOTHY**	**5,000.00**
INV KAPP 2024	03/07/2024	OVERALL PHOTO WINNER KAPP2024	5,000.00
EFT59821	**05/07/2024**	**TRACY FRASER**	**87.00**
INV REIMB 2806	28/06/2024	REIMBURSE - WORKING WITH CHILDREN CHECK	87.00
EFT59822	**05/07/2024**	**THIRD SPACE INDIGENOUS CORPORATION**	**11,962.50**
INV 0109	01/07/2024	HIRE OF 3 X 4WD DUAL CAB VEHICLES 2/06/24 - 30/06/24 ,	11,962.50
EFT59823	**05/07/2024**	**ABUELITAS SHOP**	**11,220.00**
INV 83239	16/06/2024	CATERING FOR DERBY YOUTH PROGRAM 16/17/18TH MAY 2024	3,740.00
INV 83375 (84324)	16/06/2024	CATERING FOR DERBY YOUTH PROGRAM 13/14/15TH JUNE 2024	3,740.00
INV 83439	30/06/2024	CATERING FOR DERBY YOUTH PROGRAM 27/28/29TH JUNE 2024	3,740.00
EFT59824	**05/07/2024**	**VISION POWER**	**7,067.88**
INV 17515	25/06/2024	CAR PARK LIGHTS, REPLACE STREETLIGHT NEAR PATHWAY	791.45
INV 17512	25/06/2024	SUPPLY AND INSTALL LIGHTS AT REC CENTRE	4,183.46

INV 17513	25/06/2024	REPLACE EXTERNAL LIGHTS & BUNKER LIGHT	1,721.72
INV 17514	25/06/2024	FX SERVICES WORKERS CAMP - REPLACE OLD BOARD WITH NEW	371.25
EFT59825	**05/07/2024**	**NEIL MANSELL TRANSPORT PTY LTD**	**35.04**
INV 00321118	21/06/2024	FREIGHT - NORTHERN RURAL SUPPLIES	35.04
EFT59826	**12/07/2024**	**ACOR CONSULTANTS PTY LTD**	**8,581.19**
INV 102004254	28/06/2024	FITZROY CROSSING TOWN OVAL LIGHTING - JUNE 2024	8,581.19
EFT59827	**12/07/2024**	**ALISTAIR HOBBS**	**500.00**
INV SITTING FEES-2506	25/06/2024	FVF RECOVERY WORKING GROUP SITTING FEES - 25/06/2024	500.00
EFT59828	**12/07/2024**	**ALTHAM PLUMBING**	**200.23**
INV 17606	27/05/2024	REPLACE BROKEN GARDEN TAP, MATERIALS	200.23
EFT59829	**12/07/2024**	**BROOME TOYOTA NORTH WEST MOTOR GROUP**	**61,567.12**
INV RI11009278	01/07/2024	2024 TOYOTA HILUX / 1IGE 596 & REGISTRATION	61,567.12
EFT59830	**12/07/2024**	**CLEANING GARDENING & TREE SERVICES**	**1,581.25**
INV 130	12/06/2024	CLEANING OF FX DEPOT DONGAS - MAY 2024	759.00
INV 137	28/06/2024	CLEANING FX DEPOT SHORT STAY - JUNE 2024	822.25
EFT59831	**12/07/2024**	**CISSY NUGGETT**	**500.00**
INV SITTING FEES-2506	25/06/2024	FVF RECOVERY WORKING GROUP SITTING FEES - 25/06/2024	500.00
EFT59832	**12/07/2024**	**COMM PRO CONSULTANTS**	**3,905.00**
INV 0028	26/06/2024	FINALISATION OF MASTER PLAN FOR FX YOUTH SPACE	3,905.00
EFT59833	**12/07/2024**	**CATALYST IT AUSTRALIA PTY LTD**	**792.00**
INV 0490	01/07/2024	KOHA HOSTING - JUL, AUG, SEP 2024	792.00
EFT59834	**12/07/2024**	**DERBY FUELS**	**10,330.00**
INV 272473	01/07/2024	SUPPLY BREAKFAST KAPP JUDGES 29TH JUNE	510.00
INV 272474	01/07/2024	CATERING FOR THE AWARDS NIGHT KAPP 2024 ON JUNE 29TH	9,500.00
INV 272803	04/07/2024	CATERING FOR CONSULTATION TRAINING 04/07/2024	320.00
EFT59835	**12/07/2024**	**LANDGATE (WA LAND INFORMATION AUTHORITY)**	**70.40**
INV 394551	24/06/2024	MINIMUM CHARGE - MINING TENEMENT SCHEDULE M2024/06	70.40
EFT59836	**12/07/2024**	**DERBY PROGRESSIVE SUPPLIES**	**839.51**
INV 088179	13/05/2024	KITCHEN SUPPLIES FOR DEPOT, KITCHEN SUPPLIES FOR DEPOT	575.72
INV 091312	27/06/2024	FOOD PACKAGING & HANDLING PRODUCTS FOR KAPP	263.79
EFT59837	**12/07/2024**	**DERBY HARDWARE MITRE10**	**122.49**
INV 10593352	28/11/2023	SUPPLY 6X PLASTIC WHEELS	30.60
INV 10606249	26/06/2024	SUPPLY SANDING SHEETS	15.92
INV 10606288	26/06/2024	EMERGENCY SUPPLIES FOR KAPP	75.97
EFT59838	**12/07/2024**	**ELDERS LIMITED (DERBY BRANCH)**	**315.71**

INV IY89762	27/06/2024	SUPPLY 20L TRUCK WASH & 20L DEGREASER	315.71
EFT59839	**12/07/2024**	**MEGAN NESHODA**	**311.54**
INV REIMB1107	11/07/2024	REIMBURSE PURCHASE OF GRILL FOR FX FIRE PIT, FREIGHT	311.54
EFT59840	**12/07/2024**	**FITZROY HARDWARE PTY LTD**	**454.00**
INV 10012435	27/06/2024	SUPPLY 5X 15L WATER	105.00
INV 10012933	09/07/2024	SUPPLY ELECTRIC PRESSURE WASHER	349.00
EFT59841	**12/07/2024**	**FAMILY SHOVELLER BAND**	**4,400.00**
INV 205	03/07/2024	FAMILY SHOVELLER BAND ENTERTAINMENT KAPP 2024 29/07/24	4,400.00
EFT59842	**12/07/2024**	**LUISA GAVIRIA**	**358.00**
INV REIMB0307	03/07/2024	REIMBURSE PURCHASE OF MEALS FOR KAPP JUDGES	358.00
EFT59843	**12/07/2024**	**GREENFIELD TECHNICAL SERVICES**	**182.88**
INV 4038	26/06/2024	AGRN 1044 - CONSTRUCTION MANAGEMENT - MAY 2024	182.88
EFT59844	**12/07/2024**	**HELEN THOMAS**	**500.00**
INV SITTING FEES-2506	25/06/2024	FVF RECOVERY WORKING GROUP SITTING FEES - 25/06/2024	500.00
EFT59845	**12/07/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**36.12**
INV 572328	08/07/2024	2/20 CLARENDON ST, DERBY FOR 02/07/2024 TO 05/07/2024	36.12
EFT59846	**12/07/2024**	**A&N ENTERPRISES AUST PTY LTD TAS INTEGRITY COACHLINES**	**565.34**
INV ICL00449	15/06/2024	BUS TICKET # 282822	174.25
INV ICL00464	30/06/2024	BUS TICKET #283685	391.09
EFT59847	**12/07/2024**	**ELISE FENN**	**3,176.14**
INV 0306	01/07/2024	WORKSHOP PARENT'S AND BUBS 6TH JULY KAPP2024	3,176.14
EFT59848	**12/07/2024**	**J7M CONTRACTING**	**2,004.64**
INV 2706	27/06/2024	ORPHAN ROAD INSPECTION & TRAVEL ALLOWANCE	2,004.64
EFT59849	**12/07/2024**	**JILA PLUMBING**	**275.00**
INV 6077	01/07/2024	VISITOR CENTRE URINAL BLOCKAGE	275.00
EFT59850	**12/07/2024**	**KIMBERLEY CAR HIRE**	**16,500.00**
INV 6121	01/07/2024	HIRE OF TWO VEHICLES 1HAP944 & 1HIK288 - 30 DAY HIRE	6,600.00
INV 6122	01/07/2024	30 DAY HIRE - 2 X 4WD HILUX, REGO: 1HUW333 & 1HAE358	6,600.00
INV 6119	01/07/2024	30 DAY HIRE - TOYOTA PRADO REGO 1HHJ193 01/06/24 - 01/07/24	3,300.00
EFT59851	**12/07/2024**	**KENNETH RAYMOND MCLEOD**	**1,120.00**
INV REIMB2706	27/06/2024	UTILITY SUBSIDY: 2X 45KG GAS BOTTLE	1,120.00
EFT59852	**12/07/2024**	**KIMBERLEY MONEY MANAGEMENT SERVICES**	**3,000.00**
INV FUND 2024	11/07/2024	APPROVED REQUEST FOR FUNDING - NAIDOC 2024	3,000.00
EFT59853	**12/07/2024**	**THE PIER GROUP PTY LTD T/AS CS LEGAL**	**686.10**
INV 033640	28/06/2024	PROFESSIONAL FEES FOR DEBT RECOVERY - A500101	686.10

EFT59854	**12/07/2024**	**MANAGED IT PTY LTD**	**46,461.47**
INV 177013	02/07/2024	MICROSOFT SPLA LICENSE FOR JULY 2024	5,396.67
INV 177014	02/07/2024	MANAGED LICENSES FOR JULY 2024	27,607.14
INV 177016	02/07/2024	CITRIX LICENSING FOR JULY 2024	4,220.96
INV 177017	02/07/2024	CLOUD SERVER HOSTING FOR JULY 2024	9,236.70
EFT59855	**12/07/2024**	**OMNICOM MEDIA GROUP AUSTRALIA PTY LTD**	**934.84**
INV 4350490	30/06/2024	PERTH WEST AUSTRALIAN T2024/25 - 01 & 02	640.41
INV 4350298	30/06/2024	THE BROOME ADVERTISER T2024/25 - 01 & 02	294.43
EFT59856	**12/07/2024**	**MOORE AUSTRALIA (TAX)**	**23,782.00**
INV 436385	24/06/2024	COMPILATION OF STATEMENT OF FINANCIAL ACTIVITY	2,530.00
INV 436452	25/06/2024	BUDGETING SUPPORT SERVICES FY24/25	21,252.00
EFT59857	**12/07/2024**	**MARRA WORRA WORRA ABORIGINAL CORPORATION**	**75.00**
INV 1653	25/06/2024	AGRN 1044 - FVFRWG HIRE OF BOARDROOM 25/06/2024	75.00
EFT59858	**12/07/2024**	**MOLLY WOOF**	**2,500.00**
INV KAPP 2024	01/07/2024	KAPP 2024 WORKS ON PAPER WINNER	2,500.00
EFT59859	**12/07/2024**	**NETSTAR AUSTRALIA PTY LTD**	**3,152.16**
INV 195531	28/06/2024	EZ STANDARD WEBSITE SUBSCRIPTION & SIM ACCESS - ANNUAL	3,152.16
EFT59860	**12/07/2024**	**NORWESCOM TELECOMMUNICATIONS**	**202.40**
INV 55379	04/07/2024	ALARM MONITORING DERBY - JULY, AUGUST, SEPTEMBER 2024	202.40
EFT59861	**12/07/2024**	**OFFICE STAR**	**294.36**
INV 64325	27/06/2024	SERVICE AGREEMENT FOR RICOH ID #791 - FXVC	294.36
EFT59862	**12/07/2024**	**COLLEEN GARNER**	**500.00**
INV SITTING FEES-2506	25/06/2024	FVF RECOVERY WORKING GROUP SITTING FEES - 25/06/2024	500.00
EFT59863	**12/07/2024**	**IXOM**	**204.60**
INV 6832020	30/06/2024	CHLORINE GAS CYLINDER HIRE FEE - JUNE 2024	204.60
EFT59864	**12/07/2024**	**PATRICK GREEN**	**500.00**
INV SITTING FEES-2506	25/06/2024	FVF RECOVERY WORKING GROUP SITTING FEES - 25/06/2024	500.00
EFT59865	**12/07/2024**	**AUSTRALASIAN PERFORMING RIGHT ASSOC LIMITED**	**1,276.64**
INV 474478	02/07/2024	MUSIC FOR COUNCILS - RURAL FOR 01/07/2024 TO 30/06/2025	1,276.64
EFT59866	**12/07/2024**	**RUSTYS IGA**	**249.40**
INV 02858	04/06/2024	VOUCHER FOR RECONCILIATION WALK PERFORMER 31/05/2024	150.00
INV 015011	12/06/2024	SUPPLIES FOR NAIDOC EVENT AT DDHS 13/06/2024	99.40
EFT59867	**12/07/2024**	**SAGE CONSULTING ENGINEERS PTY LTD**	**8,239.00**
INV 0681	28/06/2024	FITZROY CROSSING AFL LIGHTING DESIGN	8,239.00
EFT59868	**12/07/2024**	**SING DRILLING PTY LTD**	**4,697.00**

INV 2024-5	26/06/2024	SUPPLY AND INSTALL 1.5HP 80LPM SUBMERSIBLE PUMP	4,697.00
EFT59869	**12/07/2024**	**SKIPPERS CLEANING SERVICES**	**286.00**
INV 1742	01/07/2024	CLEANING OF MILLARD ST DONGA'S - JUNE 2024.	286.00
EFT59870	**12/07/2024**	**SHIRE OF JERRAMUNGUP**	**13,528.81**
INV 18287	04/07/2024	LONG SERVICE LEAVE ENTITLEMENT FOR PREVIOUS EMPLOYEE	13,528.81
EFT59871	**12/07/2024**	**TEC SERVICES GROUP PTY LTD**	**445,552.58**
INV 67571	24/06/2024	AWARD OF TENDER 01-2023/24 - PC04 JUNE - FX TOWN OVAL	445,552.58
EFT59872	**12/07/2024**	**ROWE GROUP WA PTY LTD TAS AIR TOOLS WA**	**9,032.60**
INV IN16588	08/05/2024	SUPPLY & DELIVER PEERLESS COMPRESSOR	9,032.60
EFT59873	**12/07/2024**	**TARUNDA SUPERMARKET**	**2,999.85**
INV 3012369	01/07/2024	FOOD SUPPLIES FOR COOKING PROGRAM 01-05/07/2024	342.48
INV 3012698	02/07/2024	AGRN 1044 - FOOD SUPPLIES FOR CUPPA CIRCLE PROGRAM	195.52
INV 50164893	02/07/2024	FOOD SUPPLIES FOR COOKING PROGRAM 01-05/07/2024	303.90
INV 3012849	03/07/2024	FOOD SUPPLIES FOR COOKING PROGRAM 01-05/07/2024	395.63
INV 3012938	03/07/2024	FOOD SUPPLIES FOR COOKING PROGRAM 01-05/07/2024	134.39
INV 10128496	04/07/2024	FOOD SUPPLIES FOR COOKING PROGRAM 01-05/07/2024	248.40
INV 40182620	05/07/2024	FOOD SUPPLIES FOR COOKING PROGRAM 01-05/07/2024	384.11
INV 40182868	08/07/2024	FOOD SUPPLIES FOR COOKING PROGRAM 08-12/07/2024	296.80
INV 40182899	08/07/2024	FOOD SUPPLIES FOR COOKING PROGRAM 08-12/07/2024	22.03
INV 10130014	08/07/2024	FOOD SUPPLIES FOR COOKING PROGRAM 08-12/07/2024	49.74
INV 10130139	09/07/2024	AGRN 1044 - FOOD SUPPLIES CUPPA CIRCLE PROGRAM 10/07/2024	97.02
INV 10130209	09/07/2024	FOOD SUPPLIES FOR COOKING PROGRAM 08-12/07/2024	438.43
INV 10130805	10/07/2024	FOOD SUPPLIES FOR COOKING PROGRAM 08-12/07/2024	91.40
EFT59874	**12/07/2024**	**WEREWOLF SECURITY (NORTH WEST COAST SECURITY)**	**750.75**
INV 13464	08/07/2024	SECURITY SERVICES FOR KAPP 29/06/2024	750.75
EFT59875	**19/07/2024**	**A & B TYRES**	**1,165.00**
INV 51074	14/06/2024	SUPPLY 2X WESTLAKE 235/85R16 TYRES & TUBES	750.00
INV 51119	17/06/2024	SUPPLY CENTURY N70MF BATTERY	200.00
INV 51259	26/06/2024	SUPPLY DYNAMO 235/75R15 TYRE	215.00
EFT59876	**19/07/2024**	**AIRPORT LIGHTING SPECIALISTS PTY LTD**	**528.00**
INV IN26379	08/07/2024	WINDSOCK RELAY & CURRENT SENSING RELAY, FREIGHT	528.00
EFT59877	**19/07/2024**	**AUSTRALIAN AIRPORTS ASSOCIATION**	**1,980.00**
INV MEM-2425-249	08/07/2024	AIRPORT MEMBERSHIP - SMALL CERTIFIED 01/07/2024 - 30/06/2025	1,980.00
EFT59878	**19/07/2024**	**AUSTRALIA POST**	**157.31**
INV 1013345567	03/07/2024	DERBY POST FOR JUNE 2024, GST	157.31

EFT59879	**19/07/2024**	**AUSTRALIAN SERVICES UNION**	**263.00**
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	263.00
EFT59880	**19/07/2024**	**ALLWEST BUILDING APPROVALS**	**302.50**
INV 10126	10/07/2024	CERTIFICATE OF DESIGN COMPLIANCE LOT 4 #47 DURACK ST	302.50
EFT59881	**19/07/2024**	**BBB CATERING PTY LTD**	**392,110.44**
INV 6418	26/06/2024	AGRN 1044 - CAMP MANAGEMENT SERVICES - JULY 2024	392,110.44
EFT59882	**19/07/2024**	**BROOMECRETE**	**242.00**
INV 50549	24/06/2024	SUPPLY & DELIVER PRE MIX	242.00
EFT59883	**19/07/2024**	**BUCKLEYS EARTHWORKS & PAVING PTY LTD**	**26,617.25**
INV 2801	30/06/2024	C01-2022 OPEN UP NOONKANBAH CROSSING FLOOD DAMAGE	19,178.50
INV 2807	30/06/2024	EMERGENCY REPAIRS - OPEN GRADE 2024 AREA 3	4,972.00
INV 2808	30/06/2024	EMERGENCY REPAIRS - OPEN GRADE 2024 AREA 3	2,466.75
EFT59884	**19/07/2024**	**BOOKEASY PTY LTD**	**493.90**
INV 24674	06/07/2024	BOOKINGS MONTHLY FEE - JUN 2024	493.90
EFT59885	**19/07/2024**	**HALLIDAY ENTERPRISES PL T/A BK SIGNS & PROMOTIONS**	**2,143.00**
INV 27161	01/07/2024	SIGN WRAP FOR P223-FX LANDCRUISER UTE	499.50
INV 27184	01/07/2024	SIGN WRITING WRAP FOR KW 14	499.50
INV 27227	11/07/2024	PRINTED VEHICLE WRAP VINYL TO 7KW	511.50
INV 27236	11/07/2024	PRINTED VEHICLE WRAP VINYL TO 1IGE 621	632.50
EFT59886	**19/07/2024**	**BREANNA HARRINGTON**	**402.40**
INV REIMB0107	01/07/2024	UTILITY SUBSIDY: POWER FOR 29/03/2024 TO 28/05/2024	402.40
EFT59887	**19/07/2024**	**BROOME TOYOTA NORTH WEST MOTOR GROUP**	**61,740.63**
INV RI11009293	01/07/2024	2024 TOYOTA HILUX / 1IGE 621 & REGISTRATION	61,561.57
INV PI13077418	08/07/2024	REPLACEMENT 1/4 WINDOW GLASS, FREIGHT	179.06
EFT59888	**19/07/2024**	**BOYA EQUIPMENT PTY LTD**	**990.00**
INV 37518	11/07/2024	SUPPLY CUTTING EDGES	990.00
EFT59889	**19/07/2024**	**CATHRYN CLARKE**	**7,362.59**
INV 55	14/07/2024	COOKING CLASSES X 9 DAYS	7,362.59
EFT59890	**19/07/2024**	**CRAIG DAWE**	**378.37**
INV REIMB1107	11/07/2024	UTILITY SUBSIDY: POWER FOR 05/04/2024 TO 06/06/2024	378.37
EFT59891	**19/07/2024**	**CLEANING GARDENING & TREE SERVICES**	**29,645.99**
INV 138	28/06/2024	CLEANING VARIOUS BUILDINGS - JUNE 2024	29,645.99
EFT59892	**19/07/2024**	**BOC LIMITED**	**420.13**
INV 5006380337	29/05/2024	MONTHLY GAS CYLINDER CHARGES	213.50
INV 5006396557	28/06/2024	MONTHLY GAS CYLINDER CHARGES	206.63

EFT59893	**19/07/2024**	**CIVIC LEGAL**	**2,610.63**
INV 512942	24/06/2024	PREPARATION OF NEW LEASE AGREEMENT	2,610.63
EFT59894	**19/07/2024**	**CMT BUILDING WA PTY LTD**	**13,619.34**
INV 1277	18/06/2024	SHORT STAY - PAINT, PATCH, ENCLOSE, RETILE	12,497.54
INV 1286	20/06/2024	INSTALL NEW GUARD PLATE REAR DOOR OF CARPARK	220.35
INV 1315	10/07/2024	INSTALL 2X STAINLESS DROP BOLTS TO STORE ROOM DOOR	345.29
INV 1316	10/07/2024	CHANGE BROKEN NIGHT LATCH & ADJUST DOOR, MATERIALS	413.16
INV 1317	10/07/2024	INSPECT DAMAGE TO DOOR	143.00
EFT59895	**19/07/2024**	**DEPUTY CHILD SUPPORT REGISTRAR**	**397.23**
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	397.23
EFT59896	**19/07/2024**	**CARTER, CHRISSY**	**2,049.00**
INV 04072024	04/07/2024	TILE PAINTING WORKSHOP AT KAPP EVENT 04/07/2024	2,049.00
EFT59897	**19/07/2024**	**DERBY 4X4 & MARINE**	**991.35**
INV 36628-57706	28/03/2024	SUPPLY 2X 500ML TYRE SEAL	40.48
INV 36510-58703	28/06/2024	SUPPLY RADIATOR, CAP & HOSES	640.39
INV 36629-58018	08/07/2024	SUPPLY 2X BEARING/SEAL KIT	95.04
INV 36630-58798	08/07/2024	SUPPLY PLUGS, FILTER, GASKETS & EXHAUST MOUNT	97.16
INV 36633-58887	08/07/2024	SUPPLY CABIN FILTER	39.49
INV 36665-58924	10/07/2024	SUPPLY CABIN & AIR FILTER	78.79
EFT59898	**19/07/2024**	**DERBY FUELS**	**414.85**
INV 1160794	12/07/2024	SUPPLY 96.97L UNLEADED FOR SMALL MOTOR USE	244.85
INV 273832	14/07/2024	CATERING FOR SILENT AUCTION 13/07/2024	170.00
EFT59899	**19/07/2024**	**CLARENDON UNIT TRUST (DERBY LODGE & BACKPACKERS)**	**535.00**
INV 3282	11/07/2024	ACCOMMODATION FOR LONG TABLE DINNER CHEFS 10/07/2024	275.00
INV 3283	11/07/2024	ACCOMMODATION FOR LONG TABLE DINNER CHEF 10/07/2024	260.00
EFT59900	**19/07/2024**	**DEPARTMENT OF PRIMARY INDUSTRIES & REGIONAL DEVELOPMENT**	**117.00**
INV AIR434031	18/06/2024	PLANTS DARWIN PLANT SELLERS - QUARANTINE INSPECTION	117.00
EFT59901	**19/07/2024**	**DERBY PROGRESSIVE SUPPLIES**	**1,696.80**
INV 091927	05/07/2024	SUPPLY BISCUITS FOR KAPP EXHIBITION	60.54
INV 092006	08/07/2024	FOOD PACKAGING & HANDLING PRODUCTS FOR KAPP	103.37
INV 092079	09/07/2024	SUPPLY TOILET PAPER, SUPPLY TOILET PAPER & BIN BAGS	1,102.35
INV 092310	11/07/2024	VARIOUS PARTS FOR NILFISK	430.54
EFT59902	**19/07/2024**	**DERBY HARDWARE MITRE10**	**452.66**
INV 10607294	08/07/2024	SUPPLY ANTISLIP TAPE	29.98
INV 10607368	09/07/2024	SUPPLY PAD BOLTS	25.96

INV 10607424	10/07/2024	SUPPLY SLIDING DOOR LATCH & WET AREA WHITE X2	99.97
INV 10607426	10/07/2024	SUPPLY BONDCRETE 4L	79.99
INV 10607427	10/07/2024	SUPPLY SCREEN DOOR CLOSURE & PASSAGE SET	54.98
INV 10607450	10/07/2024	SUPPLY PRIMING FLUID, SOLVENT CEMENT & MICRO JOINERS	38.86
INV 10607472	10/07/2024	SUPPLY DOOR SHEAVE ASSEMBLY & INSECT SCREEN	49.98
INV 10607524	11/07/2024	SUPPLY SCRAPER	3.99
INV 10607582	11/07/2024	SUPPLY SPRAY ZINC X2	31.98
INV 10607859	15/07/2024	SUPPLY GLOVES	16.98
INV 10607910	15/07/2024	SUPPLY CUT & POLISH 250G	19.99
EFT59903	**19/07/2024**	**DWA INDUSTRIAL RESOURCES PTY LTD**	**727.32**
INV 02023477	10/07/2024	GAS STRUTS FOR BOWSER DOOR, FREIGHT	130.46
INV 02023444	11/07/2024	CHECKER PLATE CUT TO SIZE, CHECKER PLATE CUT TO SIZE	596.86
EFT59904	**19/07/2024**	**ECHO SOUND**	**7,260.00**
INV 24028	24/06/2024	SUPPLY FOR HIRE - KAPP OPENING NIGHT 29/06/2024	3,520.00
INV 25007	15/07/2024	SUPPLY FOR HIRE AT NIGHT ON THE MARSH EVENT 14/07/2024	3,740.00
EFT59905	**19/07/2024**	**KIMBERLEY ELECTRICAL CONTRACTORS**	**522.50**
INV 26443	05/09/2023	ELECTRICAL WORKS AT 21 RUSS RD	522.50
EFT59906	**19/07/2024**	**FITZROY HARDWARE PTY LTD**	**18.50**
INV 10012988	10/07/2024	SUPPLY HEX SOCKET	9.00
INV 10013074	11/07/2024	SUPPLY PADLOCK & BRICKIES LINE	85.80
EFT59907	**19/07/2024**	**GREENFIELD TECHNICAL SERVICES**	**585.20**
INV 4097	30/06/2024	AGRN 1044 - CONSTRUCTION MANAGEMENT - JUNE 2024	585.20
EFT59908	**19/07/2024**	**GRACE RECORDS MANAGEMENT**	**118.07**
INV RP01541496	30/06/2024	STORAGE OF RECORDS - JULY 2024	118.07
EFT59909	**19/07/2024**	**HYDRECO HYDRALICS PTY LTD**	**870.21**
INV 151693	10/07/2024	SUPPLY FUSO HYDRAULIC HOIST VALVE, FREIGHT	870.21
EFT59910	**19/07/2024**	**TEAM GLOBAL EXPRESS PTY LTD**	**309.66**
INV P69067104	07/07/2024	FREIGHT - REF 0090S5K796	309.66
EFT59911	**19/07/2024**	**KIMBERLEY CAR HIRE**	**6,600.00**
INV 6120	01/07/2024	30 DAY CAR HIRE - TOYOTA HILUX REGO - 1GOP277 & 1HUW348	6,600.00
EFT59912	**19/07/2024**	**KENNETH RAYMOND MCLEOD**	**482.78**
INV REIMB1507	15/07/2024	REIMBURSE PURCHASE OF FUEL DUE TO UNACCEPTED PO	482.78
EFT59913	**19/07/2024**	**KIMBERLEY FIRE SYSTEMS**	**986.79**
INV 20824	03/07/2024	MAINTENANCE OF FIRE SYSTEMS AND EQUIPMENT - JUNE 2024	986.79
EFT59914	**19/07/2024**	**KIMBERLEY KRASH REPAIRS**	**1,000.00**

INV 9917-2	11/07/2024	EXCESS DUE ON INSURANCE CLAIM 1HUW333	1,000.00
EFT59915	**19/07/2024**	**KIMBERLEY HOME ELECTRICAL**	**19,018.97**
INV 23-00005696	23/01/2023	SUPPLIES FOR CONSULTANT UNIT	1,376.90
INV 23-00061081	05/09/2023	AGRN 1044 - BAR FRIDGE FOR FSWC	279.00
INV 23-00069357	12/10/2023	SUPPLY FURNITURE FOR 15B KNOWSLEY STREET, DELIVERY	2,360.94
INV 24-00004537-2	24/01/2024	SUPPLY FURNITURE FOR 33 KNOWSLEY STREET	14.95
INV 24-00016926	25/03/2024	WHITE GOODS FOR 3 KNOWSLEY STREET EAST, FREIGHT	3,156.00
INV 24-00027400	07/05/2024	SUPPLY FURNITURE FOR 4/9 ASHLEY STREET	6,162.51
INV 24-00029367	20/05/2024	SUPPLY FURNITURE FOR 6/20 CLARENDON STREET	3,006.95
INV 24-00037217	19/06/2024	SUPPLY 20L URN	299.00
INV 24-00041596	05/07/2024	ENGAGEMENT MATERIALS - BEAN BAGS, FLOOR MATS, EASELS	705.72
INV 24-00042433	09/07/2024	SUPPLY & DELIVER QUEEN BASE & MATTRESS - 20 MIMOSA ST	1,657.00
EFT59916	**19/07/2024**	**KMART AUSTRALIA LIMITED**	**1,495.50**
INV 047515	18/06/2024	CUSHIONS, WHITEBOARDS AND OTHER STATIONERY	283.50
INV 047523	18/06/2024	DECORATIONS FOR KAPP EVENTS	165.00
INV 047531	18/06/2024	SUPPLIES FOR FLOAT PARADE 2024	234.00
INV 047713	24/06/2024	RESTOCK SUPPLIES FOR TERM 3 FX YOUTH PROGRAMS	813.00
EFT59917	**19/07/2024**	**K&M ELECTRICAL SERVICES**	**7,196.48**
INV 200	28/06/2024	TESTING & TAGGING OF SHIRE FACILITIES - DERBY & FITZROY	7,196.48
EFT59918	**19/07/2024**	**TUFFY'S PTY LTD T/A KIMBERLEY WASHROOM SERVICES**	**640.00**
INV 10278	18/06/2024	SUPPLY AND SERVICE SANITARY DISPOSAL UNITS - JULY 2024	640.00
EFT59919	**19/07/2024**	**MAGABALA BOOKS ABORIGINAL CORPORATION**	**451.48**
INV 11379	15/07/2024	A TOWN IS BORN BY STEVE HAWKE X25	451.48
EFT59920	**19/07/2024**	**MAXXIA PTY LTD**	**6,083.55**
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	3,266.52
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	2,736.47
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	80.56
EFT59921	**19/07/2024**	**WESTRAC PTY LTD**	**240,276.25**
INV 00423520	30/05/2024	SUPPLY CATERPILLAR 432 BACKHOE WITH ATTACHMENTS	240,276.25
EFT59922	**19/07/2024**	**MANAGED IT PTY LTD**	**16,224.87**
INV 177113	08/07/2024	DERBY AIRPORT RFDS SITE VISIT FOR NETWORKING UPGRADE	16,224.87
EFT59923	**19/07/2024**	**MECHANICS & TYRES PTY LTD**	**757.94**
INV 5174	24/06/2024	REMOVAL OF ABANDONED VEHICLE, REGO 1CUF 646, FLYNN DR	123.42
INV 5321	11/07/2024	REPLACE 2X TYRES - TERRAFIRMA LT265/65/R17	634.52
EFT59924	**19/07/2024**	**MICK STEPHENS**	**2,700.00**

INV 82	11/07/2024	3RD WHEEL PERFORMANCE ON THE MARSH 14/07/2024	2,700.00
EFT59925	**19/07/2024**	**OMNICOM MEDIA GROUP AUSTRALIA PTY LTD**	**2,170.49**
INV 1753486	30/06/2024	THE BROOME ADVERTISER - T08-2023/24 - MAINTENANCE	270.16
INV 1753487	30/06/2024	THE BROOME ADVERTISER - T2023/24-09 - ORPHAN ROADS	270.16
INV 1753488	30/06/2024	THE WEST AUSTRALIAN - T08-2023/24 - MAINTENANCE GRADING	405.53
INV 1753489	30/06/2024	THE WEST AUSTRALIAN - T2023/24-09 - ORPHAN ROADS	584.23
INV 1758425	08/07/2024	THE WEST AUSTRALIAN - T2024/24 - 01 & 02	640.41
EFT59926	**19/07/2024**	**RIGHT METAL FENCING PTY LTD**	**4,389.00**
INV 9694SM1	30/06/2024	SUPPLY HEAVY ANGLE CROC TOP SECURITY FENCING 2.4M	4,389.00
EFT59927	**19/07/2024**	**NORTHERN RURAL SUPPLIES PTY LTD**	**85.00**
INV Y831547	08/07/2024	SUPPLY FEED LAYER & POULTRY MIX	85.00
EFT59928	**19/07/2024**	**NORWESCOM TELECOMMUNICATIONS**	**606.98**
INV 54775	09/04/2024	ALARM MONITORING FX - APRIL, MAY, JUNE 2024	200.20
INV 55314	03/07/2024	REPLACE FAULTY PIR IN KITCHEN, MATERIALS	204.38
INV 55378	04/07/2024	ALARM MONITORING FX - JULY, AUGUST, SEPTEMBER 2024	202.40
EFT59929	**19/07/2024**	**ORD AGRICULTURAL EQUIPMENT**	**234.76**
INV OA17796	07/06/2024	SUPPLY PLUG, DRAIN, WASHER, VALVE & SEAL	234.76
EFT59930	**19/07/2024**	**KIMBERLEY COUNTRY DEPARTMENT STORE**	**1,483.99**
INV DBS2844	01/07/2024	NEW STARTER UNIFORM	910.09
INV DB52957	08/07/2024	COUNCILLOR UNIFORMS, FREIGHT	513.90
INV DB53621	08/07/2024	STAFF UNIFORMS FOR RANGER COORDINATOR	60.00
EFT59931	**19/07/2024**	**C PLUMMER, T PLUMMER & PERKS INDUSTRIES PTY LTD**	**6,050.00**
INV 0012	01/07/2024	117 ROWAN STREET RENT 18/06 - 19/07/2024	6,050.00
EFT59932	**19/07/2024**	**PRITCHARD FRANCIS**	**17,424.00**
INV 34883	30/06/2024	FAIRBAIRN STREET DERBY - DESIGN WORKS JUNE 2024	17,424.00
EFT59933	**19/07/2024**	**RAY WHITE DERBY**	**11,427.67**
INV 18899	01/07/2024	17 KNOWSLEY STREET RENT - 20/07/24 - 19/08/24	1,846.73
INV 18894	01/07/2024	15A KNOWSLEY STREET RENT - 15/07/24 - 4/08/24	1,629.46
INV 18895	01/07/2024	15B KNOWSLEY STREET RENT - 15/07/24 - 14/08/24	1,629.46
INV 18896	01/07/2024	9 TOWER PLACE RENT - 15/07/24 - 14/08/24	2,498.51
INV 18897	01/07/2024	33 KNOWSLEY STREET RENT 15/07/24 - 14/08/24	1,998.51
INV 18898	01/07/2024	26 DELEWARR STREET RENT - 17/07/24 - 16/08/24	1,825.00
EFT59934	**19/07/2024**	**RUSTYS IGA**	**494.35**
INV 014128	22/05/2024	REFRESHMENTS FOR MEETING WITH RIO TINTO	80.85
INV 022298	12/06/2024	SUPPLY CLEANING PRODUCTS	88.10

INV 037869	02/07/2024	CREDIT - RETURN DRINKS KAPP 2024	-165.00
INV 015839	03/07/2024	CATERING SUPPLIES FOR KAPP WORKSHOP 04/07/2024	490.40
EFT59935	**19/07/2024**	**ROYAL LIFE SAVING SOCIETY WA**	**74.00**
INV AX-5219	12/07/2024	PROVIDE CARDIOPULMONARY RESUSCITATION 19/07/2024	74.00
EFT59936	**19/07/2024**	**PLUM OAK PTY LTD**	**30,360.00**
INV 28.24	02/06/2024	AGRN 1044 - DAILY TOWN BUS RUN - MAY 2024	30,360.00
EFT59937	**19/07/2024**	**SHIRE OF BROOME**	**4,820.25**
INV 67201	04/07/2024	INHOUSE PROJECT MANAGEMENT TRAINING	4,820.25
EFT59938	**19/07/2024**	**ILLION TENDERLINK**	**180.40**
INV 634821	04/07/2024	T2023/24 -09- ORPHAN ROADS PROJECT	180.40
EFT59939	**19/07/2024**	**TELSTRA LIMITED**	**569.94**
INV 1718873800	27/06/2024	SERVICES & EQUIPMENT RENTAL TO 19/07/2024	74.94
INV 4275260810	27/06/2024	SATELLITE BILLINGS - JUNE 2024	495.00
EFT59940	**19/07/2024**	**CLEANAWAY CO PTY LTD**	**10,919.24**
INV 19316928	30/06/2024	BIN COLLECTION - JUNE 2024	10,919.24
EFT59941	**19/07/2024**	**TARUNDA SUPERMARKET**	**721.60**
INV 3015034	11/07/2024	FOOD SUPPLIES FOR COOKING PROGRAM 08-12/07/2024	478.36
INV 3015122	11/07/2024	FOOD SUPPLIES FOR COOKING PROGRAM 08-12/07/2024	30.07
INV 10131177	11/07/2024	ASSORTED KITCHEN ITEMS FOR FX FLOOD HUB	213.17
EFT59942	**19/07/2024**	**TRAVELWORLD BROOME**	**2,130.39**
INV I000042944	26/06/2024	FLIGHTS ENVIRONMENTAL HEALTH OFFICER 07-14/09/2024	152.90
INV I000043203	12/07/2024	FLIGHTS & ACCOMMODATION 18-30/07/2024 TRAINEE AQUATICS	1,977.49
EFT59943	**19/07/2024**	**TOTALLY WORK WEAR - BROOME**	**537.00**
INV 24-00010023	15/07/2024	SUPPLY PPE	537.00
EFT59944	**19/07/2024**	**TYREPOWER DERBY**	**2,452.00**
INV 119292	08/07/2024	SUPPLY 4X TOYO LT235/85R16 TYRES, WHEEL ALIGNMENT	2,032.00
INV 119293	08/07/2024	WHEEL ALIGNMENT & REPLACE BUSHES	420.00
EFT59945	**19/07/2024**	**VENDOR PANEL PTY LTD T/A VENDORPANEL**	**18,195.10**
INV VP4203	15/07/2024	ENTERPRISE SUBSCRIPTIONS 01/09/2024 TO 29/08/2025	18,195.10
EFT59946	**19/07/2024**	**VISION POWER**	**1,929.00**
INV 17428	30/05/2024	CONVEYOR ELECTRICAL INSPECTION	275.00
INV 17603	08/07/2024	REPLACE ISOLATOR AT PRIMARY BORE, SUPPLY ISOLATOR	1,654.00
EFT59947	**19/07/2024**	**NEIL MANSELL TRANSPORT PTY LTD**	**113.84**
INV 00323127	28/06/2024	FREIGHT - NORTHERN RURAL SUPPLIES	29.74
INV 00325858	30/06/2024	FREIGHT - ARTWORK FROM SHIRE OF WYNDHAM	84.10

EFT59948	**19/07/2024**	**WATERTORQUE GROUP PTY LTD**	**4,895.00**
INV WT0022514	25/06/2024	SUPPLY PRESSURE WASHER	4,895.00
EFT59949	**19/07/2024**	**WATTLEUP TRACTORS**	**918.81**
INV 1307142	10/07/2024	SUPPLY SERVICE FILTERS, FREIGHT	918.81
EFT59950	**26/07/2024**	**ALPHA DIVISION SECURITY SERVICES**	**704.00**
INV SDWK0045	16/07/2024	SECURITY SERVICES - NIGHT ON THE MARSH EVENT 14/07/2024	704.00
EFT59951	**26/07/2024**	**ALTHAM PLUMBING**	**1,649.18**
INV 17900	16/07/2024	UNBLOCK DUMP POINT	1,649.18
EFT59952	**26/07/2024**	**BRETT ANGWIN**	**1,696.09**
INV ALLOW3107	31/07/2024	JULY 2024 COUNCILLOR FEE & ALLOWANCE	1,696.09
EFT59953	**26/07/2024**	**BRIAN ELLISON**	**1,696.09**
INV ALLOW3107	31/07/2024	JULY 2024 COUNCILLOR FEE & ALLOWANCE	1,696.09
EFT59954	**26/07/2024**	**BUCKLEYS EARTHWORKS & PAVING PTY LTD**	**249,018.00**
INV 2805	30/06/2024	RESEAL WORKS ON VARIOUS ROADS IN DERBY	249,018.00
EFT59955	**26/07/2024**	**BP FITZROY CROSSING**	**2,810.06**
INV 00915954	28/03/2024	CATERING COMMUNITY ENGAGEMENT FORUMS 26 & 28/03/2024	940.00
INV 00935006	06/05/2024	CATERING FOR ORDINARY COUNCIL MEETING 28/03/2024	181.50
INV 00937710	14/05/2024	REFRESHMENTS FOR FVFRWG 14/05/2024	304.00
INV 00937711	14/05/2024	AGRN 1044 - TRAVEL COSTS R JIMBIDEE 14/05/2024	160.06
INV 00950217	30/05/2024	CATERING FOR ORDINARY COUNCIL MEETING 30/05/2024	346.50
INV 00957031	11/06/2024	CATERING FOR FVFRWG MEETING 11/06/2024	260.00
INV 00957034	12/06/2024	CATERING FOR MENTAL HEALTH FIRST AID COURSE 12/06/2024	358.00
INV 00962891	25/06/2024	AGRN 1044 - REFRESHMENTS FOR FVFRWG MEETING 25/06/2024	260.00
EFT59956	**26/07/2024**	**BUNNINGS GROUP LIMITED**	**1,406.73**
INV 2210-99844980	19/07/2024	SUPPLIES FOR DERBY SUICIDE NETWORK INITIATIVE	1,406.73
EFT59957	**26/07/2024**	**CHRIS HAMMER**	**447.08**
INV REIMB1607	16/07/2024	UTILITY SUBSIDY: POWER FOR 16/04/2024 TO 16/06/2024	447.08
EFT59958	**26/07/2024**	**CIVIC LEGAL**	**4,705.47**
INV 512944	24/06/2024	PROFESSIONAL FEES: DERBY AIRPORT LEASE AREAS 6 AND 11	4,705.47
EFT59959	**26/07/2024**	**CMT BUILDING WA PTY LTD**	**8,027.76**
INV 1301	03/07/2024	SUPPLY & INSTALL VINYL PLANKS TO KITCHEN	8,027.76
EFT59960	**26/07/2024**	**CCS STRATEGIC**	**29,177.13**
INV 382024	10/07/2024	DESIGN & CONSULTATION - FX MULTI-PURPOSE CENTRE	29,177.13
EFT59961	**26/07/2024**	**DERBY BUILDING SUPPLIES**	**794.60**
INV 564978	09/07/2024	SUPPLY 4X ELTRAK CARRIAGE FOR SLIDING DOOR	650.13

INV 565070	10/07/2024	SUPPLY LOCK SCREEN DOOR	99.36
INV 565345	12/07/2024	SUPPLY 2X WATTYL ENAMEL GLOSS	21.39
INV 565721	18/07/2024	SUPPLY 2X DOOR SHEAVE ASSEMBLY	23.72
EFT59962	**26/07/2024**	**DERBY 4X4 & MARINE**	**546.87**
INV 36759-59020	17/07/2024	SUPPLY CABIN & AIR FILTER	78.79
INV 36778-58083	17/07/2024	SUPPLY CENTURY BATTERY	336.60
INV 36780-59041	17/07/2024	SUPPLY COG TYPE BELT	30.60
INV 36799-59064	18/07/2024	SUPPLY CABIN FILTER	41.38
INV 36842-59100	22/07/2024	SUPPLY 3X CHROME NUT	34.75
INV 36862-59119	23/07/2024	SUPPLY PIN - TOWING HITCH	24.75
EFT59963	**26/07/2024**	**DIVERSITY IN TRAINING**	**16,987.06**
INV 0092	30/06/2024	PROVISION OF FINANCE SUPPORT & MENTORING MAY-JUNE 2024	16,987.06
EFT59964	**26/07/2024**	**DERBY HARDWARE MITRE10**	**169.85**
INV 10608092	17/07/2024	FERTILIZER AND MICRO SUPPLIES	82.45
INV 10608181	18/07/2024	SUPPLY DYNABOLT PLUS	9.96
INV 10608526	22/07/2024	SUPPLY LOCK CHAIN	49.99
INV 10608585	23/07/2024	SUPPLY BATTERY X5	27.45
EFT59965	**26/07/2024**	**DAVID RENNARDSON**	**250.00**
INV REIMB0407	04/07/2024	BOND RETURN FOR HIRE OF PA SYSTEM 25/05/2024	250.00
EFT59966	**26/07/2024**	**EDWIN LEE MULLIGAN (LAMARTIJ)**	**11,375.00**
INV 0024	31/05/2024	25X CULTURAL TOUR	11,375.00
EFT59967	**26/07/2024**	**FITZROY HARDWARE PTY LTD**	**322.90**
INV 10012858	08/07/2024	SUPPLY 5X 15L WATER	105.00
INV 10013239	15/07/2024	SUPPLY 5X 15L WATER	105.00
INV 10013343	16/07/2024	SUPPLIES FOR CLEANING FLOOD HUB VEHICLES	112.90
EFT59968	**26/07/2024**	**FAR WEST SCALLOPS INDUSTRIES PTY LTD**	**480.00**
INV 1136	23/07/2024	LONG TABLE DINNER - BOAB FESTIVAL - HALF SHELL SCALLOPS	480.00
EFT59969	**26/07/2024**	**GEOFFREY ANDREW DAVIS**	**1,696.09**
INV ALLOW3107	31/07/2024	JULY 2024 COUNCILLOR FEE & ALLOWANCE	1,696.09
EFT59970	**26/07/2024**	**GREENFIELD TECHNICAL SERVICES**	**6,283.20**
INV 4114	30/06/2024	PROPOSED UPGRADE TO GEE GULLY CREEK FLOODWAY	6,283.20
EFT59971	**26/07/2024**	**GEOFFREY CHARLES HAEREWA**	**3,124.22**
INV ALLOW3107	31/07/2024	JULY 2024 COUNCILLOR FEE & ALLOWANCE	3,124.22
EFT59972	**26/07/2024**	**TEAM GLOBAL EXPRESS PTY LTD**	**260.60**
INV P69067143	14/07/2024	FREIGHT - REF 0090S5K795	260.60

EFT59973	**26/07/2024**	**ITVISION**	**1,696.20**
INV INITV41359	25/06/2024	SYNERGYSOFT UPGRADE AFTER HOURS	1,419.00
INV INITV41448	19/07/2024	UPDATES TO 24/25 RATES NOTICES	277.20
EFT59974	**26/07/2024**	**JASPER BENTHIEN**	**200.91**
INV REIMB1807	18/07/2024	REIMBURSE PURCHASE OF FOOD & GARDEN SUPPLIES	200.91
EFT59975	**26/07/2024**	**KIMBERLEY CAR HIRE**	**4,048.00**
INV 6105	17/06/2024	HIRE CAR 2WD TOYOTA HILUX DUAL CAB 1DTA33 01/06-17/06/24	1,408.00
INV 6118	01/07/2024	HIRE OF REPLACEMENT VEHICLE - REGO 1HDH142	2,640.00
EFT59976	**26/07/2024**	**KULBARDI HILL CONSULTING**	**18,106.00**
INV 257	11/07/2024	REPLACEMENT SIGNAGE FOR DERBY HERITAGE TRAIL	18,106.00
EFT59977	**26/07/2024**	**KIMBERLEY KRASH REPAIRS**	**1,449.00**
INV 9927-1	18/07/2024	SUPPLY & FIT WINDSCREEN	1,449.00
EFT59978	**26/07/2024**	**KERRISSA O'MEARA**	**1,696.09**
INV ALLOW3107	31/07/2024	JULY 2024 COUNCILLOR FEE & ALLOWANCE	1,696.09
EFT59979	**26/07/2024**	**COMMERCIAL AQUATICS AUSTRALIA (WA) PTY LTD**	**21,384.00**
INV 32299	25/06/2024	MAJOR ANNUAL ON SITE SERVICE	19,354.50
INV 32300	25/06/2024	SUPPLY & INSTALL VALVES	2,029.50
EFT59980	**26/07/2024**	**TAMARA CLARKSON**	**635.00**
INV REIMB1807	18/07/2024	PURCHASE REPLACEMENT WASHING MACHINE	635.00
EFT59981	**26/07/2024**	**WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION**	**53,561.35**
INV SI-010899	17/07/2024	WALGA MEMBERSHIP AND SUBSCRIPTION 2024/25	53,561.35
EFT59982	**26/07/2024**	**LOCAL GOVERNMENT PROFESSIONALS WA**	**3,300.00**
INV 40785	23/07/2024	LOCAL GOVERNMENT CAREER CAMPAIGN	3,300.00
EFT59983	**26/07/2024**	**MARKET CREATIONS AGENCY PTY LTD**	**825.00**
INV JB79-46	16/07/2024	RATES BROCHURE 2024/25 UPDATES	825.00
EFT59984	**26/07/2024**	**MANAGED IT PTY LTD**	**3,273.04**
INV 177108	08/07/2024	SUPPLY NETWORK CABLES	119.35
INV 174557	23/07/2024	NETWORK SWITCH FOR FX FLOOD HUB	3,153.69
EFT59985	**26/07/2024**	**LGIS INSURANCE BROKING**	**128,830.33**
INV 062-216079	19/06/2024	2024/25 INSURANCE PORT OF DERBY MARINE HULL LIABILITY	128,392.00
INV 062-216268	27/06/2024	2024/25 INSURANCE PORT OF DERBY MARINE CARGO	438.33
EFT59986	**26/07/2024**	**THE DEPARTMENT OF JUSTICE**	**3,580.00**
INV 2300343	16/07/2024	PRISONER ARTWORK X4	2,000.00
INV KAPP 2024	22/07/2024	EMERGING ARTIST WINNER & ARTWORK SOLD KAPP 2024	1,580.00
EFT59987	**26/07/2024**	**M P ROGERS & ASSOCIATES PTY LTD**	**4,057.09**

INV 24566	30/06/2024	ASSESSMENT & DESIGN STUDY FOR DERBY BOAT RAMP	4,057.09
EFT59988	**26/07/2024**	**OUTBACK ELECTRICAL & AIRCON SERVICES**	**203.50**
INV 7797	04/01/2024	FAULT FIND AC CIRCUIT TRIPPING RCD	203.50
EFT59989	**26/07/2024**	**MARK CHADWICK**	**164.59**
INV REIMB1807	18/07/2024	REIMBURSE TRAVEL TO EH CONFERENCE	164.59
EFT59990	**26/07/2024**	**NINTEX PTY LTD**	**37,231.24**
INV 85331	08/07/2024	NINTEX PROMAPP ENTERPRISE EDITION	37,231.24
EFT59991	**26/07/2024**	**DEPARTMENT OF COMMUNITIES**	**7,686.43**
INV HI0106957	17/05/2024	REPAYMENT OF EXCESS WATER CONSUMPTION	7,686.43
EFT59992	**26/07/2024**	**AARON GLOOR**	**961.49**
INV REIMB1907	19/07/2024	UTILITY SUBSIDY: POWER FOR 15/05/2024 TO 12/07/2024	961.49
EFT59993	**26/07/2024**	**PAUL ANTHONY BICKERTON**	**1,696.09**
INV ALLOW3107	31/07/2024	JULY 2024 COUNCILLOR FEE & ALLOWANCE	1,696.09
EFT59994	**26/07/2024**	**PETER JOHN MCCUMSTIE**	**6,516.07**
INV ALLOW3107	31/07/2024	JULY 2024 COUNCILLOR FEE & ALLOWANCE	6,516.07
EFT59995	**26/07/2024**	**PLAYMASTER PTY LTD**	**1,977.25**
INV 1943	18/07/2024	SUPPLY SWING SEATS & CHAIN, FREIGHT	1,977.25
EFT59996	**26/07/2024**	**PARDOO WAGYU PTY LTD**	**627.00**
INV 24179	24/07/2024	LONG TABLE DINNER - BOAB FESTIVAL - WAGYU BEEF CHEEK	627.00
EFT59997	**26/07/2024**	**COUNTRYMAN RUBBISH REMOVAL**	**6,244.08**
INV 1054	13/07/2024	LITTER COLLECTION IN FITZROY CROSSING 23/05 - 12/06/2024	2,601.70
INV 1055	13/07/2024	LITTER COLLECTION IN FITZROY CROSSING 20-28/06/2024	3,642.38
EFT59998	**26/07/2024**	**RUSTYS IGA**	**944.31**
INV 018478	08/07/2024	SUPPLIES FOR SCHOOL HOLIDAY PROGRAM 08-12/07/2024	237.72
INV 038265	09/07/2024	SUPPLY DOG FOOD FOR POUND	182.00
INV 021073	18/07/2024	PURCHASE OF GOODS FOR YOUTH PROGRAM	496.13
INV 022003	22/07/2024	REFRESHMENTS FOR FVFRWG MEETING 25/07/2024	28.46
EFT59999	**26/07/2024**	**ROWAN SCOTT**	**25.00**
INV REIMB1807	18/07/2024	FIREARMS AWARENESS CERTIFICATE FOR K GARNER	25.00
EFT60000	**26/07/2024**	**SAMPEY MEATS**	**2,178.00**
INV 20953	09/07/2024	ASSORTED MEAT FOR COMMUNITY NAIDOC EVENT 25/07/2024	2,178.00
EFT60001	**26/07/2024**	**SHARK BAY SEAFOODS PTY LTD**	**684.00**
INV 7660	17/07/2024	LONG TABLE DINNER - BOAB FESTIVAL - TIGER PRAWNS	684.00
EFT60002	**26/07/2024**	**CLEANAWAY CO PTY LTD**	**207,111.59**
INV 19319893	03/07/2024	DOMESTIC & COMMERCIAL SULO DRY SEASON - JUNE 2024	69,084.16

INV 19319894	03/07/2024	LANDFILL MANAGEMENT - JUNE 2024	138,027.43
EFT60003	**26/07/2024**	**ANDREW JAMES TWADDLE**	**1,696.09**
INV ALLOW3107	31/07/2024	JULY 2024 COUNCILLOR FEE & ALLOWANCE	1,696.09
EFT60004	**26/07/2024**	**TYREPOWER DERBY**	**70.00**
INV 119376	17/07/2024	TYRE ROTATION & WHEEL BALANCE	70.00
EFT60005	**26/07/2024**	**DAVID RIDLEY**	**896.63**
INV REIMB2606	26/06/2024	UTILITY SUBSIDY: POWER FOR 25/01/2024 TO 23/05/2024	896.63
EFT60006	**26/07/2024**	**WATER CORPORATION**	**252.32**
INV 9014469441	09/07/2024	TRADE WASTE FEE 11 JOHNSTON ST, DERBY - ANNUAL CHARGE	252.32
EFT60007	**26/07/2024**	**WAYNE FOLEY**	**1,696.09**
INV ALLOW3107	31/07/2024	JULY 2024 COUNCILLOR FEE & ALLOWANCE	1,696.09
EFT60008	**26/07/2024**	**WEST AUSTRALIAN NEWSPAPERS LIMITED**	**4,950.00**
INV 1034798320240622	22/06/2024	BROOME ADVERTISER - BOAB FESTIVAL 4 PAGE WRAP	4,950.00
EFT60009	**26/07/2024**	**NEIL MANSELL TRANSPORT PTY LTD**	**62.55**
INV 00326401	12/07/2024	FREIGHT - SPORTSPOWER 4X CTNS	62.55
EFT60010	**26/07/2024**	**WATTLEUP TRACTORS**	**2,292.69**
INV 1307136	16/07/2024	SUPPLY 3X ELECTROVALVE, FREIGHT	1,219.99
INV 1307202	16/07/2024	SUPPLY 2X HARNESS & INDUCTIVE SENSORS	1,072.70
EFT60011	**26/07/2024**	**ZEN KENNEDY**	**50.00**
INV REIMB1807	18/07/2024	BOND RETURN FOR HIRE OF CAT TRAP 12/07/2024	50.00
EFT60012	**30/07/2024**	**DON HANCEY**	**3,913.96**
INV 420210122	16/07/2024	LONG TABLE DINNER - BOAB FESTIVAL - CHEFS AIRFARES	2,863.96
INV REIMB3007	30/07/2024	REIMBURSE PURCHASE OF CLAY POTS - LONG TABLE DINNER	1,050.00
		TOTAL	$3,423,078.39

FEE PAYMENTS – MUNI ACCOUNT

PAYMENT ID	DATES	CREDITOR / INVOICE DETAILS	AMOUNT
316	**31/07/2024**	**ANZ COMMERCIAL CARD SERVICES CENTRE**	**31,091.23**
INV ANZ AOH	08/07/2024	CREDIT CARD 13/05/2024 - 12/06/2024	15,353.35
INV ANZ LAR	08/07/2024	CREDIT CARD 13/05/2024 - 12/06/2024	16,501.06

INV ANZ JSK	08/07/2024	CREDIT CARD 13/05/2024 - 12/06/2024	4,831.32
INV CREDIT	08/07/2024	CREDIT CARD 13/05/2024 - 12/06/2024	-5,594.50
958	**01/07/2024**	**EXC - EXCESS TRANSACTIONS FEE**	**12.20**
958	**04/07/2024**	**BAS4 - ATO - IAS PAYMENT - PAYG WITHHOLDING**	**115,503.00**
958	**03/07/2024**	**MER - MERCHANT FEES**	**370.03**
958	**03/07/2024**	**MER - MERCHANT FEES**	**370.03**
958	**03/07/2024**	**MER - MERCHANT FEES**	**183.32**
958	**03/07/2024**	**MER - MERCHANT FEES**	**47.42**
958	**03/07/2024**	**DOT - DOT PAYMENT**	**3,138.60**
958	**04/07/2024**	**GHA - GREYHOUND AUSTRALIA**	**3,656.50**
958	**04/07/2024**	**DOT - DOT PAYMENT**	**11,991.75**
958	**08/07/2024**	**DOT - DOT PAYMENT**	**1,227.15**
958	**05/07/2024**	**BEX - BPOINT FEES**	**77.00**
958	**01/07/2024**	**EXC - EXCESS TRANSACTIONS FEE**	**55.20**
958	**05/07/2024**	**BPY - BPAY FEES**	**71.61**
958	**08/07/2024**	**DOT - DOT PAYMENT**	**5,735.85**
958	**08/07/2024**	**IINET - IINET 225211599 ($109.99)**	**109.99**
958	**10/07/2024**	**DOT - DOT PAYMENT**	**812.75**
958	**11/07/2024**	**GHA - GREYHOUND AUSTRALIA**	**5,048.94**
958	**11/07/2024**	**DOT - DOT PAYMENT**	**2,027.90**
958	**02/07/2024**	**MER - MERCHANT FEES**	**0.40**
958	**12/07/2024**	**DOT - DOT PAYMENT**	**812.50**
958	**12/07/2024**	**AGRN - AGRN1044 DE LAGE LANDEN PTY LTD (IT LEASE)**	**2,119.94**
958	**15/07/2024**	**DOT - DOT PAYMENT**	**1,252.50**
958	**01/07/2024**	**EXC - EXCESS TRANSACTIONS FEE**	**31.35**
958	**15/07/2024**	**BEX - BPOINT FEES**	**30.54**
958	**17/07/2024**	**DOT - DOT PAYMENT**	**1,571.00**
958	**16/07/2024**	**MER - MERCHANT FEES**	**-0.50**
958	**18/07/2024**	**DOT - DOT PAYMENT**	**769.85**
958	**18/07/2024**	**GHA - GREYHOUND AUSTRALIA**	**4,591.65**
958	**19/07/2024**	**BAS4 - ATO - IAS PAYMENT - PAYG WITHHOLDING**	**117,770.00**
958	**19/07/2024**	**BAS4 - ATO - IAS PAYMENT - PAYG WITHHOLDING**	**-117,770.00**
958	**19/07/2024**	**DOT - DOT PAYMENT**	**3,829.85**
958	**22/07/2024**	**DOT - DOT PAYMENT**	**2,151.40**
958	**01/07/2024**	**CMD - CHEQUE OR MERCHANT DEPOSITS FEE**	**0.60**

958	**23/07/2024**	**BAS1A - ATO - BAS PAYMENT - GST COLLECTED - 1A**	
958	**23/07/2024**	**BAS1B - ATO - BAS PAYMENT - GST PAID - 1B**	
958	**23/07/2024**	**BAS6A - ATO - BAS PAYMENT - FBT INSTALMENT**	**14,403.00**
958	**23/07/2024**	**BAS7D - ATO - BAS PAYMENT - FUEL TAX CREDIT - 7D**	
958	**24/07/2024**	**DOT - DOT PAYMENT**	**2,129.65**
958	**25/07/2024**	**DOT - DOT PAYMENT**	**2,426.20**
958	**25/07/2024**	**GHA - GREYHOUND AUSTRALIA**	**4,767.46**
958	**28/07/2024**	**DOT - DOT PAYMENT**	**950.75**
958	**29/07/2024**	**DOT - DOT PAYMENT**	**3,752.20**
958	**29/07/2024**	**MER - MERCHANT FEES**	**-0.20**
958	**30/07/2024**	**MER - MERCHANT FEES**	**-0.05**
958	**31/07/2024**	**DOT - DOT PAYMENT**	**1,846.60**
958	**15/07/2024**	**MER - MERCHANT FEES**	**-1.00**
958	**01/07/2024**	**MER - MERCHANT FEES**	**189.55**
958	**01/07/2024**	**MER - MERCHANT FEES**	**32.00**
958	**01/07/2024**	**MER - MERCHANT FEES**	**30.27**
958	**01/07/2024**	**DOT - DOT PAYMENT**	**3,028.45**
DD21960.1	**05/07/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**17,422.78**
INV 220780	19/06/2024	829 STREETLIGHTS FOR 01/05/2024 TO 31/05/2024	17,351.74
INV 523100	19/06/2024	CCTV AT BAOBAB WAY, DERBY FOR 01/05/2024 TO 31/05/2024	71.04
DD21976.1	**05/07/2024**	**MANAGED IT PTY LTD**	**6,615.18**
INV 175021	28/06/2024	MANAGED SERVICES FOR JUNE 2024	6,615.18
DD21985.1	**10/07/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**2,570.51**
INV 173364	24/06/2024	40 ASHLEY ST, DERBY FOR 04/04/2024 TO 05/06/2024	1,222.54
INV 333902	24/06/2024	24 LOCH ST, DERBY FOR 03/05/2024 TO 05/06/2024	869.22
INV 393995	24/06/2024	LOT 52 PANDANUS WAY, DERBY FOR 04/04/2024 TO 05/06/2024	126.38
INV 421738	24/06/2024	8 COOLIBAH WAY, DERBY FOR 04/04/2024 TO 05/06/2024	127.30
INV 424950	24/06/2024	LOT 26818 WHARF RD, DERBY FOR 03/05/2024 TO 05/06/2024	100.19
INV 517343	24/06/2024	LOC 26818 WHARF RD, DERBY FOR 02/05/2024 TO 05/06/2024	124.88
DD21985.2	**11/07/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**15,920.53**
INV 172452	25/06/2024	LOT 199 FORREST RD, FX FOR 04/05/2024 TO 04/06/2024	2,270.03
INV 207794	25/06/2024	142 LOCH ST, DERBY FOR 05/04/2024 TO 06/06/2024	649.29
INV 387885	25/06/2024	LOT 1415 ASHLEY ST, DERBY FOR 05/04/2024 TO 06/06/2024	69.59
INV 312249	25/06/2024	LOT 143 DERBY HIGHWAY FOR 04/05/2024 TO 06/06/2024	5,051.64
INV 166519	25/06/2024	ASHLEY ST, DERBY FOR 04/05/2024 TO 06/06/2024	4,610.87

INV 321183	25/06/2024	30 CLARENDON ST, DERBY FOR 04/05/2024 TO 06/06/2024	3,269.11
DD22000.1	**12/07/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**7,838.89**
INV 162691	26/06/2024	UNIT 1/636 LOCH ST, DERBY FOR 06/04/2024 TO 07/06/2024	1,183.82
INV 406259	26/06/2024	LOC 26818 WHARF RD, DERBY FOR 06/04/2024 TO 07/06/2024	6,655.07
DD22000.2	**14/07/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**1,462.42**
INV 198764	28/06/2024	LOT 128 GN HIGHWAY, FX FOR 09/05/2024 TO 11/06/2024	1,462.42
DD22010.1	**02/07/2024**	**AWARE SUPER**	**40,963.91**
INV SUPER	02/07/2024	SUPERANNUATION	33,405.40
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	531.09
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	5,350.20
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	400.00
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	638.18
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	166.31
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	168.00
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	304.73
DD22010.2	**02/07/2024**	**MLC SUPER FUND**	**1,690.32**
INV SUPER	02/07/2024	SUPERANNUATION	1,690.32
DD22010.3	**02/07/2024**	**THE TRUSTEE FOR SUPER RETIREMENT FUND SELECT SUPER**	**852.14**
INV SUPER	02/07/2024	SUPERANNUATION	618.22
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	233.92
DD22010.4	**02/07/2024**	**GUILD SUPER**	**436.01**
INV SUPER	02/07/2024	SUPERANNUATION	436.01
DD22010.5	**02/07/2024**	**THE EQUIPSUPER SUPERANNUATION FUND**	**408.80**
INV SUPER	02/07/2024	SUPERANNUATION	408.80
DD22010.6	**02/07/2024**	**ING SUPERANNUATION FUND**	**402.75**
INV SUPER	02/07/2024	SUPERANNUATION	402.75
DD22010.7	**02/07/2024**	**FUTURE SUPER**	**577.44**
INV SUPER	02/07/2024	SUPERANNUATION	577.44
DD22010.8	**02/07/2024**	**BRIGHTER SUPER SUNCORP EMPLOYEE SUPER PLAN**	**2,732.27**
INV SUPER	02/07/2024	SUPERANNUATION	2,070.58
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	661.69
DD22010.9	**02/07/2024**	**MACQUARIE WRAP EMPLOYER SUPERANNUATION**	**1,643.33**
INV SUPER	02/07/2024	SUPERANNUATION	1,192.22
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	451.11
DD22024.1	**20/07/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**3,311.28**

INV 152662	04/07/2024	LOT 1326 GIBB RIVER RD, DERBY FOR 16/04/2024 TO 17/06/2024	165.96
INV 167790	04/07/2024	LOT 1326 WINDJANA RD, DERBY FOR 16/04/2024 TO 17/06/2024	823.91
INV 335373	04/07/2024	7 MILLARD ST, DERBY FOR 16/04/2024 TO 17/06/2024	2,194.42
INV 416399	04/07/2024	11 CORKWOOD CT, DERBY FOR 16/04/2024 TO 17/06/2024	126.99
DD22032.1	**01/07/2024**	**WESTERN AUSTRALIAN TREASURY CORPORATION**	**186,685.10**
INV LOAN	01/07/2024	WATC LOAN	186,685.10
DD22047.1	**03/07/2024**	**HOUSING AUTHORITY**	**4,440.00**
INV 03072024	03/07/2024	RENT VARIOUS	4,440.00
DD22048.1	**09/07/2024**	**MANAGED IT PTY LTD**	**6,615.18**
INV 177015	02/07/2024	MANAGED SERVICES FOR JULY 2024	6,615.18
DD22051.1	**16/07/2024**	**AWARE SUPER**	**42,650.32**
INV SUPER	16/07/2024	SUPERANNUATION	34,898.27
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	531.09
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	5,567.72
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	400.00
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	597.14
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	170.06
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	168.00
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	318.04
DD22051.2	**16/07/2024**	**MLC SUPER FUND**	**2,030.99**
INV SUPER	16/07/2024	SUPERANNUATION	2,030.99
DD22051.3	**16/07/2024**	**GUILD SUPER**	**445.02**
INV SUPER	16/07/2024	SUPERANNUATION	445.02
DD22051.4	**16/07/2024**	**THE EQUIPSUPER SUPERANNUATION FUND**	**419.40**
INV SUPER	16/07/2024	SUPERANNUATION	419.40
DD22051.5	**16/07/2024**	**ING SUPERANNUATION FUND**	**413.36**
INV SUPER	16/07/2024	SUPERANNUATION	413.36
DD22051.6	**16/07/2024**	**FUTURE SUPER**	**446.56**
INV SUPER	16/07/2024	SUPERANNUATION	446.56
DD22051.7	**16/07/2024**	**BRIGHTER SUPER SUNCORP EMPLOYEE SUPER PLAN**	**2,770.69**
INV SUPER	16/07/2024	SUPERANNUATION	2,102.10
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	668.59
DD22051.8	**16/07/2024**	**MACQUARIE WRAP EMPLOYER SUPERANNUATION**	**1,643.33**
INV SUPER	16/07/2024	SUPERANNUATION	1,192.22
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	451.11

DD22051.9	**16/07/2024**	**ONEPATH LIFE- ANZ SUPER ADVANTAGE**	**680.51**
INV SUPER	16/07/2024	SUPERANNUATION	680.51
DD22062.1	**16/07/2024**	**BOND ADMINISTRATOR**	**620.00**
INV BOND 38762/24	16/07/2024	RENTAL BOND FOR 8 KURRAJONG LOOP, DERBY - 38762/24	620.00
DD22082.1	**17/07/2024**	**HORIZON POWER - ACCOUNT PAYMENTS**	**2,273.82**
INV 207319	01/07/2024	LOT 175 EMANUEL WAY, FX FOR 11/04/2024 TO 12/06/2024	1,372.94
INV 349785	01/07/2024	LOT 231 GREAT NORTHERN HIGHWAY, FX 11/04/2024 TO 12/06/2024	348.86
INV 421774	01/07/2024	LOT 199 FORREST RD, FX FOR 11/04/2024 TO 12/06/2024	552.02
DD22085.1	**23/07/2024**	**WESTERN AUSTRALIAN TREASURY CORPORATION**	**22,047.38**
INV GFEE30062024	23/07/2024	GUARANTEE FEE 30/06/2024	22,047.38
DD22086.1	**24/07/2024**	**HOUSING AUTHORITY**	**1,160.00**
INV 24072024	24/07/2024	RENT - (REF 41046646)	1,160.00
DD22095.1	**30/07/2024**	**AWARE SUPER**	**41,840.65**
INV SUPER	30/07/2024	SUPERANNUATION	34,255.79
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	6,124.28
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	400.00
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	515.37
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	170.06
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	168.00
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	207.15
DD22095.2	**30/07/2024**	**MLC SUPER FUND**	**1,714.37**
INV SUPER	30/07/2024	SUPERANNUATION	1,714.37
DD22095.3	**30/07/2024**	**GUILD SUPER**	**445.02**
INV SUPER	30/07/2024	SUPERANNUATION	445.02
DD22095.4	**30/07/2024**	**THE EQUIPSUPER SUPERANNUATION FUND**	**419.41**
INV SUPER	30/07/2024	SUPERANNUATION	419.41
DD22095.5	**30/07/2024**	**ING SUPERANNUATION FUND**	**413.36**
INV SUPER	30/07/2024	SUPERANNUATION	413.36
DD22095.6	**30/07/2024**	**FUTURE SUPER**	**446.56**
INV SUPER	30/07/2024	SUPERANNUATION	446.56
DD22095.7	**30/07/2024**	**BRIGHTER SUPER SUNCORP EMPLOYEE SUPER PLAN**	**2,771.27**
INV SUPER	30/07/2024	SUPERANNUATION	2,102.68
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	668.59
DD22095.8	**30/07/2024**	**MACQUARIE WRAP EMPLOYER SUPERANNUATION**	**1,643.33**
INV SUPER	30/07/2024	SUPERANNUATION	1,192.22

INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	451.11
DD22095.9	**30/07/2024**	**ONEPATH LIFE- ANZ SUPER ADVANTAGE**	**680.51**
INV SUPER	30/07/2024	SUPERANNUATION	680.51
DD22117.1	**11/07/2024**	**WESTERN AUSTRALIAN TREASURY CORPORATION**	**3,011,068.57**
INV 11072024	11/07/2024	258089 & 259216 CAPITAL PAYMENT, INTEREST	3,011,068.57
DD22010.10	**02/07/2024**	**ONEPATH LIFE- ANZ SUPER ADVANTAGE**	**680.51**
INV SUPER	02/07/2024	SUPERANNUATION	680.51
DD22010.11	**02/07/2024**	**GANESHA SUPER**	**751.79**
INV SUPER	02/07/2024	SUPERANNUATION	751.79
DD22010.12	**02/07/2024**	**AUSTRALIAN SUPER**	**7,729.17**
INV SUPER	02/07/2024	SUPERANNUATION	6,856.30
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	627.37
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	245.50
DD22010.13	**02/07/2024**	**MLC MASTERKEY SUPER**	**349.46**
INV SUPER	02/07/2024	SUPERANNUATION	349.46
DD22010.14	**02/07/2024**	**COLONIAL FIRST STATE INVESTMENTS LIMITED**	**434.78**
INV SUPER	02/07/2024	SUPERANNUATION	434.78
DD22010.15	**02/07/2024**	**IOOF PORTOFOLIO SERVICE SUPERANNUATION FUND**	**616.26**
INV SUPER	02/07/2024	SUPERANNUATION	616.26
DD22010.16	**02/07/2024**	**SPIRIT SUPER**	**246.31**
INV SUPER	02/07/2024	SUPERANNUATION	246.31
DD22010.17	**02/07/2024**	**REST SUPERANNUATION**	**5,803.01**
INV SUPER	02/07/2024	SUPERANNUATION	5,008.56
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	509.81
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	284.64
DD22010.18	**02/07/2024**	**FIRSTWRAP PLUS SUPER AND PENSION**	**1,763.95**
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	484.22
INV SUPER	02/07/2024	SUPERANNUATION	1,279.73
DD22010.19	**02/07/2024**	**HOST PLUS SUPERANNUATION FUND**	**3,577.54**
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	300.00
INV SUPER	02/07/2024	SUPERANNUATION	3,021.23
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	256.31
DD22010.20	**02/07/2024**	**CBUS SUPERANNUATION**	**976.39**
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	268.03
INV SUPER	02/07/2024	SUPERANNUATION	708.36

DD22010.21	**02/07/2024**	**AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS**	**1,969.94**
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	283.83
INV SUPER	02/07/2024	SUPERANNUATION	1,686.11
DD22010.22	**02/07/2024**	**Q SUPER**	**647.67**
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	116.76
INV SUPER	02/07/2024	SUPERANNUATION	530.91
DD22010.23	**02/07/2024**	**MLC NOMINEES PTY LTD**	**196.88**
INV DEDUCTION	02/07/2024	PAYROLL DEDUCTION	196.88
DD22010.24	**02/07/2024**	**STUDENT SUPER PROFESSIONAL SUPER**	**465.20**
INV SUPER	02/07/2024	SUPERANNUATION	465.20
DD22051.10	**16/07/2024**	**GANESHA SUPER**	**751.79**
INV SUPER	16/07/2024	SUPERANNUATION	751.79
DD22051.11	**16/07/2024**	**MLC MASTERKEY SUPER**	**358.47**
INV SUPER	16/07/2024	SUPERANNUATION	358.47
DD22051.12	**16/07/2024**	**REST SUPERANNUATION**	**7,928.92**
INV SUPER	16/07/2024	SUPERANNUATION	6,639.74
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	697.28
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	591.90
DD22051.13	**16/07/2024**	**COLONIAL FIRST STATE INVESTMENTS LIMITED**	**446.35**
INV SUPER	16/07/2024	SUPERANNUATION	446.35
DD22051.14	**16/07/2024**	**IOOF PORTOFOLIO SERVICE SUPERANNUATION FUND**	**616.26**
INV SUPER	16/07/2024	SUPERANNUATION	616.26
DD22051.15	**16/07/2024**	**SPIRIT SUPER**	**126.39**
INV SUPER	16/07/2024	SUPERANNUATION	126.39
DD22051.16	**16/07/2024**	**GESB EMPLOYER SERVICES**	**37.95**
INV SUPER	16/07/2024	SUPERANNUATION	37.95
DD22051.17	**16/07/2024**	**HOST PLUS SUPERANNUATION FUND**	**3,711.43**
INV SUPER	16/07/2024	SUPERANNUATION	3,155.12
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	300.00
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	256.31
DD22051.18	**16/07/2024**	**AUSTRALIAN SUPER**	**9,900.73**
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	627.37
INV SUPER	16/07/2024	SUPERANNUATION	8,094.45
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	491.89
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	687.02

DD22051.19	**16/07/2024**	**FIRSTWRAP PLUS SUPER AND PENSION**	**1,328.73**
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	364.75
INV SUPER	16/07/2024	SUPERANNUATION	963.98
DD22051.20	**16/07/2024**	**CBUS SUPERANNUATION**	**996.77**
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	273.62
INV SUPER	16/07/2024	SUPERANNUATION	723.15
DD22051.21	**16/07/2024**	**AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS**	**2,001.65**
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	290.29
INV SUPER	16/07/2024	SUPERANNUATION	1,711.36
DD22051.22	**16/07/2024**	**Q SUPER**	**668.87**
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	120.78
INV SUPER	16/07/2024	SUPERANNUATION	548.09
DD22051.23	**16/07/2024**	**MLC NOMINEES PTY LTD**	**321.66**
INV DEDUCTION	16/07/2024	PAYROLL DEDUCTION	321.66
DD22051.24	**16/07/2024**	**STUDENT SUPER PROFESSIONAL SUPER**	**475.09**
INV SUPER	16/07/2024	SUPERANNUATION	475.09
DD22095.10	**30/07/2024**	**GANESHA SUPER**	**751.79**
INV SUPER	30/07/2024	SUPERANNUATION	751.79
DD22095.11	**30/07/2024**	**MLC MASTERKEY SUPER**	**358.47**
INV SUPER	30/07/2024	SUPERANNUATION	358.47
DD22095.12	**30/07/2024**	**REST SUPERANNUATION**	**6,741.59**
INV SUPER	30/07/2024	SUPERANNUATION	5,911.28
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	538.41
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	291.90
DD22095.13	**30/07/2024**	**COLONIAL FIRST STATE INVESTMENTS LIMITED**	**446.35**
INV SUPER	30/07/2024	SUPERANNUATION	446.35
DD22095.14	**30/07/2024**	**IOOF PORTOFOLIO SERVICE SUPERANNUATION FUND**	**616.26**
INV SUPER	30/07/2024	SUPERANNUATION	616.26
DD22095.15	**30/07/2024**	**SPIRIT SUPER**	**318.60**
INV SUPER	30/07/2024	SUPERANNUATION	318.60
DD22095.16	**30/07/2024**	**GESB EMPLOYER SERVICES**	**82.80**
INV SUPER	30/07/2024	SUPERANNUATION	82.80
DD22095.17	**30/07/2024**	**HOST PLUS SUPERANNUATION FUND**	**4,298.10**
INV SUPER	30/07/2024	SUPERANNUATION	3,341.79
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	700.00

INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	256.31
DD22095.18	**30/07/2024**	**AUSTRALIAN SUPER**	**9,692.02**
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	627.37
INV SUPER	30/07/2024	SUPERANNUATION	7,885.74
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	491.89
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	687.02
DD22095.19	**30/07/2024**	**FIRSTWRAP PLUS SUPER AND PENSION**	**1,318.94**
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	362.06
INV SUPER	30/07/2024	SUPERANNUATION	956.88
DD22095.20	**30/07/2024**	**CBUS SUPERANNUATION**	**1,141.05**
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	313.23
INV SUPER	30/07/2024	SUPERANNUATION	827.82
DD22095.21	**30/07/2024**	**AUSTRALIAN RETIREMENT TRUST SUPER SAVINGS**	**2,785.56**
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	505.48
INV SUPER	30/07/2024	SUPERANNUATION	2,280.08
DD22095.22	**30/07/2024**	**Q SUPER**	**351.16**
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	33.57
INV SUPER	30/07/2024	SUPERANNUATION	317.59
DD22095.23	**30/07/2024**	**MLC NOMINEES PTY LTD**	**201.86**
INV DEDUCTION	30/07/2024	PAYROLL DEDUCTION	201.86
DD22095.24	**30/07/2024**	**STUDENT SUPER PROFESSIONAL SUPER**	**475.09**
INV SUPER	30/07/2024	SUPERANNUATION	475.09
PE02/07/2024	2/07/2024	NET PAY	354,191.35
PE16/07/2024	16/07/2024	NET PAY	363,277.59
		TOTAL	**$4,476,808.20**

12.5 STATEMENT OF FINANCIAL ACTIVITY JUNE 2024

File Number: **5179**

Author: **Lavenia Ratabua, Senior Finance Officer**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Legislative**

SUMMARY

This report provides a summary of Council's financial position for the period ending 30 June 2024.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

Local governments are required 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 Shire's financial reporting framework provides Council, management and employees with a broad overview of the Shire's wide financial position.

STATUTORY ENVIRONMENT

In accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, a Statement of Financial Activity is required to be presented to Council as a minimum requirement.

Section 6.4 of the *Local Government Act 1995* provides for the preparation of financial reports.

In accordance with Regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, a report must be compiled on variances greater than the materiality threshold adopted by Council of $30,000 or 10% whichever is the greater. As this report is composed at a program level, variance commentary considers the most significant items that comprise the variance.

POLICY IMPLICATIONS

F3 – Significant Accounting Policies

F4 – Sundry Debtors Collection

F5 – Outstanding Rates Collection

F13 – Reserve Accounts

F16 – Cash Flow Management

F17 – Investments

FINANCIAL IMPLICATIONS

Expenditure for the period ending has been incurred in accordance with the 2023/24 Annual Budget as adopted by Council at its meeting held 17 August 2023 (Resolution No. 79/23). The budget is structured on financial viability and sustainability principles.

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
Financial: 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 stream 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.	Possible	Moderate	Medium	The completion of the Monthly Financial Activity Statement report is a control that monitors this risk.

CONSULTATION

Internal consultation within the Corporate Services Department.

External consultation with Moore Australia.

COMMENT

Financial integrity is essential to the operational viability of the Shire but also as the custodian of community assets and service provision. An ability to monitor and report on financial operations, activities and capital projects is imperative to ensure that financial risk is managed at acceptable levels.

The ability for the Shire to remain financially sustainable is a significant strategy for a region that is continually under pressure from the pastoral industry, private enterprise and State Government obligations for the ongoing development of infrastructure and services.

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

Priorities identified in the monthly report are addressed below.

Topic - Item	Explanation	Action Required	Shire Comment
Year End Balances	At the time of preparing the Monthly Financial Report, the Annual Financial Report has not been finalised, therefore the closing surplus may change from the current $5,612,348 due to year end and audit adjustments	None	None

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Monthly Financial Statement

RECOMMENDATION

That Council receives the Monthly Financial Management Reports incorporating the Statement of Financial Activity for the period ending 30 June 2024.

MOORE

Moore Australia

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14 August 2024

Ms Tamara Clarkson
Acting Chief Executive Officer
Shire of Derby/West Kimberley
PO Box 94
DERBY WA 6728

Dear Tamara

COMPILATION REPORT TO SHIRE OF DERBY/WEST KIMBERLEY

We have compiled the accompanying special purpose financial report of Shire of Derby/West Kimberley which comprise the statement of financial position as at 30 June 2024, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information Shire of Derby/West Kimberley as at 30 June 2024 and for the period then ended based on the records of Shire of Derby/West Kimberley

THE RESPONSIBILITY OF SHIRE OF DERBY/WEST KIMBERLEY

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

OUR RESPONSIBILITY

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

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

Supplementary information attached to the financial report has been extracted from the records of Shire of Derby/West Kimberley and information presented in the special purpose financial report.

ASSURANCE DISCLAIMER

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

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

Russell Barnes
Director
Moore Australia (WA) Pty Ltd

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961.
An independent member of Moore Global Network Limited - members in principal cities throughout the world.
Liability limited by a scheme approved under Professional Standards Legislation

SHIRE OF DERBY-WEST KIMBERLEY

MONTHLY FINANCIAL REPORT

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

For the period ended 30 June 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF DERBY-WEST KIMBERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

	Note	Amended Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		8,687,508	8,687,508	**8,667,661**	(19,847)	(0.23%)	
Rates excluding general rates		458,580	458,580	**448,659**	(9,921)	(2.16%)	
Grants, subsidies and contributions		20,626,150	20,626,150	**16,992,458**	(3,633,692)	(17.62%)	▼
Fees and charges		5,589,579	5,589,579	**6,016,934**	427,355	7.65%	▲
Interest revenue		188,500	188,500	**252,702**	64,202	34.06%	▲
Other revenue		781,028	781,028	**7,333,168**	6,552,140	838.91%	▲
Profit on asset disposals		16,890	16,890	**18,342**	1,452	8.60%	
		36,348,235	**36,348,235**	**39,729,924**	3,381,689	9.30%	
Expenditure from operating activities							
Employee costs		(14,303,714)	(14,303,714)	**(13,866,146)**	437,568	3.06%	▲
Materials and contracts		(27,465,972)	(27,465,972)	**(23,926,072)**	3,539,900	12.89%	▲
Utility charges		(910,422)	(910,422)	**(983,882)**	(73,460)	(8.07%)	▼
Depreciation		(7,502,775)	(7,502,775)	**(10,715,270)**	(3,212,495)	(42.82%)	▼
Finance costs		(89,360)	(89,360)	**(184,670)**	(95,310)	(106.66%)	▼
Insurance		(1,386,383)	(1,386,383)	**(1,335,474)**	50,909	3.67%	▲
Other expenditure		(1,307,089)	(1,307,089)	**(899,884)**	407,205	31.15%	▲
Loss on asset disposals		(37,048)	(37,048)	**(41,584)**	(4,536)	(12.24%)	▼
		(53,002,763)	**(53,002,763)**	**(51,952,982)**	1,049,781	1.98%	
Non-cash amounts excluded from operating activities	2(b)	7,522,933	7,522,933	**10,770,898**	3,247,965	43.17%	▲
Amount attributable to operating activities		**(9,131,595)**	**(9,131,595)**	**(1,452,160)**	7,679,435	84.10%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		28,522,710	28,522,710	**7,864,972**	(20,657,738)	(72.43%)	▼
Proceeds from disposal of assets		73,500	73,500	**108,344**	34,844	47.41%	▲
		28,596,210	**28,596,210**	**7,973,316**	(20,622,894)	(72.12%)	
Outflows from investing activities							
Payments for property, plant and equipment		(10,724,038)	(10,724,038)	**(2,881,335)**	7,842,703	73.13%	▲
Payments for construction of infrastructure		(24,474,972)	(24,474,972)	**(9,403,239)**	15,071,733	61.58%	▲
		(35,199,010)	**(35,199,010)**	**(12,284,574)**	22,914,436	65.10%	
Amount attributable to investing activities		**(6,602,800)**	**(6,602,800)**	**(4,311,258)**	2,291,542	34.71%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures		10,000,000	10,000,000	**7,000,000**	(3,000,000)	(30.00%)	▼
		10,000,000	**10,000,000**	**7,000,000**	(3,000,000)	(30.00%)	
Outflows from financing activities							
Repayment of borrowings		(395,335)	(395,335)	**(2,237,288)**	(1,841,953)	(465.92%)	▼
Transfer to reserves		(483,324)	(483,324)	**0**	483,324	100.00%	▲
		(878,659)	**(878,659)**	**(2,237,288)**	(1,358,629)	(154.63%)	
Amount attributable to financing activities		**9,121,341**	**9,121,341**	**4,762,712**	(4,358,629)	(47.78%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		6,613,054	6,613,054	**6,613,054**	0	0.00%	
Amount attributable to operating activities		(9,131,595)	(9,131,595)	**(1,452,160)**	7,679,435	84.10%	▲
Amount attributable to investing activities		(6,602,800)	(6,602,800)	**(4,311,258)**	2,291,542	34.71%	▲
Amount attributable to financing activities		9,121,341	9,121,341	**4,762,712**	(4,358,629)	(47.78%)	▼
Surplus or deficit after imposition of general rates		**0**	**0**	**5,612,348**	5,612,348	0.00%	▲

KEY INFORMATION

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

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

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

Note: Grants, subsidies and contributions include $6,716,881 relating to the 2024/2025 Financial Assistance Grant allocation.

SHIRE OF DERBY-WEST KIMBERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2024

	Actual 30 June 2023	Actual as at 30 June 2024
	$	$
CURRENT ASSETS		
Cash and cash equivalents	11,819,687	8,871,819
Trade and other receivables	2,207,236	4,089,631
Inventories	50,780	32,354
Other assets	313,412	416,599
TOTAL CURRENT ASSETS	14,391,115	13,410,403
NON-CURRENT ASSETS		
Trade and other receivables	118,798	118,798
Property, plant and equipment	47,313,725	48,765,578
Infrastructure	304,315,196	304,301,061
TOTAL NON-CURRENT ASSETS	351,747,719	353,185,437
TOTAL ASSETS	366,138,834	366,595,840
CURRENT LIABILITIES		
Trade and other payables	4,993,032	5,360,417
Other liabilities	1,192,405	837,750
Borrowings	237,288	5,539,077
Employee related provisions	963,120	970,384
Other provisions	56,144	56,144
TOTAL CURRENT LIABILITIES	7,441,989	12,763,772
NON-CURRENT LIABILITIES		
Borrowings	2,447,455	1,908,378
Employee related provisions	97,550	129,936
Other provisions	5,533,378	5,533,378
TOTAL NON-CURRENT LIABILITIES	8,078,383	7,571,692
TOTAL LIABILITIES	15,520,372	20,335,464
NET ASSETS	**350,618,462**	**346,260,376**
EQUITY		
Retained surplus	66,807,204	62,449,118
Reserve accounts	975,801	975,801
Revaluation surplus	282,835,457	282,835,457
TOTAL EQUITY	**350,618,462**	**346,260,376**

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

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

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

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

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

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

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

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

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:
- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimated of fair value of provisions

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

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 14 August 2024

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

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

	Note	Amended Budget Opening 1 July 2023	Actual as at 30 June 2023	Actual as at 30 June 2024
Current assets		$	$	$
Cash and cash equivalents		12,346,041	11,819,687	8,871,81
Trade and other receivables		1,888,134	2,207,236	4,089,63
Inventories		59,048	50,780	32,35
Other assets		0	313,412	416,59
		14,293,223	14,391,115	13,410,40
Less: current liabilities				
Trade and other payables		(3,290,325)	(4,993,032)	(5,360,41
Other liabilities		0	(1,192,405)	(837,75
Borrowings		(395,335)	(237,288)	(5,539,07
Employee related provisions		(691,514)	(963,120)	(970,38
Other provisions		0	(56,144)	(56,14
		(4,377,174)	(7,441,989)	(12,763,77
Net current assets		**9,916,049**	**6,949,126**	**646,63**
Less: Total adjustments to net current assets	2(c)	(178,025)	(336,072)	4,965,71
Closing funding surplus / (deficit)		**9,738,024**	**6,613,054**	**5,612,34**

(b) Non-cash amounts excluded from operating activities

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

Non-cash amounts excluded from operating activities	Amended Budget Estimates 30 June 2024	YTD Budget Estimates 30 June 2024	YTD Actual 30 June 2024
	$	$	$
Adjustments to operating activities			
Less: Profit on asset disposals	(16,890)	(16,890)	(18,34
Add: Loss on asset disposals	37,048	37,048	41,58
Add: Depreciation	7,502,775	7,502,775	10,715,27
- Employee provisions	0	0	32,38
Total non-cash amounts excluded from operating activities	**7,522,933**	**7,522,933**	**10,770,89**

(c) Current assets and liabilities excluded from budgeted deficiency

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

		Amended Budget Opening 1 July 2023	Actual as at 30 June 2023	Actual as at 30 June 2024
Adjustments to net current assets		$	$	$
Less: Reserve accounts		(975,801)	(975,801)	(975,80
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of borrowings		395,335	237,288	5,539,07
- Current portion of employee benefit provisions held in reserve		402,441	402,441	402,44
Total adjustments to net current assets	2(a)	**(178,025)**	**(336,072)**	**4,965,71**

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2023-24 year is $30,000 or 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Grants, subsidies and contributions AGRN 1044 - Recovery funding below annual budget. Offset by advance payment of 2024/25 Financial Assistance Grant allocation received.	(3,633,692)	(17.62%)	▼
Fees and charges Airport revenue, building fees and tipping fees higher than annual budget.	427,355	7.65%	▲
Interest revenue Interest earnings are higher than annual budget.	64,202	34.06%	▲
Other revenue Licensing commission. Unbudgeted revenue for reimbursements and donations including insurance reimbursements	6,552,140	838.91%	▲
Expenditure from operating activities			
Employee costs Employee costs are lower than budget due to vacancies.	437,568	3.06%	▲
Materials and contracts AGRN 1044 expenditure is below budget.	3,539,900	12.89%	▲
Utility charges Electricity costs higher than annual budget.	(73,460)	(8.07%)	▼
Depreciation Roads depreciation is higher than annual budget	(3,212,495)	(42.82%)	▼
Finance costs Loan Interest repayments - accrued interest treatment	(95,310)	(106.66%)	▼
Insurance Insurance premiums lower than budget	50,909	3.67%	▲
Other expenditure AGRN 1044 expenditure is below budget.	407,205	31.15%	▲
Loss on asset disposals Vehicle disposals not included in budget	(4,536)	(12.24%)	▼
Non-cash amounts excluded from operating activities Roads depreciation is higher than annual budget.	3,247,965	43.17%	▲
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions Funding for large capital projects not received for Roads, Staff Housing, Recreation and Aerodrome	(20,657,738)	(72.43%)	▼
Proceeds from disposal of assets Vehicle disposals not included in budget	34,844	47.41%	▲
Outflows from investing activities			
Payments for property, plant and equipment Staff housing under budget and new accomodation not commenced in 2023/2024	7,842,703	73.13%	▲
Payments for construction of infrastructure Aerodrome and and capital roads projects not completed per budget.	15,071,733	61.58%	▲

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2023-24 year is $30,000 or 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Inflows from financing activities			
Proceeds from new debentures Short term assistance for AGRN projects	(3,000,000)	(30.00%)	▼
Outflows from financing activities			
Repayment of borrowings Short term loans for AGRN assistance	(1,841,953)	(465.92%)	▼
Transfer to reserves Reserve transfer to Staff Housing reserve not actioned.	483,324	100.00%	▲
Surplus or deficit after imposition of general rates Due to variances described above	5,612,348	0.00%	▲

SHIRE OF DERBY-WEST KIMBERLEY

SUPPLEMENTARY INFORMATION

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SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$6.61 M	$6.61 M	$6.61 M	$0.00 M
Closing	$0.00 M	$0.00 M	$5.61 M	$5.61 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$8.87 M	% of total
Unrestricted Cash	$7.90 M	89.0%
Restricted Cash	$0.98 M	11.0%

Refer to 3 - Cash and Financial Assets

Payables

	$5.36 M	% Outstanding
Trade Payables	$3.45 M	
0 to 30 Days		78.6%
Over 30 Days		21.5%
Over 90 Days		1.2%

Refer to 9 - Payables

Receivables

	$2.91 M	% Collected
Rates Receivable	$1.18 M	87.0%
Trade Receivable	$2.91 M	% Outstanding
Over 30 Days		42.0%
Over 90 Days		14.6%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($9.13 M)	($9.13 M)	($1.45 M)	$7.68 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$8.67 M	% Variance
YTD Budget	$8.69 M	(0.2%)

Refer to 10 - Rate Revenue

Grants and Contributions

YTD Actual	$16.99 M	% Variance
YTD Budget	$20.63 M	(17.6%)

Refer to 13 - Grants and Contributions

Fees and Charges

YTD Actual	$6.02 M	% Variance
YTD Budget	$5.59 M	7.6%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($6.60 M)	($6.60 M)	($4.31 M)	$2.29 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.11 M	%
Amended Budget	$0.07 M	47.4%

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$9.40 M	% Spent
Amended Budget	$24.47 M	(61.6%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$5.18 M	% Received
Amended Budget	$25.13 M	(79.4%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$9.12 M	$9.12 M	$4.76 M	($4.36 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($2.24 M)
Interest expense	($0.19 M)
Principal due	$7.45 M

Refer to 11 - Borrowings

Reserves

Reserves balance	$0.98 M
Interest earned	$0.00 M

Refer to 4 - Cash Reserves

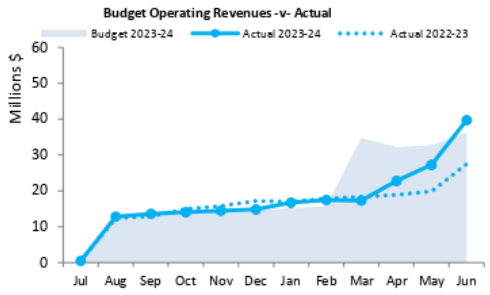
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

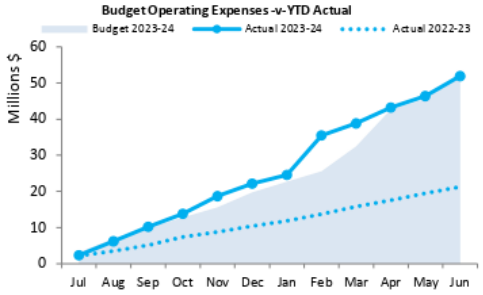
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

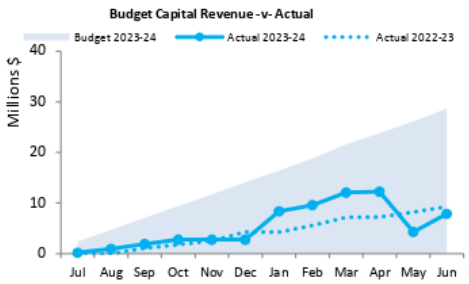


OPERATING EXPENSES

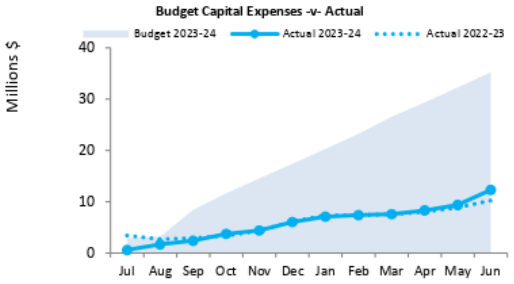


INVESTING ACTIVITIES

CAPITAL REVENUE

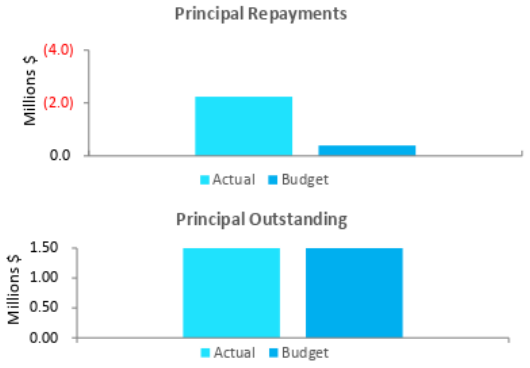


CAPITAL EXPENSES

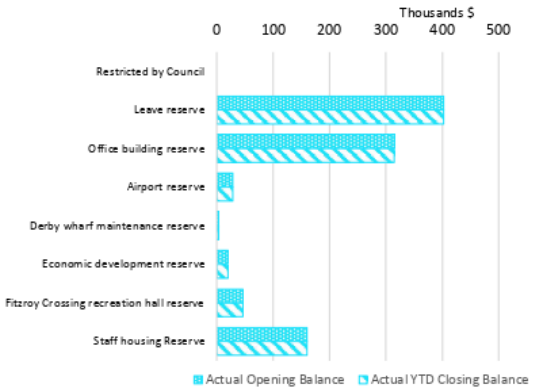


FINANCING ACTIVITIES

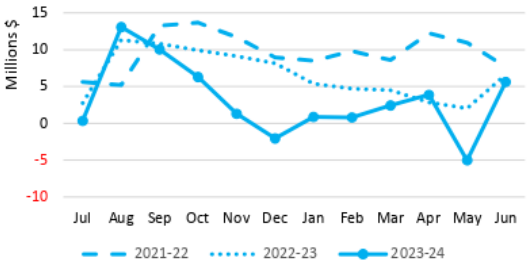
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



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

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

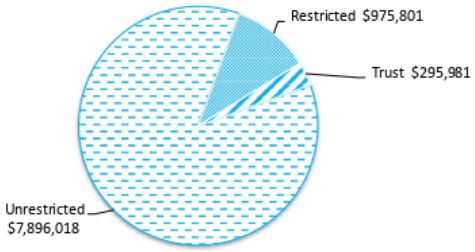
3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash On Hand	Cash and cash equivalents	2,500	0	2,500	0	Cash on Hand	Nil	Nil
Municipal Bank Account	Cash and cash equivalents	7,661,872	0	7,661,872	0	ANZ	Variable	Nil
CBA Bank Acc - Fitzroy Deposits	Cash and cash equivalents	147,463	0	147,463	0	CBA	Nil	Nil
Municipal Investment Account	Cash and cash equivalents	84,183	0	84,183	0	ANZ	Variable	Nil
Reserve Bank Account	Financial assets at amortised cost	0	975,801	975,801	0	ANZ	4.88%	Jul-24
Trust Cash at Bank	Cash and cash equivalents	0	0	0	295,981	ANZ	Nil	Nil
Total		**7,896,018**	**975,801**	**8,871,819**	**295,981**			
Comprising								
Cash and cash equivalents		7,896,018	0	7,896,018	295,981			
Financial assets at amortised cost		0	975,801	975,801	0			
		7,896,018	**975,801**	**8,871,819**	**295,981**			

KEY INFORMATION
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$	$
Restricted by Council										
Leave reserve	402,441	0	0	0	402,441	402,441	0	0	0	402,44
Office building reserve	314,511	0	0	0	314,511	314,511	0	0	0	314,51
Airport reserve	28,456	0	0	0	28,456	28,456	0	0	0	28,45
Derby wharf maintenance reserve	3,721	0	0	0	3,721	3,721	0	0	0	3,72
Economic development reserve	19,936	0	0	0	19,936	19,936	0	0	0	19,93
Fitzroy Crossing recreation hall reserve	46,771	0	0	0	46,771	46,771	0	0	0	46,77
Staff housing Reserve	159,965	0	483,324	0	643,289	159,965	0	0	0	159,96
	975,801	**0**	**483,324**	**0**	**1,459,125**	**975,801**	**0**	**0**	**0**	**975,80**

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended Budget	YTD Budget (a)	YTD Actual (b)	Variance (b - a)
	$	$	$	$
Buildings	9,362,500	9,362,500	1,785,167	(7,577,333)
Furniture & Equipment	222,577	222,577	119,854	(102,723)
Plant & Equipment	1,138,961	1,138,961	976,314	(162,647)
Acquisition of property, plant and equipment	**10,724,038**	**10,724,038**	**2,881,335**	**(7,842,703)**
Infrastructure Roads	17,445,488	17,445,488	7,489,871	(9,955,617)
Infrastructure Footpaths	79,734	79,734	164,333	84,599
Infrastructure Drainage	8,500	8,500	8,500	0
Infrastructure Parks & Ovals	100,000	100,000	20,274	(79,726)
Infrastructure Airports	3,000,000	3,000,000	0	(3,000,000)
Infrastructure - Wharf	90,000	90,000	54,950	(35,050)
Infrastructure Other	3,751,250	3,751,250	1,665,311	(2,085,939)
Acquisition of infrastructure	**24,474,972**	**24,474,972**	**9,403,239**	**(15,071,733)**
Total capital acquisitions	**35,199,010**	**35,199,010**	**12,284,574**	**(22,914,436)**
Capital Acquisitions Funded By:				
Capital grants and contributions	25,125,510	25,125,510	5,176,230	(19,949,280)
Borrowings	10,000,000	10,000,000	7,000,000	(3,000,000)
Other (disposals & C/Fwd)	73,500	73,500	108,344	34,844
Capital funding total	**35,199,010**	**35,199,010**	**12,284,574**	**(22,914,436)**

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

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

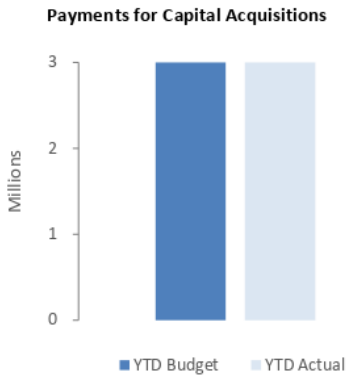
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

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



SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

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

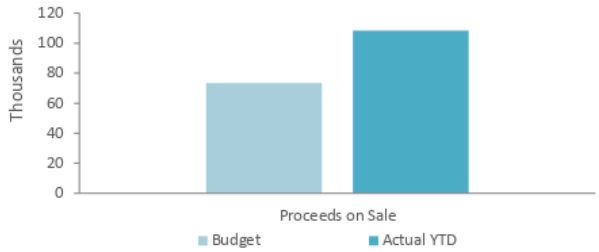
Level of completion indicator, please see table at the end of this note for further detail.

Account	Description	Amended Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure					
Buildings					
4050210	ANIMAL - Building (Capital)	5,000	5,000	0	(5,000)
4080710	WELFARE - Building (Capital)	10,000	10,000	43,694	33,694
4090110	STF HOUSE - Building (Capital)	7,550,500	7,550,500	1,355,514	(6,194,984)
4110210	SWIM AREAS - Building (Capital)	407,000	407,000	362,370	(44,630)
4110610	HERITAGE - Building (Capital)	210,000	210,000	10,151	(199,849)
4130210	TOUR - Building (Capital)	20,000	20,000	0	(20,000)
4140210	ADMIN - Building (Capital)	9,000	9,000	6,268	(2,732)
4140310	PWO - Building (Capital)	420,000	420,000	0	(420,000)
4140311	PWO - Building Derby & Fitroy New Accommodation (Capital)	700,000	700,000	0	(700,000)
4040110	MEMBERS - Building (Capital)	0	0	5,234	5,234
4120610	AERO - Building (Capital)	31,000	31,000	1,936	(29,064)
Buildings Total		**9,362,500**	**9,362,500**	**1,785,167**	**(7,577,331)**
Furniture & Equipment					
4040130	MEMBERS - Plant & Equipment (Capital)	22,577	22,577	22,105	(472)
4040240	OTH GOV - Furniture & Equipment (Capital)	200,000	200,000	97,749	(102,251)
Furniture & Equipment Total		**222,577**	**222,577**	**119,854**	**(102,724)**
Plant & Equipment					
4070430	HEALTH - Plant & Equipment (Capital)	20,150	20,150	20,150	0
4070730	OTH HEALTH - Plant & Equipment (Capital)	46,682	46,682	58,773	12,091
4080730	WELFARE - Plant & Equipment (Capital)	50,646	50,646	0	(50,646)
4110330	REC - Plant & Equipment (Capital)	0	0	49,306	49,306
4120130	ROADC - Plant & Equipment (Capital)	209,409	209,409	161,390	(48,019)
4140330	PWO - Plant and Equipment (Capital)	812,074	812,074	478,223	(333,851)
4050130	FIRE - Plant & Equipment (Capital)	0	0	208,472	208,472
Plant & Equipment Total		**1,138,961**	**1,138,961**	**976,314**	**(162,647)**
Infrastructure Roads					
4120140	ROADC - Roads Built Up Area - Council Funded	912,000	912,000	210,425	(701,576)
4120142	ROADC - Roads Outside BUA - Gravel - Council Funded	3,379,284	3,379,284	2,733,931	(645,354)
4120156	ROADC - Roads Built Up Area - Flood Damage	0	0	22,947	22,947
4120158	ROADC - Roads Outside BUA - Gravel - Flood Damage	0	0	4,109,792	4,109,792
4120175	ROADC - Airports (Capital)	350,000	350,000	0	(350,000)
4120176	ROADC - EPAR Works AGRN 951 (Capital)	2,500,000	2,500,000	0	(2,500,000)
4120177	ROADC - Emergency Works AGRN 1044 (Capital)	9,845,800	9,845,800	0	(9,845,800)
4120178	ROADC - Reseal Streets Derby & FX (Capital)	260,000	260,000	226,380	(33,620)
4120179	ROADC - DBCA Funds Works (Capital)	198,404	198,404	0	(198,404)
4120146	ROADC - Roads Outside BUA - Gravel - Roads to Recovery	0	0	146,220	146,220
4120150	ROADC - Roads Outside BUA - Gravel - Regional Road Group	0	0	40,176	40,176
Infrastructure Roads Total		**17,445,488**	**17,445,488**	**7,489,871**	**(9,955,617)**
Infrastructure Footpaths					
4120171	ROADC - Footpath Repairs (Capital)	79,734	79,734	66,253	(13,481)
4120170	ROADC - Footpaths and Cycleways (Capital)	0	0	98,080	98,080
Infrastructure Footpaths Total		**79,734**	**79,734**	**164,333**	**84,599**
Infrastructure Drainage					
4120164	ROADC - Drainage (Capital)	8,500	8,500	8,500	0
Infrastructure Drainage Total		**8,500**	**8,500**	**8,500**	**0**
Infrastructure Parks & Ovals					
4090170	STF HOUSE -- Infrastructure Parks & Garden (Capital)	100,000	100,000	2,874	(97,126)
###	4110370 REC - Infrastructure Parks & Gardens (Capital)	0	0	17,400	17,400
Infrastructure Parks & Ovals Total		**100,000**	**100,000**	**20,274**	**(79,726)**
Infrastructure Airports					
4120691	AERO -- Infrastructure Aiport (Capital)	3,000,000	3,000,000	0	(3,000,000)
Infrastructure Airports Total		**3,000,000**	**3,000,000**	**0**	**(3,000,000)**
Infrastructure - Wharf					
4120790	WATER - Infrastructure Other (Capital)	40,000	40,000	54,950	14,950
4120791	WATER -- Infrastructure Wharf (Capital)	50,000	50,000	0	(50,000)
Infrastructure - Wharf Total		**90,000**	**90,000**	**54,950**	**(35,050)**
Infrastructure Other					
4040290	OTH GOV - Infrastructure Other (Capital)	185,000	185,000	156,279	(28,721)
4090190	STF HOUSE - Infrastructure Other (Capital)	500,000	500,000	4,455	(495,545)
4110370	REC - Infrastructure Parks & Gardens (Capital)	200,000	200,000	23,949	(176,051)
4110390	REC - Infrastructure Other (Capital)	2,461,250	2,461,250	1,418,282	(1,042,967)
4120190	ROADC - Infrastructure Other (Capital)	75,000	75,000	18,468	(56,532)
4120690	AERO - Infrastructure Other (Capital) - Aerodromes	10,000	10,000	16,200	6,200
4120710	WATER - Building (Capital)	20,000	20,000	0	(20,000)
4140390	PWO - Infrastructure Other (Capital)	300,000	300,000	27,678	(272,322)
Infrastructure Other Total		**3,751,250**	**3,751,250**	**1,665,311**	**(2,085,938)**
Grand Total		**35,199,010**	**35,199,010**	**12,284,574**	**(22,914,434)**

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

6 DISPOSAL OF ASSETS

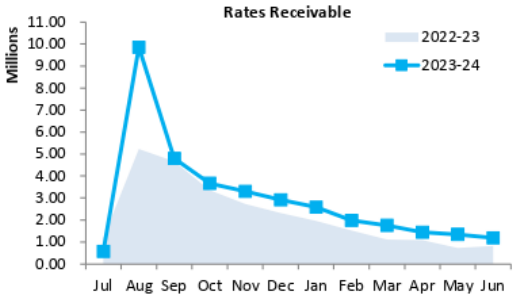
Asset Ref.	Asset description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
4966	Kubota F3680 Mower	0	5,400	5,400	0	0	5,400	5,400	
5038	2013 Tip Truck	75,048	38,000	0	(37,048)	75,048	33,464	0	(41,58
5042	2013 Fuso Canter	18,610	22,900	4,290	0	18,610	20,152	1,542	
5085	Kubota F3690	0	7,200	7,200	0	0	7,328	7,328	
5092	Kubota Loader	0	0	0	0	37,928	42,000	4,072	
		93,658	**73,500**	**16,890**	**(37,048)**	**131,586**	**108,344**	**18,342**	**(41,58**



SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

7 RECEIVABLES

Rates receivable	30 June 2023	30 Jun 2024
	$	$
Opening arrears previous years	2,274,863	1,131,847
Levied this year	8,668,941	9,116,320
Less - collections to date	(9,658,027)	(8,912,230)
Gross rates collectable	**1,285,777**	**1,335,937**
Allowance for impairment of rates receivable	(153,930)	(153,930)
Net rates collectable	**1,131,847**	**1,182,007**
% Collected	88.3%	87.0%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(3,725)	1,556,636	704,753	30,430	389,972	2,678,06
Percentage	(0.1%)	58.1%	26.3%	1.1%	14.6%	
Balance per trial balance						
Trade receivables						2,678,06
GST receivable						499,34
Allowance for credit losses of trade receivables						(269,78
Total receivables general outstanding						**2,907,62**

Amounts shown above include GST (where applicable)

KEY INFORMATION

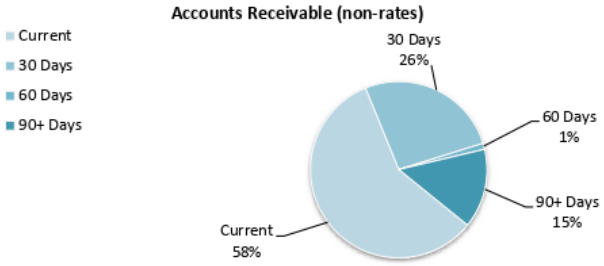
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

OPERATING ACTIVITIE

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 Jun 202
	$	$	$	$
Inventory				
Fuel	32,270	136,647	(155,073)	13,84
Stock on hand	18,510	0	0	18,51
Other assets				
Prepayments	22,457	0	(22,457)	
Accrued income	290,955	416,599	(290,955)	416,59
Total other current assets	**364,192**	**553,246**	**(468,485)**	**448,95**

Amounts shown above include GST (where applicable)

KEY INFORMATION

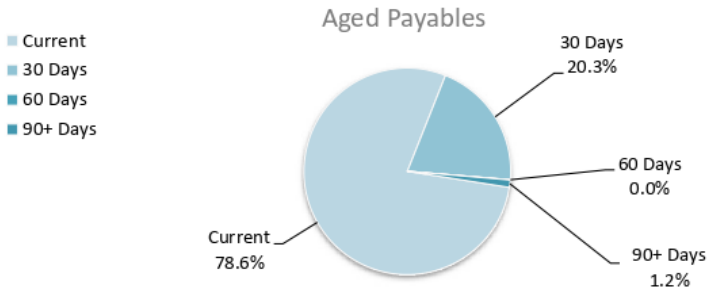
Inventory
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF DERBY-WEST KIMBERLEY **OPERATING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	2,706,117	697,875	614	40,462	3,445,06
Percentage	0.0%	78.6%	20.3%	0.0%	1.2%	
Balance per trial balance						
Sundry creditors						3,445,06
Accrued salaries and wages						227,33
ATO liabilities						349,98
Other payables						544,27
Accrued expenses						522,15
Payroll creditors						3,65
Prepaid rates						267,95
Total payables general outstanding						**5,360,41**
Amounts shown above include GST (where applicable)						

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



SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in $ (cents)	Number of Properties	Rateable Value	Budget Rate Revenue	Budget Interim Rate Revenue	Budget Total Revenue	YTD Actual Rate Revenue	YTD Actual Interim Rate Revenue	YTD Actual Total Revenue
				$	$	$	$	$	$
Gross rental value									
Gross Rental Value	0.1407	1,402	39,386,474	5,543,269	0	5,543,269	5,543,269	17,366	5,560,63
Unimproved value									
Unimproved Value	0.0835	151	37,667,732	3,144,239	0	3,144,239	3,144,307	(37,281)	3,107,02
Sub-Total		**1,553**	**77,054,206**	**8,687,508**	**0**	**8,687,508**	**8,687,576**	**(19,915)**	**8,667,66**
Minimum payment	**Minimum Payment $**								
Gross rental value									
Gross Rental Value	1,596	273	1,270,616	435,708	0	435,708	435,708	0	435,70
Unimproved value									
Unimproved Value	620	137	298,933	84,872	0	84,872	84,872	0	84,87
Sub-total		**410**	**1,569,549**	**520,580**	**0**	**520,580**	**520,580**	**0**	**520,58**
Discount						(70,000)			(71,921
Total general rates						**9,138,088**			**9,116,32**

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

FINANCING ACTIVITIE

11 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Staff housing	136	26,728	0	0	(26,728)	(26,728)	0	0	(1,143)	(1,30
Staff housing	146	465,197	0	0	(54,699)	(54,699)	410,498	410,498	(27,701)	(28,59
Staff housing	148	223,894	0	0	(10,231)	(20,693)	213,663	203,201	(9,818)	(9,82
Staff housing		0	0	5,000,000	0	0	0	5,000,000	0	
Wharf fenders, boat ramp	145	137,417	0	0	(19,875)	(30,956)	117,542	106,461	(8,912)	(8,91
Derby wharf infrastructure	151	212,810	0	0	(58,649)	(40,049)	154,161	172,761	(6,120)	(6,12
Derby airport infrastructure & wharf	152	1,338,829	0	0	(54,317)	(196,344)	1,284,512	1,142,485	(22,307)	(22,31
Derby visitors centre	149	279,868	0	0	(12,789)	(25,866)	267,079	254,002	(12,273)	(12,27
Disaster Recovery, Flood Damage and Fitzroy Crossing Airstrip Refurbishment Project		0	0	5,000,000	0	0	0	5,000,000	0	
WATC short term loan	1	0	2,000,000	0	(2,000,000)	0	0	0	0	
WATC short term loan	2	0	2,000,000	0	0	0	2,000,000	0	(28,127)	
WATC short term loan	3	0	1,000,000	0	0	0	1,000,000	0	(20,074)	
WATC short term loan	4	0	2,000,000	0	0	0	2,000,000	0	(58,224)	
Total		**2,684,743**	**7,000,000**	**10,000,000**	**(2,237,288)**	**(395,335)**	**7,447,455**	**12,289,408**	**(194,699)**	**(89,36**
Current borrowings		237,288					5,539,077			
Non-current borrowings		2,447,455					1,908,378			
		2,684,743					**7,447,455**			

All debenture repayments were financed by general purpose revenue.

New borrowings 2023-24

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balance Unspent
	$	$				$	%	$	$	$
Disaster Recovery, Flood Damage and Fitzroy Crossing Airstrip Refurbishment Project	0	5,000,000	WATC	Short term	3	0	N/A	0	(5,000,000)	
Staff Housing Project	0	5,000,000	WATC	Short term	3	0	N/A	0	(5,000,000)	
New loan	2,000,000	0	WATC	Short term	0	0	4.82%	(2,000,000)	0	
New loan	2,000,000	0	WATC	Short term	0	0	4.83%	(2,000,000)	0	
New loan	1,000,000	0	WATC	Short term	0	0	N/A	(1,000,000)	0	
New loan	2,000,000	0	WATC	Short term	0	0	N/A	(2,000,000)	0	
	7,000,000	**10,000,000**				**0**		**(7,000,000)**	**(10,000,000)**	

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materiallly different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

OPERATING ACTIVITIE

12 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balanc 30 June 2024
		$	$	$	$	$
Other liabilities						
Contract liabilities		84,860	0	7,127,234	(7,050,765)	161,3
Capital grant/contributions liabilities		1,107,545	0	1,644,314	(2,075,438)	676,4
Total other liabilities		1,192,405	0	8,771,548	(9,126,203)	837,7
Employee Related Provisions						
Provision for annual leave		516,935	0	117,608	0	634,5
Provision for long service leave		446,185	(32,386)	32,386	(110,344)	335,8
Total Provisions		963,120	(32,386)	149,994	(110,344)	970,3
Other Provisions						
Derby Wharf Incentive		56,144	0	0	0	56,1
Total Other Provisions		56,144	0	0	0	56,1
Total other current liabilities		**2,211,669**	**(32,386)**	**8,921,542**	**(9,236,547)**	**1,864,2**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

OPERATING ACTIVITIE

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Jun 2024	Current Liability 30 Jun 2024	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
GEN PUR - Financial Assistance Grant - General	0	0	0	0	0	238,603	238,603	5,654,3
GEN PUR - Financial Assistance Grant - Roads	0	0	0	0	0	69,402	69,402	1,370,5
GEN PUR - Financial Assistance Grant - Aboriginal Access Roads	0	0	0	0	0	336,667	336,667	336,6
OTH GOV - Grant Funding	0	29,956	0	29,956	29,956	0	0	
ANIMAL - Grants	0	0	0	0	0	0	0	32,0
PEST - Grants	0	0	0	0	0	5,000	5,000	16,5
OTH HEALTH - Grants	0	119,287	(119,287)	0	0	707,500	707,500	730,7
WELFARE - Grants	37,707	72,727	0	110,434	110,434	790,000	790,000	336,6
COM AMEN - Grants (State Aware grant)	10,000	0	0	10,000	10,000	0	0	
REC - Grants	0	0	0	0	0	321,964	321,964	
LIBRARY - Grant - Regional Library Services	0	0	0	0	0	4,000	4,000	
OTH CUL - Grants - Other Culture	13,813	0	(13,813)	0	0	10,000	10,000	17,3
OTH CUL - Sculptures on the Marsh - Grant	0	0	0	0	0	100,000	100,000	99,0
ROADC - Other Grants - Aboriginal Roads	0	0	0	0	0	0	0	
ROADC - Other Grants - Roads/Streets	0	0	0	0	0	7,290	7,290	
ROADM - Street Lighting Subsidy	0	0	0	0	0	0	0	42,2
AGRN 1044 - Recovery - DRAFWA	0	6,855,264	(6,855,264)	0	0	17,800,000	17,800,000	8,249,2
HERITAGE - Grants - State Wharfinger House	23,340	0	(23,340)	0	0	0	0	23,3
WATER - Grant Capital	0	0	0	0	0	0	0	
WATER - Grants	0	50,000	(39,061)	10,939	10,939	0	0	39,0
	84,860	**7,127,234**	**(7,050,765)**	**161,329**	**161,329**	**20,390,426**	**20,390,426**	**16,947,8**
Contributions								
RATES - Reimbursement of Debt Collection Costs	0	0	0	0	0	50,000	50,000	
MEMBERS - Reimbursements	0	0	0	0	0	7,824	7,824	7,8
OTH GOV - Reimbursements	0	0	0	0	0	1,000	1,000	6
ANIMAL - Reimbursements	0	0	0	0	0	15,000	15,000	1
FIRE - Reimbursements	0	0	0	0	0	10,000	10,000	
HEALTH - Reimbursements	0	0	0	0	0	3,000	3,000	
OTH HEALTH - Reimbursements	0	0	0	0	0	3,000	3,000	
FIRE - Commissions	0	0	0	0	0	5,000	5,000	
LIBRARY - Fees & Charges	0	0	0	0	0	0	0	
HERITAGE - Contributions & Donations	0	0	0	0	0	0	0	2
SWIM AREAS - Reimbursements	0	0	0	0	0	0	0	
OTH CUL - Contributions & Donations - Other Culture	0	0	0	0	0	0	0	9,2
AERO - Reimbursements - Aerodromes	0	0	0	0	0	0	0	3,7
TOUR - Contributions & Donations	0	0	0	0	0	20,000	20,000	
TOUR - Commission	0	0	0	0	0	5,000	5,000	
TOUR - Other Income Relating to Tourism & Area Promotion	0	0	0	0	0	14,000	14,000	
BUILD - Commission - BSL & CTF	0	0	0	0	0	400	400	
PRIVATE - Private Works Income	0	0	0	0	0	15,000	15,000	2,6
ADMIN - Reimbursements	0	0	0	0	0	17,000	17,000	
PWO - Other Reimbursements	0	0	0	0	0	15,000	15,000	
POC - Reimbursement.	0	0	0	0	0	2,500	2,500	
AGRN 1044 - Recovery - LMDRF Homemakers Centres.	0	0	0	0	0	7,000	7,000	
LIBRARY - Other Grants	0	0	0	0	0	5,000	5,000	5,0
OTH CUL - Grants - Other Culture	0	0	0	0	0	20,000	20,000	15,0
OTH CUL - Sculptures on the Marsh - Grant	0	0	0	0	0	20,000	20,000	
	0	**0**	**0**	**0**	**0**	**235,724**	**235,724**	**44,6**
TOTALS	**84,860**	**7,127,234**	**(7,050,765)**	**161,329**	**161,329**	**20,626,150**	**20,626,150**	**16,992,4**

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

INVESTING ACTIVITIE

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Jun 2024	Current Liability 30 Jun 2024	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
FIRE - Capital Grant	0	0	0	0	0	0	0	208,4
OLOPS - OTH GOV - Capital Grants - NDRR FS Fire Working Group	0	0	0	0	0	92,500	92,500	
OLOPS - Reimbursements	25,697	0	0	25,697	25,697	0	0	
OTH HEALTH - Grants	0	0	0	0	0	0	0	
OTH HEALTH - Capital Grants	0	0	0	0	0	32,000	32,000	
WELFARE - Grants	16,193	0	(16,193)	0	0	0	0	
WELFARE - Grants (Capital)	0	0	0	0	0	0	0	587,0
STF HOUSE - Capital Grants	0	0	0	0	0	1,200,000	1,200,000	
OTH CUL - Grants - Other Culture	0	0	0	0	0	0	0	
REC - Capital Grants	0	0	0	0	0	2,217,750	2,217,750	
REC - Grants	0	1,000,000	(934,843)	65,157	65,157	0	0	934,8
ROADC - Other Grants - Roads/Streets	0	0	0	0	0	0	0	431,2
HERITAGE -- Capital Grants	0	232,781	0	232,781	232,781	210,000	210,000	
ROADC - Grant AGRN 591 & 1044	0	0	0	0	0	12,345,800	12,345,800	
ROADC - Regional Road Group Grants (MR WA)	0	0	0	0	0	810,000	810,000	357,7
ROADC - Roads to Recovery - Grants	19,305	0	(19,305)	0	0	595,545	595,545	1,366,2
ROADC - Other Grants -- Roads/Streets	94,672	0	(94,672)	0	0	5,445,915	5,445,915	100,0
ROADC - Regional Road Group Grants (MRWA)	0	272,000	0	272,000	272,000	252,399	252,399	80,0
ROADC - Other Grants -- Flood Damage	877,559	0	(877,559)	0	0	600,000	600,000	877,5
ROADC - Other Grants -- Footpaths	0	0	0	0	0	79,734	79,734	
ROADC - Other Grants -- Aboriginal Roads	0	0	0	0	0	500,000	500,000	10,0
ROADC - Other Grants - Aboriginal Roads	0	139,533	(132,866)	6,667	6,667	281,067	281,067	195,3
AERO - Grants -- Aerodromes	19,785	0	0	19,785	19,785	3,000,000	3,000,000	
WATER - Reimbursements	54,334	0	0	54,334	54,334	0	0	
WATER - Grant Capital	0	0	0	0	0	110,000	110,000	
PWO - Grant Capital	0	0	0	0	0	350,000	350,000	
AGRN 1044	0	0	0	0	0	400,000	400,000	2,716,4
	1,107,545	**1,644,314**	**(2,075,438)**	**676,421**	**676,421**	**28,522,710**	**28,522,710**	**7,864,9**

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

15 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 1 July 2023	Amount Received	Amount Paid	Closing Balance 30 Jun 2024
	$	$	$	$
Public open spaces	295,981	0	0	**295,981**
	295,981	**0**	**0**	**295,981**

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

16 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			$	$	$	$
Budget adoption						
Rates excluding general rates	28/03/2024 item 12.1	Operating revenue	0	8,000	0	8,00
Grants, subsidies and contributions	28/03/2024 item 12.1	Operating revenue	0	18,358,996	0	18,366,99
Fees and charges	28/03/2024 item 12.1	Operating revenue	0	47,823	0	18,414,81
Interest revenue	28/03/2024 item 12.1	Operating revenue	0	1,500	0	18,416,31
Other revenue	28/03/2024 item 12.1	Operating revenue	0	113,508	0	18,529,82
Profit on asset disposals	28/03/2024 item 12.1	Non cash item	16,890	0	0	18,529,82
Employee costs	28/03/2024 item 12.1	Operating expenses	0	0	(162,927)	18,366,90
Materials and contracts	28/03/2024 item 12.1	Operating expenses	0	0	(14,918,377)	3,448,52
Utility charges	28/03/2024 item 12.1	Operating expenses	0	0	(145,247)	3,303,27
Depreciation	28/03/2024 item 12.1	Non cash item	(2,775)	0	0	3,303,27
Insurance	28/03/2024 item 12.1	Operating expenses	0	390,086	0	3,693,36
Other expenditure	28/03/2024 item 12.1	Operating expenses	0	0	(624,500)	3,068,86
Loss on asset disposals	28/03/2024 item 12.1	Non cash item	(37,048)	0	0	3,068,86
Capital grants, subsidies and contributions	28/03/2024 item 12.1	Capital revenue	0	402,000	0	3,470,86
Proceeds from disposal of assets	28/03/2024 item 12.1	Capital revenue	0	73,500	0	3,544,36
Purchase of land and buildings	28/03/2024 item 12.1	Capital expenses	0	0	(265,500)	3,278,86
Purchase of plant and equipment	28/03/2024 item 12.1	Capital expenses	0	33,185	0	3,312,04
Purchase of furniture and equipment	28/03/2024 item 12.1	Capital expenses	0	0	(122,577)	3,189,47
Purchase and construction of infrastructure-other	28/03/2024 item 12.1	Capital expenses	0	0	(64,500)	3,124,97
Surplus or deficit at the start of the financial year	28/03/2024 item 12.1	Opening surplus(deficit)	0	0	(3,124,970)	
				19,428,598	**(19,428,598)**	

12.6 STATEMENT OF FINANCIAL ACTIVITY JULY 2024

File Number: **5179**

Author: **Lavenia Ratabua, Senior Finance Officer**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Legislative**

SUMMARY

This report provides a summary of Council's financial position for the period ending 31 July 2024.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

Local governments are required 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 Shire's financial reporting framework provides Council, management and employees with a broad overview of the Shire's wide financial position.

STATUTORY ENVIRONMENT

In accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, a Statement of Financial Activity is required to be presented to Council as a minimum requirement.

Section 6.4 of the *Local Government Act 1995* provides for the preparation of financial reports.

In accordance with Regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, a report must be compiled on variances greater than the materiality threshold adopted by Council of $30,000 or 10% whichever is the greater. As this report is composed at a program level, variance commentary considers the most significant items that comprise the variance.

POLICY IMPLICATIONS

F3 – Significant Accounting Policies

F4 – Sundry Debtors Collection

F5 – Outstanding Rates Collection

F13 – Reserve Accounts

F16 – Cash Flow Management

F17 – Investments

FINANCIAL IMPLICATIONS

Expenditure for the period ending has been incurred in accordance with the 2024/25 Annual Budget as adopted by Council at its meeting held 27 June 2024 (Resolution No. 84/24). The budget is structured on financial viability and sustainability principles.

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
Financial: 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 stream 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.	Possible	Moderate	Medium	The completion of the Monthly Financial Activity Statement report is a control that monitors this risk.

CONSULTATION

Internal consultation within the Corporate Services Department.

External consultation with Moore Australia.

COMMENT

Financial integrity is essential to the operational viability of the Shire but also as the custodian of community assets and service provision. An ability to monitor and report on financial operations, activities and capital projects is imperative to ensure that financial risk is managed at acceptable levels.

The ability for the Shire to remain financially sustainable is a significant strategy for a region that is continually under pressure from the pastoral industry, private enterprise and State Government obligations for the ongoing development of infrastructure and services.

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

Priorities identified in the monthly report are addressed below.

Topic - Item	Explanation	Action Required	Shire Comment
General Ledger - Allocations	A number of reversal journals in relation to accruals have been raise in error.	We recommend review and correct reversion journals. Identify and rectify weaknesses in journal control procedures.	Finance team have requested Moore to provide the list of journals to be reviewed
Disposal of Asset	As the disposal of the vehicles have not been processed through the asset register, profit or loss has not been recognised on this sale. Proceeds from the sale of vehicles has been recognised as other income.	We recommend a disposal be processed through the asset register when the 2023/24 Annual Financial Report has been finalised.	Finance team will update Asset Register for FY24/25 after finalisation of FY23/24 annual audit.
Operating expenditure	Depreciation has not been processed in 2024/25.	When the 2023/24 Annual Financial Report has been finalised depreciation will be processed.	Finance team will run depreciation after finalisation of FY23/24 annual audit.
Year End Balances	At the time of preparing the Monthly Financial Report, the Annual Financial Report has not been finalised, therefore the opening surplus may change from the current $5,603,035 due to year end and audit adjustments.	None	None

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Monthly Financial Statement

RECOMMENDATION

That Council receives the Monthly Financial Management Reports incorporating the Statement of Financial Activity for the period ending 31 July 2024.

MOORE

Moore Australia

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15 August 2024

Ms Tamara Clarkson
Acting Chief Executive Officer
Shire of Derby/West Kimberley
PO Box 94
DERBY WA 6728

Dear Tamara

COMPILATION REPORT TO SHIRE OF DERBY/WEST KIMBERLEY

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

THE RESPONSIBILITY OF SHIRE OF DERBY/WEST KIMBERLEY

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

OUR RESPONSIBILITY

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

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

Supplementary information attached to the financial report has been extracted from the records of Shire of Derby/West Kimberley and information presented in the special purpose financial report.

ASSURANCE DISCLAIMER

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

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

NOTE REGARDING BASIS OF PREPARATION

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

Russell Barnes
Director
Moore Australia (WA) Pty Ltd

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961.
An independent member of Moore Global Network Limited - members in principal cities throughout the world.
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SHIRE OF DERBY-WEST KIMBERLEY

MONTHLY FINANCIAL REPORT

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

For the period ended 31 July 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF DERBY-WEST KIMBERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024

	Note	Adopted Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		9,253,510	9,248,009	**0**	(9,248,009)	(100.00%)	▼
Rates excluding general rates		460,841	460,841	**0**	(460,841)	(100.00%)	▼
Grants, subsidies and contributions		27,323,097	8,603,614	**38,814**	(8,564,800)	(99.55%)	▼
Fees and charges		6,493,603	3,546,130	**123,363**	(3,422,767)	(96.52%)	▼
Interest revenue		187,500	7,290	**10,945**	3,655	50.14%	▲
Other revenue		1,915,600	146,538	**31,176**	(115,362)	(78.72%)	▼
Profit on asset disposals		209,546	17,462	**0**	(17,462)	(100.00%)	▼
		45,843,697	**22,029,884**	**204,298**	**(21,825,586)**	(99.07%)	
Expenditure from operating activities							
Employee costs		(16,416,880)	(1,066,276)	**(984,243)**	82,033	7.69%	▲
Materials and contracts		(24,669,894)	(2,024,631)	**(1,204,848)**	819,783	40.49%	▲
Utility charges		(858,300)	(71,468)	**(42,367)**	29,101	40.72%	▲
Depreciation		(7,996,421)	(666,340)	**0**	666,340	100.00%	▲
Finance costs		(229,272)	0	**16,029**	16,029	0.00%	
Insurance		(1,775,510)	(177)	**(295,234)**	(295,057)	(166698.87%)	▼
Other expenditure		(449,957)	(37,492)	**(45,720)**	(8,228)	(21.95%)	▼
		(52,396,234)	**(3,866,384)**	**(2,556,383)**	**1,310,001**	33.88%	
Non cash amounts excluded from operating activities	2(c)	7,786,875	648,878	**0**	(648,878)	(100.00%)	▼
Amount attributable to operating activities		**1,234,338**	**18,812,378**	**(2,352,085)**	**(21,164,463)**	(112.50%)	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		29,562,057	618,721	**870,818**	252,097	40.74%	▲
Proceeds from disposal of assets		215,850	0	**0**	0	0.00%	
		29,777,907	**618,721**	**870,818**	**252,097**	40.74%	
Outflows from investing activities							
Payments for property, plant and equipment		(7,096,371)	(554,429)	**(119,861)**	434,568	78.38%	▲
Payments for construction of infrastructure		(29,415,885)	(2,451,307)	**(425,348)**	2,025,959	82.65%	▲
		(36,512,256)	**(3,005,736)**	**(545,209)**	**2,460,527**	81.86%	
Amount attributable to investing activities		**(6,734,349)**	**(2,387,015)**	**325,609**	**2,712,624**	113.64%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings		10,000,000	0	**0**	0	0.00%	
		10,000,000	**0**	**0**	**0**	0.00%	
Outflows from financing activities							
Repayment of borrowings		(4,829,076)	(158,047)	**(158,047)**	0	0.00%	
		(4,829,076)	**(158,047)**	**(158,047)**	**0**	0.00%	
Amount attributable to financing activities		**5,170,924**	**(158,047)**	**(158,047)**	**0**	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	329,086	329,086	**5,603,035**	5,273,949	1602.61%	▲
Amount attributable to operating activities		1,234,338	18,812,378	**(2,352,085)**	(21,164,463)	(112.50%)	▼
Amount attributable to investing activities		(6,734,349)	(2,387,015)	**325,609**	2,712,624	113.64%	▲
Amount attributable to financing activities		5,170,924	(158,047)	**(158,047)**	0	0.00%	
Surplus or deficit after imposition of general rates		**(1)**	**16,596,402**	**3,418,512**	**(13,177,890)**	(79.40%)	▼

KEY INFORMATION

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

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

SHIRE OF DERBY-WEST KIMBERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2024

	Actual 30 June 2024	Actual as at 31 July 2024
	$	$
CURRENT ASSETS		
Cash and cash equivalents	7,896,018	5,881,863
Trade and other receivables	4,089,631	3,275,894
Other financial assets	975,801	975,801
Inventories	32,354	26,482
Other assets	416,599	459,695
TOTAL CURRENT ASSETS	13,410,403	10,619,735
NON-CURRENT ASSETS		
Trade and other receivables	118,798	118,798
Property, plant and equipment	48,765,581	48,885,442
Infrastructure	304,301,606	304,726,954
TOTAL NON-CURRENT ASSETS	353,185,985	353,731,194
TOTAL ASSETS	366,596,388	364,350,929
CURRENT LIABILITIES		
Trade and other payables	5,360,417	4,427,338
Other liabilities	847,064	1,173,998
Borrowings	4,829,076	5,381,030
Employee related provisions	970,383	970,383
Other provisions	56,144	56,144
TOTAL CURRENT LIABILITIES	12,063,084	12,008,893
NON-CURRENT LIABILITIES		
Borrowings	2,618,379	1,908,378
Employee related provisions	129,936	129,936
Other provisions	5,533,378	5,533,378
TOTAL NON-CURRENT LIABILITIES	8,281,693	7,571,692
TOTAL LIABILITIES	20,344,777	19,580,585
NET ASSETS	**346,251,611**	**344,770,344**
EQUITY		
Retained surplus	62,440,356	60,959,089
Reserve accounts	975,801	975,801
Revaluation surplus	282,835,454	282,835,454
TOTAL EQUITY	**346,251,611**	**344,770,344**

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

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

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

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

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

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

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

Matters of non-compliance with Basis of Preparation
The following matters of non-compliance with the basis of preparation have not been corrected.
1. Depreciation is yet to be raised during the current financial year.
2. Balances as at 30 June 2024 have not been finalised and will be subject to change.

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

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

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

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

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

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

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Measurement of employee benefits
- Measurement of provisions

PREPARATION TIMING AND REVIEW
Date prepared: All known transactions up to 14 August 2024

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024

2 NET CURRENT ASSETS INFORMATION

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

	Note	Adopted Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 31 July 2024
Current assets		$	$	$
Cash and cash equivalents		2,682,279	7,896,018	5,881,86
Trade and other receivables		2,497,543	4,089,631	3,275,89
Other financial assets		975,801	975,801	975,80
Inventories		33,828	32,354	26,48
Other assets		0	416,599	459,69
		6,189,451	13,410,403	10,619,73
Less: current liabilities				
Trade and other payables		(1,746,407)	(5,360,417)	(4,427,33
Other liabilities		(377,478)	(847,064)	(1,173,99
Borrowings		(4,829,076)	(4,829,076)	(5,381,03
Employee related provisions		(963,120)	(970,383)	(970,38
Other provisions		(2,200,000)	(56,144)	(56,14
		(10,116,081)	(12,063,084)	(12,008,89
Net current assets		(3,926,630)	1,347,319	(1,389,15
Less: Total adjustments to net current assets	2(b)	4,255,716	4,255,716	4,807,67
Closing funding surplus / (deficit)		**329,086**	**5,603,035**	**3,418,51**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(975,801)	(975,801)	(975,80
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of borrowings		4,829,076	4,829,076	5,381,03
- Current portion of employee benefit provisions held in reserve		402,441	402,441	402,44
Total adjustments to net current assets	2(a)	**4,255,716**	**4,255,716**	**4,807,67**

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2025	YTD Budget Estimates 31 July 2024	YTD Actual 31 July 2024
	$	$	$
Adjustments to operating activities			
Less: Profit on asset disposals	(209,546)	(17,462)	
Add: Depreciation	7,996,421	666,340	
Total non-cash amounts excluded from operating activities	**7,786,875**	**648,878**	

CURRENT AND NON-CURRENT CLASSIFICATION

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

AASB 101.10(e)
AASB 101.51
AASB 101.112

SHIRE OF DERBY-WEST KIMBERLEY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024

FM Reg 34 (2)(b)

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2024-25 year is $30,000 or 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
General rates 2024/25 Rates billing budgeted for July 2024 have not been raised	(9,248,009)	(100.00%)	▼
Rates excluding general rates 2024/25 Rates billing budgeted for July 2024 have not been raised	(460,841)	(100.00%)	▼
Grants, subsidies and contributions AGRN recovery revenue YTD Budget profiled as 1/12th of the annual budget	(8,564,800)	(99.55%)	▼
Fees and charges 2024/25 Rates billing budgeted for July 2024 have not been raised for waste collection. YTD Budget profiled as 1/12th of the annual budget	(3,422,767)	(96.52%)	▼
Interest revenue Accrued interest and timing of repayments	3,655	50.14%	▲
Other revenue AGRN 1044 Recovery not received	(115,362)	(78.72%)	▼
Profit on asset disposals Disposal of assets not processed until 23/24 Financial Report has been finalised	(17,462)	(100.00%)	▼
Expenditure from operating activities			
Employee costs YTD Budget profiled as 1/12th of the annual budget Timing of workers compensation insurance allocations	82,033	7.69%	▲
Materials and contracts YTD Budget profiled as 1/12th of the annual budget	819,783	40.49%	▲
Utility charges YTD Budget profiled as 1/12th of the annual budget	29,101	40.72%	▲
Depreciation Depreciation not processed until 23/24 Financial Report has been finalised	666,340	100.00%	▲
Insurance Timing of insurance allocations.	(295,057)	(166698.87%)	▼
Other expenditure YTD Budget profiled as 1/12th of the annual budget	(8,228)	(21.95%) Timing	▼
Non cash amounts excluded from operating activities Depreciation and disposal of assets not processed until 23/24 Financial Report has been finalised	(648,878)	(100.00%)	▼
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions Recreation grants YTD Budget profiled as 1/12th of the annual budget offset by flood damage revenue received	252,097	40.74%	▲
Outflows from investing activities			
Payments for property, plant and equipment YTD Budget profiled as 1/12th of the annual budget	434,568	78.38%	▲
Payments for construction of infrastructure YTD Budget profiled as 1/12th of the annual budget	2,025,959	82.65%	▲
Surplus or deficit at the start of the financial year Refer to Note 2(a) for detail of variances	5,273,949	1602.61%	▲
Surplus or deficit after imposition of general rates Due to variances described above	(13,177,890)	(79.40%)	▼

SHIRE OF DERBY-WEST KIMBERLEY

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

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

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$0.33 M	$0.33 M	$5.60 M	$5.27 M
Closing	($0.00 M)	$16.60 M	$3.42 M	($13.18 M)

Refer to Statement of Financial Activity

Cash and cash equivalents

	$6.86 M	% of total
Unrestricted Cash	$5.88 M	85.8%
Restricted Cash	$0.98 M	14.2%

Refer to 3 - Cash and Financial Assets

Payables

	$4.43 M	% Outstanding
Trade Payables	$3.36 M	
0 to 30 Days		82.9%
Over 30 Days		17.0%
Over 90 Days		1.0%

Refer to 9 - Payables

Receivables

	$2.27 M	% Collected
Rates Receivable	$1.01 M	1.7%
Trade Receivable	$2.27 M	% Outstanding
Over 30 Days		52.1%
Over 90 Days		8.5%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$1.23 M	$18.81 M	($2.35 M)	($21.16 M)

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$0.00 M	% Variance
YTD Budget	$9.25 M	(100.0%)

Grants and Contributions

YTD Actual	$0.04 M	% Variance
YTD Budget	$8.60 M	(99.5%)

Refer to 12 - Grants and Contributions

Fees and Charges

YTD Actual	$0.12 M	% Variance
YTD Budget	$3.55 M	(96.5%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($6.73 M)	($2.39 M)	$0.33 M	$2.71 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Adopted Budget	$0.22 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$0.43 M	% Spent
Adopted Budget	$29.42 M	(98.6%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$0.53 M	% Received
Adopted Budget	$26.30 M	(98.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$5.17 M	($0.16 M)	($0.16 M)	$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.16 M)
Interest expense	$0.02 M
Principal due	$7.29 M

Refer to 10 - Borrowings

Reserves

Reserves balance	$0.98 M
Net Movement	$0.00 M

Refer to 4 - Cash Reserves

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

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

2 KEY INFORMATION - GRAPHICAL

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

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

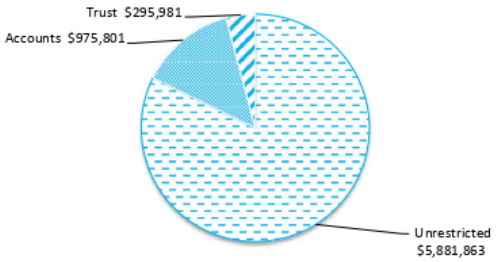
3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash On Hand	Cash and cash equivalents	2,500	0	2,500	0	Cash on Hand	Nil	Nil
Municipal Bank Account	Cash and cash equivalents	5,644,562	0	5,644,562	0	ANZ	Variable	Nil
CBA Bank Acc - Fitzroy Deposits	Cash and cash equivalents	150,310	0	150,310	0	CBA	Nil	Nil
Municipal Investment Account	Cash and cash equivalents	84,491	0	84,491	0	ANZ	Variable	Nil
Reserve Bank Account	Financial assets at amortised cost	0	975,801	975,801	0	ANZ	5.02%	Jul-25
Trust Cash at Bank	Cash and cash equivalents	0	0	0	295,981	ANZ	Nil	Nil
Total		**5,881,863**	**975,801**	**6,857,664**	**295,981**			
Comprising								
Cash and cash equivalents		5,881,863	0	5,881,863	295,981			
Financial assets at amortised cost - Term Deposits		0	975,801	975,801	0			
		5,881,863	**975,801**	**6,857,664**	**295,981**			

KEY INFORMATION
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

4 RESERVE ACCOUNTS

	Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by Council								
Leave reserve	402,441	0	0	402,441	402,441	0	0	402,44
Office building reserve	314,511	0	0	314,511	314,511	0	0	314,51
Airport reserve	28,456	0	0	28,456	28,456	0	0	28,45
Derby wharf maintenance reserve	3,721	0	0	3,721	3,721	0	0	3,72
Economic development reserve	19,936	0	0	19,936	19,935	0	0	19,93
Fitzroy Crossing recreation hall reserve	46,771	0	0	46,771	46,772	0	0	46,77
Staff housing Reserve	159,965	0	0	159,965	159,965	0	0	159,96
	975,801	**0**	**0**	**975,801**	**975,801**	**0**	**0**	**975,80**

SHIRE OF DERBY-WEST KIMBERLEY **INVESTING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Buildings	5,748,000	478,991	7,622	(471,369)
Furniture & Equipment	90,000	7,498	0	(7,498)
Plant & Equipment	1,258,371	67,940	112,239	44,299
Acquisition of property, plant and equipment	**7,096,371**	**554,429**	**119,861**	**(434,568)**
Infrastructure Roads	22,018,725	1,834,888	390,123	(1,444,765)
Infrastructure Footpaths	321,000	26,749	0	(26,749)
Infrastructure Parks & Ovals	6,384,660	532,051	35,225	(496,826)
Infrastructure - Wharf	180,000	14,998	0	(14,998)
Infrastructure Other	511,500	42,621	0	(42,621)
Acquisition of infrastructure	**29,415,885**	**2,451,307**	**425,348**	**(2,025,959)**
Total capital acquisitions	**36,512,256**	**3,005,736**	**545,209**	**(2,460,527)**
Capital Acquisitions Funded By:				
Capital grants and contributions	26,296,405	618,721	534,069	(84,652)
Borrowings	10,000,000	0	0	0
Other (disposals & C/Fwd)	215,850	0	0	0
Contribution - operations	1	2,387,015	11,140	(2,375,875)
Capital funding total	**36,512,256**	**3,005,736**	**545,209**	**(2,460,527)**

KEY INFORMATION

Initial recognition

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

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

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

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

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

Measurement after recognition

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

Reportable Value

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

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

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

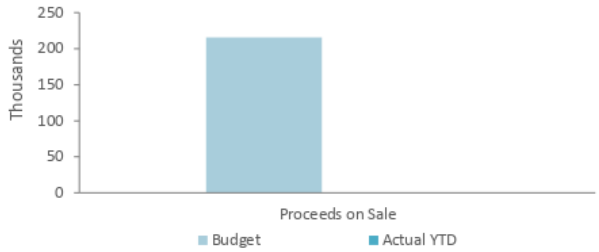
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Account	Description	Adopted Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure					
Buildings					
4050210	ANIMAL - Building (Capital)	10,000	833	0	(833
4080710	WELFARE - Building (Capital)	200,000	16,666	0	(16,666
4090110	STF HOUSE - Building (Capital)	5,118,000	426,494	0	(426,494
4090210	OTH HOUSE - Building (Capital)	5,000	416	0	(416
4110110	HALLS - Building (Capital)	200,000	16,666	0	(16,666
4110610	HERITAGE - Building (Capital)	210,000	17,500	0	(17,500
4120610	AERO - Building (Capital)	5,000	416	7,622	7,20
Buildings Total		**5,748,000**	**478,991**	**7,622**	**(471,369**
Furniture & Equipment					
4040110	MEMBERS - Building (Capital)	65,000	5,416	0	(5,416
4040240	OTH GOV - Furniture & Equipment (Capital)	20,000	1,666	0	(1,666
4040290	OTH GOV - Infrastructure Other (Capital)	5,000	416	0	(416
Furniture & Equipment Total		**90,000**	**7,498**	**0**	**(7,498**
Plant & Equipment					
4070730	OTH HEALTH - Plant & Equipment (Capital)	489,682	3,890	0	(3,890
4080730	WELFARE - Plant & Equipment (Capital)	50,646	4,220	0	(4,220
4120130	ROADC - Plant & Equipment (Capital)	104,680	8,722	0	(8,722
4140230	ADMIN - Plant and Equipment (Capital)	39,418	3,284	0	(3,284
4140330	PWO - Plant and Equipment (Capital)	573,945	47,824	112,239	64,41
Plant & Equipment Total		**1,258,371**	**67,940**	**112,239**	**44,29**
Infrastructure Roads					
4120140	ROADC - Roads Built Up Area - Council Funded	232,000	19,332	338,666	319,33
4120142	ROADC - Roads Outside BUA - Gravel - Council Funded	678,201	56,516	31,441	(25,075
4120146	ROADC - Roads Outside BUA - Gravel - Roads to Recovery	1,910,120	159,176	0	(159,176
4120150	ROADC - Roads Outside BUA - Gravel - Regional Road Group	0	0	20,016	20,01
4120158	ROADC - Roads Outside BUA - Gravel - Flood Damage	10,900,000	908,333	0	(908,333
4120168	ROADC - Infrastructure Roads Other	7,550,000	629,165	0	(629,165
4120179	ROADC - DBCA Funds Works (Capital)	198,404	16,533	0	(16,533
4120692	AERO - Airport Road Repairs & Improvement - Capital	550,000	45,833	0	(45,833
Infrastructure Roads Total		**22,018,725**	**1,834,888**	**390,123**	**(1,444,765**
Infrastructure Footpaths					
4120170	ROADC - Footpaths and Cycleways (Capital)	120,000	10,000	0	(10,000
4120174	ROADC - Horizon Power Project	201,000	16,749	0	(16,749
Infrastructure Footpaths Total		**321,000**	**26,749**	**0**	**(26,749**
Infrastructure Parks & Ovals					
4110370	REC - Infrastructure Parks & Gardens (Capital)	6,384,660	532,051	35,225	(496,826
Infrastructure Parks & Ovals Total		**6,384,660**	**532,051**	**35,225**	**(496,826**
Infrastructure - Wharf					
4120710	WATER - Building (Capital)	80,000	6,666	0	(6,666
4120790	WATER - Infrastructure Other (Capital)	50,000	4,166	0	(4,166
4120791	WATER -- Infrastructure Wharf (Capital)	50,000	4,166	0	(4,166
Infrastructure - Wharf Total		**180,000**	**14,998**	**0**	**(14,998**
Infrastructure Other					
4110390	REC - Infrastructure Other (Capital)	56,500	4,707	0	(4,707
4110790	OTH CUL - Infrastructure Other (Capital)	250,000	20,832	0	(20,832
4140390	PWO - Infrastructure Other (Capital)	205,000	17,082	0	(17,082
Infrastructure Other Total		**511,500**	**42,621**	**0**	**(42,621**
Grand Total		**36,512,256**	**3,005,736**	**545,209**	**(2,460,527**

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
	Plant and equipment	6,304	215,850	209,546	0	0	0	0	
		6,304	**215,850**	**209,546**	**0**	**0**	**0**	**0**	

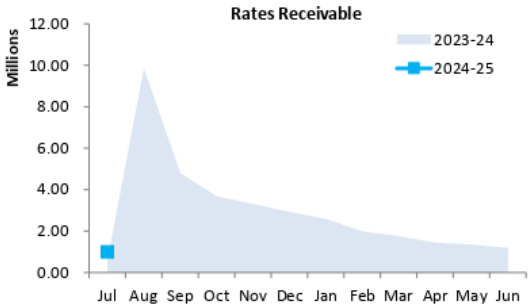


SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

OPERATING ACTIVITIE

7 RECEIVABLES

Rates receivable	30 Jun 2024	31 Jul 2024
	$	$
Opening arrears previous year	1,131,847	1,182,007
Levied this year	9,116,320	0
Less - collections to date	(8,912,230)	(19,642)
Gross rates collectable	**1,335,937**	**1,162,365**
Allowance for impairment of rates receivable	(153,930)	(153,930)
Net rates collectable	**1,182,007**	**1,008,435**
% Collected	87.0%	1.7%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(4,361)	875,912	730,221	61,269	155,301	1,818,34
Percentage	(0.2%)	48.2%	40.2%	3.4%	8.5%	
Balance per trial balance						
Trade receivables						1,818,34
GST receivable						334,96
Allowance for credit losses of trade receivables						(269,78
Accrued income						383,93
Total receivables general outstanding						**2,267,45**

Amounts shown above include GST (where applicable)

KEY INFORMATION

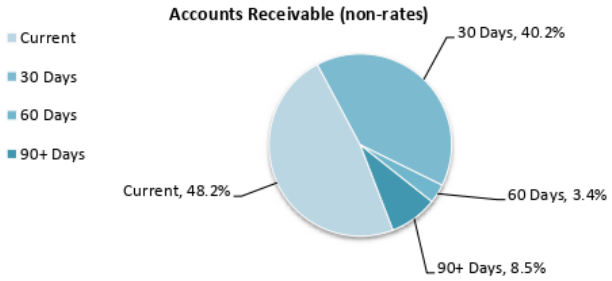
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 July 202
	$	$	$	$
Financial assets at amortised cost	975,801	0	0	975,80
Inventory				
Fuel	13,844	41,692	(47,564)	7,97
Stock on hand	18,510	0	0	18,51
Other assets				
Prepayments	0	459,695	0	459,69
Accrued income	416,599	0	(416,599)	
Total other current assets	**1,424,754**	**501,387**	**(464,163)**	**1,461,97**

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.

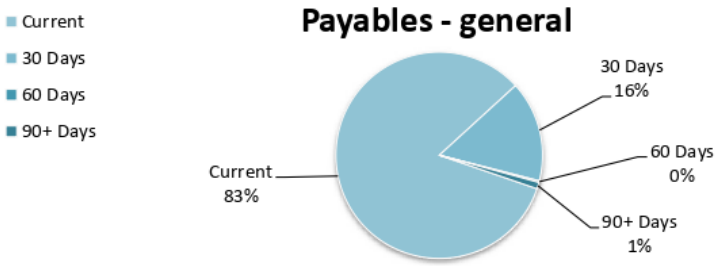
SHIRE OF DERBY-WEST KIMBERLEY **OPERATING ACTIVITIES**
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	2,785,152	528,502	10,477	33,523	3,357,65
Percentage	0.0%	82.9%	15.7%	0.3%	1.0%	
Balance per trial balance						
Sundry creditors						3,357,65
ATO liabilities						30,39
Other payables						738,17
Accrued expenses						11,14
Payroll creditors						3,65
Prepaid rates						286,32
Total payables general outstanding						**4,427,33**

Amounts shown above include GST (where applicable)

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



SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

10 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Staff housing	146	410,498	0	0	0	(58,216)	410,498	352,282	6,708	(25,07
Staff housing	148	213,663	0	0	(10,461)	(32,093)	203,202	181,570	50	(13,68
Staff housing	TBA	0	0	5,000,000	0	0	0	5,000,000		
Wharf fenders, boat ramp	145	122,200	0	0	(15,739)	(48,858)	106,461	73,342	20	(10,95
Derby wharf infrastructure	151	192,935	0	0	(20,175)	(61,443)	172,760	131,492	29	(7,82
Derby airport infrastructure & wharf	152	1,241,080	0	0	(98,596)	(298,350)	1,142,484	942,730	55	(29,64
Derby visitors centre	149	267,079	0	0	(13,076)	(40,116)	254,003	226,963	61	(17,10
WATC short term loan	2	2,000,000	0	0	0	(2,000,000)	2,000,000	0	0	
WATC short term loan	3	1,000,000	0	0	0	(1,000,000)	1,000,000	0	0	
WATC short term loan	4	2,000,000	0	0	0	(1,290,000)	2,000,000	710,000	9,106	(40,00
WATC short term loan	TBA	0	0	5,000,000	0	0	0	5,000,000	0	(85,00
Total		**7,447,455**	**0**	**10,000,000**	**(158,047)**	**(4,829,076)**	**7,289,408**	**12,618,379**	**16,029**	**(229,27**
Current borrowings		4,829,076					5,381,030			
Non-current borrowings		2,618,379					1,908,378			
		7,447,455					**7,289,408**			

All debenture repayments were financed by general purpose revenue.

New borrowings 2024-25

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balance Unspen
	$	$				$	%	$	$	$
Staff Housing Project	0	5,000,000	WATC	Short Term	3	0	TBC	0	5,000,000	
WATC Extension of short term loan for AGRN 1044 Flood expenditure	0	5,000,000	WATC	Short Term	3	0	TBC	0	5,000,000	
	0	**10,000,000**				**0**		**0**	**10,000,000**	

KEY INFORMATION
The City has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

OPERATING ACTIVITIE

11 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 July 2024
		$	$	$	$	$
Other liabilities						
Contract liabilities		166,370	0	326,934	0	435,89
Capital grant/contributions liabilities		680,694	0	0	0	738,10
Total other liabilities		847,064	0	326,934	0	1,173,99
Employee Related Provisions						
Provision for annual leave		634,543	0	0	0	634,54
Provision for long service leave		335,840	0	0	0	335,84
Total Provisions		970,383	0	0	0	970,38
Other Provisions						
Derby Wharf Incentive		56,144	0	0	0	56,14
Total Other Provisions		56,144	0	0	0	56,14
Total other current liabilities		**1,873,591**	**0**	**326,934**	**0**	**2,200,52**

Amounts shown above include GST (where applicable)

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 Related Provisions

Short-term employee benefits

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jul 2024	Current Liability 31 Jul 2024	Grants, subsidies and contributions revenue Adopted Budget Revenue	YTD Budget	YTD Reven Actua
	$	$	$	$	$	$	$	$
Grants and subsidies								
GEN PUR - Financial Assistance Grant - General	0	0	0	0	0	5,874,355	5,874,355	
GEN PUR - Financial Assistance Grant - Roads	0	0	0	0	0	833,874	833,874	
GEN PUR - Financial Assistance Grant - Aboriginal Access Roads	0	0	0	0	0	336,667	336,667	
OTH GOV - Grant Funding	29,956	0	0	29,956	29,956	0	0	
ANIMAL - Grants	0	0	0	0	0	0	0	2,8
PEST - Grants	9,314	0	0	9,314	9,314	16,500	0	
OTH HEALTH - Grants	0	252,523	0	252,523	252,523	827,000	0	
WELFARE - Grants	110,433	0	0	110,433	110,433	319,000	0	36,0
COM AMEN - Grants (State Aware grant)	10,000	0	0	10,000	10,000	0	0	
LIBRARY - Grants	0	1,500	0	1,500	1,500	0	0	
OTH CUL - Grants - Other Culture	0	15,500	0	15,500	15,500	67,000	0	
OTH CUL - Sculptures on the Marsh - Grant	0	0	0	0	0	10,000	0	
ROADC - Other Grants	6,667	0	0	6,667	6,667	0	0	
ROADM - Street Lighting Subsidy	0	0	0	0	0	20,000	0	
WATER - Grants	0	57,411	0	57,411	57,411	0	0	
AGRN 1044 - Recovery - DRAFWA	0	0	0	0	0	5,886,942	490,578	
AGRN 1044 - Recovery - DRFWA Income 24/25	0	0	0	0	0	12,799,909	1,066,659	
	166,370	**326,934**	**0**	**493,304**	**493,304**	**26,991,247**	**8,602,133**	**38,8**
Contributions								
RATES - Reimbursement of Debt Collection Costs	0	0	0	0	0	20,000	1,666	
WELFARE - Fees & Charges	0	0	0	0	0	300,000	0	
SWIM AREAS - Reimbursements	0	0	0	0	0	50	0	
REC - Reimbursements - Other Recreation	0	0	0	0	0	(5,000)	(416)	
LIBRARY - Other Grants	0	0	0	0	0	2,000	0	
LIBRARY - Fees & Charges	0	0	0	0	0	100	8	
HERITAGE - Contributions & Donations	0	0	0	0	0	200	16	
OTH CUL - Contributions & Donations - Other Culture	0	0	0	0	0	12,000	0	
TOUR - Contributions & Donations	0	0	0	0	0	500	41	
TOUR - Commission	0	0	0	0	0	1,000	83	
BUILD - Commission - BSL & CTF	0	0	0	0	0	1,000	83	
	0	**0**	**0**	**0**	**0**	**331,850**	**1,481**	
TOTALS	**166,370**	**326,934**	**0**	**493,304**	**493,304**	**27,323,097**	**8,603,614**	**38,8**

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jul 2024	Current Liability 31 Jul 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
OLOPS - OTH GOV - Capital Grants - NDRR FS Fire Working Group	0	0	0	0	0	50,000	0	0
OLOPS - Grants	25,697	0	0	25,697	25,697	0	0	0
WELFARE - Grants (Capital)	232,781	0	0	232,781	232,781	0	0	0
REC - Capital Grants	0	0	0	0	0	7,244,660	603,721	0
REC - Grants	65,157	0	0	65,157	65,157	0	0	0
ROADC - Financial Assistance Grants -- Roads	0	0	0	0	0	603,445	0	0
ROADC - Regional Road Group Grants (MR WA)	371,200	0	0	371,200	371,200	0	0	0
ROADC - Roads to Recovery - Grants	0	0	0	0	0	769,001	0	0
ROADC - Other Grants -- Roads/Streets	0	0	0	0	0	9,070,951	0	0
ROADC - Regional Road Group Grants (MRWA)	272,000	0	0	272,000	272,000	0	0	0
ROADC - Other Grants -- Footpaths	0	0	0	0	0	120,000	0	0
ROADC - Other Grants -- Aboriginal Roads	0	0	0	0	0	624,000	0	0
ROADC - Other Grants -- Flood Damage	0	0	0	0	0	10,900,000	0	870,818
AERO - Other Grants	19,785	0	0	19,785	19,785	0	0	0
WATER - Grants	15,274	0	0	15,274	15,274	0	0	0
WATER - Grant Capital	50,000	0	0	50,000	50,000	180,000	15,000	0
	1,051,894	**0**	**0**	**1,051,894**	**1,051,894**	**29,562,057**	**618,721**	**870,818**

SHIRE OF DERBY-WEST KIMBERLEY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

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 1 July 2024	Amount Received	Amount Paid	Closing Balance 31 July 2024
	$	$	$	$
Public open spaces	295,981	0	0	295,98
	295,981	**0**	**0**	**295,98**

12.7 2024-25 UV RATE IN THE DOLLAR CONCESSION

File Number: **5174**

Author: **Aaron Gloor, Senior Finance Officer**

Responsible Officer: **Tamara Clarkson, Deputy Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

For Council to consider and adopt an adjustment to the due dates for the 2024/25 rates, and a concession of $0.005019 cents in the dollar for 2024/25 rates, for all assessments where the basis of rate is unimproved value (UV).

DISCLOSURE OF ANY INTEREST

Nil by author and responsible officer.

BACKGROUND

As part of numerous workshop sessions to finalize the formulation of the 2024/25 Annual Budget council members considered the need for a general rate increase to keep pace with increased cost pressures.

In developing the 2024/25 Annual Budget it was identified that a suitable rate of revenue was required to achieve a balanced budget in 2024/25. This was deemed to be achievable via a 2.95% rate in the dollar increase for GRV, a 2.95% rate in the dollar increase for UV and a 2.95% increase to the GRV and UV minimums.

At its Ordinary Council Meeting on 27 June 2024 Council adopted the 2024/25 Annual Budget including rates in the dollar as follows:

General Rate Category	Rate in the Dollar (cents)	Minimum Payment
GRV	$0.144896	$1,643.00
UV	$0.090954	$638.00

As a result of an administrative error, the adopted UV rate in the dollar has resulted in an increase of 8.96%. To achieve the originally targeted increase of 2.95%, the UV rate in the dollar will need to be adjusted to $0.085935.

Acknowledging the need to make this adjustment, Council may grant a rate in the dollar concession to all UV rated properties of .005019 in order to meet the original intent of the adopted budget.

STATUTORY ENVIRONMENT

Local Government Act 1995

6.47. Concessions

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

** Absolute majority required.*

6.48. Regulation of grant of discounts and concessions

Regulations may prescribe circumstances in which a local government is not to exercise a power under section 6.46 or 6.47 or regulate the exercise of the power.

Local Government (Financial Management) Regulations 1996

22. Form and content of annual budget (Act s. 6.2(1))

(1) The annual budget of a local government for a financial year must be in a form that includes the following — …

(h) in relation to —

(i) any discount or other incentive proposed to be granted for early payment of any amount of money; or

(ii) the proposed waiver or grant of a concession in relation to any amount of money; or

(iii) the proposed writing off of any amount of money,

the information set out in regulation 26;

69A. When concession under Act s. 6.47 can not be granted

A local government is not to exercise a power to grant a concession in relation to a rate or service charge under section 6.47 of the Act in circumstances where the concession is based on whether or not, or the extent to which, the land in respect of which the rate or service charge is imposed is occupied by a person who owns the land.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The endorsement of the concession will result in a $191,869.87 deficit in the 2024/25 budget which will also be adjusted through the budget review.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.4 Attract and effectively use resources to meet community needs

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: In accordance with section 6.47 of *the Local Government Act 1995*, a local government may, by absolute majority resolve to waive a rate or service charge or apply a concession to an adopted rate in the dollar	Rare	Minor	Low	Concession to be applied.

CONSULTATION

Internal consultation within the Corporate Services Department and Moore Australia

COMMENT

At the 27 June 2024 Ordinary Council Meeting Council adopted the 2024/25 Annual Budget.

While considering the strategies adopted in the Strategic Community Plan, Corporate Business plan and other economic factors, Council resolved to increase rates in the dollar by 2.95% in the 2024/25 Annual Budget. This was to ensure that key budget areas were met whilst also balancing and limiting the effect that rate increases would have on ratepayers.

Subsequent to the adoption of the 2024/25 budget the Shire has found an administrative error has occurred whereby the adopted rate in the dollar for UV properties was above the intended increase endorsed by Council. To rectify this error Council has the authority to apply a concession to the rate in the dollar for all UV properties which will have the effect of bringing the UV rate in the dollar down to the originally intended figure.

In light of the delay in raising 2024/25 rates the new proposed rate notice issue date is 6 September 2024, the adjusted due dates for the payment of rates and instalment plans are proposed as below:

Instalment Option	**Payment Due Date Adopted 27 June 2024**	**Updated Dates**
Full Payment	23 August 2024	14 October 2024
Two Instalment Option First instalment Second and final instalment	 23 August 2024 2 December 2024	 14 October 2024 13 January 2025
Four Payment Option First instalment Second instalment Third instalment Fourth and final instalment	 23 August 2024 22 October 2024 30 December 2024 28 February 2025	 14 October 2024 13 December 2024 13 February 2025 14 April 2025

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

Nil

RECOMMENDATION 1

That Council by ABSOLUTE MAJORITY endorse a concession / waiver of $0.005019 cents in the dollar, for ratepayers of UV Rural properties / UV Properties in accordance with section 6.47 of the *Local Government Act 1995.*

RECOMMENDATION 2

That Council pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996,* nominate the following adjusted due dates for the payment of rates in full, and service charges by instalments:

Rates notice issue date: 9 September 2024

Full payment due date: 14 October 2024

Two (2) payment option:

- **1st instalment due date: 14 October 2024**
- **2nd instalment due date: 13 January 2025**

Four (4) payment option:

- **1st instalment due date: 14 October 2024**
- **2nd instalment due date: 13 December 2024**
- **3rd instalment due date: 13 February 2025**
- **4th instalment due date: 14 April 2025**

RECOMMENDATION 3

Endorse an adjustment to the due dates if there is further delay to the issue of the rates, for the issue to be within 35 days of 09 September 2024, and the instalment dates to be adjusted accordingly and in accordance with legislation.

RECOMMENDATION 4

Pursuant to Section 6.46 of the *Local Government Act 1995,* Council adopts an adjusted date for discount of 1.5% to be provided to ratepayers on general rates only, on the condition that all rates (including Rubbish Rates and ESL Levy) and all arrears are paid in full on or before 21 days from the date of issue (30 September 2024).

13 Executive Services

13.1 ONE TREE COMMUNITY SERVICES INC. - WORKS PROPOSAL

File Number: **6015**

Author: **Telia Reilly, Administration Coordinator and Executive Assistant**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

The care and early education of young children prior to their entry to the formal school system are critical enablers of safe learning environments and economic and social functions, including the attraction, support and retention of a skilled workforce.

The Shire has an existing lease with One Tree Community Services Incorporated (One Tree) for 40 Ashely Street, Derby that runs until 1 June 2030. The purpose of the lease is the operation of a childcare service.

As per the current lease agreement, One Tree is seeking approval from the Shire to undertake works to the centre located on Ashley Street, Derby.

DISCLOSURE OF ANY INTEREST

The Director – Strategic Business undertakes occasional contract work for Civic Legal. Civic Legal prepares the lease documentation for the Shire.

BACKGROUND

One Tree is a not for profit charity and approved and authorised early years management organisation, that offers early education and care in rural and remote areas. As an approved service provider since May 2010, the facility meets national quality standards and is approved for 49 places.

The Shire currently leases the building at Lot 1220 (No. 40) Ashley Street, Derby to One Tree for the purpose of a child care centre. The lease commenced on 2 June 2020, has an annual rent of $1.00. Due to the very low annual rent there are almost no requirements on the Shire as Lessor to meet any costs at this property.

Shire staff have been working with One Tree around the refurbishment of the centre to rectify damage to the building from tree roots and to upgrade the facilities to ensure compliance with the National Childcare Regulations. These upgrades will allow for the reopening of the kindy room and an increase in occupancy and services.

At the 29 February 2024 Ordinary Council Meeting Council resolved the following:

RESOLUTION 14/24

Moved: Cr Andrew Twaddle

Seconded: Cr Wayne Foley

That Council:

1. Congratulates One Tree Community Services Inc. on securing the grant funding, and thanks Lottery West for its commitment to this local service;

2. Endorses as the property owner, the installation of the Childcare Centre modifications proposed, subject to:

a. At the earliest opportunity (following the finalisation of plans and prior to works commencing) One Tree to provide a detailed presentation to a Council Forum on the proposed project, and in particular, the capital upgrades suggested and implementation program proposed;

b. the CEO developing an engagement protocol/Memorandum of Understanding between the Shire and One Tree for the duration of the project, to suitably address procurement and project management issues; and protect the Shire's interests in the Centre and ensure that the finished works are appropriate, fit-for purpose, and professionally undertaken; and

c. One Tree securing all necessary planning and building assessments and approvals, prior to any works commencing;

3. *Proposes that following the expiry of the lease, its intention would be to utilise the relevant lease clause to retain the upgrade works so longer-term community benefit can be maximised (currently reflected in Lease Clause 16.3 (Lessor may require improvements to remain));*
4. *Requires One Tree Community Services Inc. to engage the community to keep them informed of the works proposed and any inconveniences that might occur during the period the improvements are being constructed;*
5. *Authorises the Chief Executive Officer to negotiate a new lease (for $1pa and up to a maximum of 5 + 5 + 5 + 5 years) with One Tree Community Services Inc., for both the Childcare Centre and the 2 Holman Street property, with the conditions of the lease being as consistent as practical with the current One Tree Childcare Centre lease; and*
6. *Requires that One Tree Community Services Inc meet legal costs only for the establishment of the new lease.*

In Favour: Mr Peter McCumstie and Crs Brett Angwin, Geoff Davis, Brian Ellison, Wayne Foley, Kerrissa O'Meara and Andrew Twaddle

Against: Nil

CARRIED 7/0

On the 27 June 2024 One Tree presented to Council as per 2a of the Council resolution. In the presentation Council was provided information around the proposal, along with information on the scope of works. Council was also informed that One Tree has secured an in-principle agreement for Lottery West funding for $889,029.00 to undertake a significant level of modifications to the building, noting that the Shire does not have the financial resources available to alternatively fund the improvements.

The lease agreement dated 20 June 2022 under Section 10.2 Consent (b) (ii) requires the Lessee to obtain Shire consent prior to undertaking any additions or alterations.

STATUTORY ENVIRONMENT

Childcare Centre Lease Clause 9.9 (No obligation on Lessor to repair or maintain).

POLICY IMPLICATIONS

Policy (ES5) Community leases and license agreements of Shire Assets (Facilities, Buildings and Land).

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.2 Provide strong governance
2. Community	1.1 Collaboration and partnership	1.2.4 Attract and effectively use resources to meet community needs

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Reputation: Potential for reputational damage if the free of cost modifications to the childcare centre are not approved	Likely	Moderate	High	Authorise the modifications to occur, conditional on all relevant licences and approvals being secured, and the works being undertaken by competent tradespeople.
Community: Unmet childcare services will continue to prevail	Almost Certain	Moderate	High	Authorise the modifications to occur, conditional on all relevant licences and approvals being secured, and the works being undertaken by competent tradespeople.
Property: That unauthorised works are carried out to the property without written consent of the	Unlikely	Minor	Low	The Lessee to provide a full scope of works, plans, drawings and insurances from the contractors to Officers of

Shire or damage to the property is as a result of approved works				the Shire and that regular inspections of the works are carried out by staff to ensure no damage occurs to existing structures and that the work meets Shire standards and expectations.

CONSULTATION

One Tree should engage with their client base and the local community to keep them informed of the works proposed and any inconveniences that might occur during the period the improvements are being constructed.

One Tree presented to Council on the 27 June 2024 outlining their refurbishment proposal.

COMMENT

The childcare sector plays a vital role in the economic and community life of communities. It is a key enabler of economic activity and a crucial contributor to childhood development. Demand has exceeded supply at this facility and the refurbishment upgrades will not only increase occupancy and services, it will also continue to assist with stabilising the centres workforce. The refurbishment proposal is of significant benefit to the local community.

The childcare centre improvements will also ensure compliance with contemporary quality assurance requirements.

It will also be recommended that Council undertake a thorough inspection prior to the work commencing to note condition of the existing building and structure and conduct regular inspections throughout the works to ensure standards are being met and complied with, and that no damage is occurring to the existing infrastructure beyond the scope of works. As the asset is a shire asset the above process is to ensure that at the end of construction we have a compliant building and that any components of the structure are in the same condition as before the project, particularly as we are not in control of the 3rd party undertaking the construction.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Lease of No. 40 Ashley Street, Derby

RECOMMENDATION

That Council:

1. Endorses as the property owner, the installation of the childcare centre modifications proposed, subject to:

(a) One Tree Community Services Inc. securing all necessary planning and building assessments and approvals, prior to any works commencing;

(b) One Tree Community Services Inc. allowing Shire staff to undertake a pre-construction inspection and regular inspections throughout the works to ensure the asset remains in an acceptable condition

(c) One Tree Community Services Inc. rectify any damage as a result of the work being undertaken to any part of the building or infrastructure.

2. Require One Tree Community Services Inc. to engage with the community to keep them informed of the works proposed and any inconveniences that might occur during the period the improvements are being constructed.

Lease of Reserve 39546, Lot 1220 (No. 40) Ashley Street, Derby

One Tree Community Services Inc

Shire of Derby/West Kimberley

McLEODS
Barristers & Solicitors
Stirling Law Chambers | 220Stirling Highway
CLAREMONT WA 6010
Tel: (08) 9383 3133 | Fax: (08) 9383 4935
Email: mcleods@mcleods.com.au
Ref: EQ:DERB:27414

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Details

Parties

One Tree Community Services Inc (ABN 74 914 567 313)
of PO Box 559, Derby, Western Australia
(Lessee)

Shire of Derby/West Kimberley
of PO Box 94, Derby, Western Australia
(Lessor)

Background

A The Lessor is the management body of the Land under the Management Order.

B Under the Management Order, the Lessor has the power to lease the Land for any term not exceeding 21 years, subject to the prior approval of the Minister for Lands and the land being used for the purpose of "Neighbourhood Centre, Childcare Centre and Civic Purposes".

C The Lessor has agreed to grant a lease of that portion of the Land described in **Item 1** of the Schedule **(Premises)** to the Lessee on the terms and conditions contained in this Lease.

Agreed terms

1. Minister for Lands' Consent

The Parties acknowledge and agree that:

(a) this Lease is subject to and conditional on the approval of the Minister for Lands under the *Land Administration Act 1997*; and

(b) the Minister for Lands' consent is annexed hereto as **Annexure 2.**

2. Grant of Lease

The Lessor, subject to **clause 1** of this Lease, leases to the Lessee the Premises for the Term subject to:

(a) all Encumbrances;

(b) the payment of the Amounts Payable; and

(c) the performance and observance of the Lessee's Covenants.

3. Quiet Enjoyment

Except as provided in the Lease, for so long as the Lessor is the management body of the Land, and subject to the performance and observance of the Lessee's Covenants the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

4. Rent and Other Payments

4.1 Rent

The Lessee covenants with the Lessor to pay to the Lessor the Rent in the manner set out at **Item 5** of the Schedule on and from the Commencement Date clear of any deductions.

4.2 Outgoings

(1) The Lessee covenants with the Lessor to pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges assessed or incurred in respect of the Premises:

(a) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring or telephone connection and where practicable the Lessee shall ensure that any accounts for all charges and outgoings in respect of telephone, electricity, gas and other power and light charges are taken out and issued in the name of the Lessee; and

(b) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.

(2) If the Premises are not separately charged or assessed, the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 4.2(1)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

4.3 Interest

Without affecting the rights, power and remedies of the Lessor under this Lease, the Lessee covenants with the Lessor to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 35 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

4.4 Costs

(1) The Lessee covenants with the Lessor to pay to the Lessor on demand:

(a) all duty, fines and penalties payable under the *Duties Act 2008* and other statutory duties or taxes payable on or in connection with this Lease;

(b) all legal costs of and incidental to the introductions and preparation (including all preliminary drafts), execution and stamping of this Lease and all copies;

(c) all registration fees in connection with this Lease.

(2) The Lessee covenants with the Lessor to pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:

(a) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;

(b) any breach of covenant by the Lessee or the Lessee's Agents;

(c) the preparation and service of a notice under section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;

(d) any work done at the Lessee's request; and

(e) any action or proceedings arising out of or incidental to any matters referred to in this clause 4.4 or any matter arising out of this Lease.

4.5 Payment of Money

Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in this Lease or as otherwise directed by the Lessor by Notice from time to time.

4.6 Accrual of amounts payable

Amounts Payable accrue on a daily basis.

4.7 Amounts to be paid by Lessor

The Lessor will pay any rates or taxes payable with respect to the Premises.

5. Insurance

5.1 Insurance required

The Lessee must effect and maintain with insurers approved by the Lessor (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being:

(a) adequate public liability insurance for a sum not less than the sum set out at **Item 8** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require;

(b) insurance against all risks as the Lessor may require, of all plate glass windows, doors and display show cases forming part of or within the Premises for a sum which is not less than their full insurable value;

(c) insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, smoke, lightning, flood, storm, tempest, cyclone, earthquake, sprinkler leakage, water damage, loss from theft or burglary and other usual risks against which a Lessee can and does ordinarily insure in their full replacement value;

(d) insurance to the full insurable value on a replacement or reinstatement value basis of the Premises against damage arising from fire, tempest, cyclone, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks;

(e) a policy of personal accident insurance including insurance in respect of all volunteers of the Lessee employed in, about or from the Premises; and

(f) any other policy of insurance which the Lessor may reasonably require or specify from time to time.

5.2 Details and receipts

In respect of the insurances required to be obtained by the Lessee pursuant to this **clause 5** the Lessee must:

(a) on demand, supply to the Lessor details of the insurances provided **in clause 5.1** and give to the Lessor, annually, copies of the certificates of currency in relation to those insurances;

(b) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and

(c) notify the Lessor immediately:

(i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or

(ii) when a policy of insurance is cancelled.

5.3 Lessee may be required to pay excess

The Lessee agrees with the Lessor that it shall be responsible for payment of any excess payable in connection with the insurances referred to in **clause 5.1**.

5.4 Not to invalidate

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might:

(a) render any insurance effected under this **clause 5**, or any insurances on adjoining premises, void or voidable; or

(b) cause the rate of a premium for such to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

5.5 Report

The Lessee must report to the Lessor promptly in writing, and in addition verbally in an emergency:

(a) any damage to the Premises of which it is aware or might be aware; and

(b) any circumstances of which it is aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person in or on the Premises.

5.6 Settlement of claim

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any policy of insurance required by **clause 5.1**.

5.7 Lessor as attorney

The Lessee irrevocably appoints the Lessor as the Lessee's attorney during the Term:

(a) in respect to all matters and questions which may arise in relation to any insurances required by **clause 5.1**;

(b) with full power to demand, sue for and recover and receive from any insurance company or society or person liable to pay the insurance money as are payable for the risks covered by the insurances required by **clause 5.1**;

(c) to give good and effectual receipts and discharges for the insurance; and

(d) to settle, adjust, arbitrate and compromise all claims and demands and generally to exercise all powers of absolute owner.

5.8 Lessee's equipment and possessions

The Lessee acknowledges it is responsible to obtain all relevant insurances to cover any damage and/or theft to its property. The Lessor does not take any responsibility for the loss or damage of the Lessee's property.

6. Indemnity

6.1 Lessee responsibilities

(1) The Lessee is subject to the same responsibilities relating to persons and property to which the Lessee would be subject if during the Term the Lessee were the owner and occupier of the freehold of the Premises.

(2) The Lessee is responsible and liable for all acts or omissions of the Lessee's Agents on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

6.2 Indemnity

(1) The Lessee indemnifies, and shall keep indemnified, the Lessor and the Minister for Lands from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor, or brought, maintained or made against the Lessor, in respect of:

(a) any loss whatsoever (including loss of use);

(b) injury or damage of, or to, any kind of property or thing; and

(c) the death of, or injury suffered by, any person,

caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:

(i) the use or occupation of the Premises by the Lessee or the Lessee's Agents;

(ii) any work carried out by or on behalf of the Lessee on the Premises;

(iii) the Lessee's activities, operations or business on, or other use of any kind of, the Premises;

(iv) the presence of any Contamination, pollution or environmental harm in on or under the Premises or any adjoining land caused or contributed to by the act, neglect or omission of the Lessee or the Lessee's Agents;

(v) any default by the Lessee in the due and punctual performance, observance and compliance with any of the Lessee's covenants or obligations under this Lease; or

(vi) a negligent or unlawful act or omission of the Lessee.

6.3 Obligations continuing

The obligations of the Lessee under this clause:

(a) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 6.2** will be reduced by the extent of such payment; and

(b) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

6.4 No Indemnity for Lessor's negligence

The Parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor or any Authorised Person.

6.5 Release

(1) The Lessee:

(a) agrees to occupy and use the Premises at the risk of the Lessee; and

(b) releases to the full extent permitted by law, the Lessor and the Minister for Lands from:

(i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises;

(ii) loss of or damage to the Premises or personal property of the Lessee; and

(iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination,

pollution or environmental harm in, on or under the Premises or surrounding area,

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor or any Authorised Person.

(2) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

7. Use

7.1 Restrictions on use

(1) Generally

The Lessee must not and must not suffer or permit a person to:

(a) use the Premises or any part of it for any purpose other than the Permitted Purpose; or

(b) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

(2) No offensive or illegal acts

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

(3) No nuisance

The Lessee must not and must not suffer to permit a person to do or carry out on the Premises any thing which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

(4) No dangerous substances

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions:

(a) any such storage must comply with all relevant statutory provisions;

(b) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;

(c) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and

(d) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds and substances stored on the Premises.

(5) No harm or stress

The Lessee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of the Premises.

(6) **No unauthorised signs**

The Lessee must not and must not suffer or permit a person to display from or affix any signs, notices or advertisements on the Premises without the prior written consent of the Lessor.

(7) **No smoking**

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

(8) **Alcohol**

The Lessee will not sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Miscellaneous Provisions) Act 1911*, *Food Act 2008*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

(9) **Removal of rubbish**

The Lessee must keep the Premises free from dirt and rubbish and must store and keep all trade waste and garbage in proper receptacles.

(10) **No pollution**

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.

7.2 Handling of food on the Premises

Where food and/or beverage is sold or handled in any way on the Premises, the Lessee shall:

(a) provide adequate facilities for the hygienic handling of such food and/or beverage, including facilities for the washing of hands and utensils;

(b) notwithstanding any other provision of this Lease, not permit or allow a food and/or beverage vendor or handler to breach the provisions of the *Health (Miscellaneous Provisions) Act 1911* or *Food Act 2008*, any order, regulation or other by-law or local law or direction made relating to food and/or beverage or its preparation or handling;

(c) without limiting the generality of the obligations in the foregoing paragraphs the Lessee will take adequate measures at all times to the satisfaction of the Lessor to safeguard any food and/or beverage being sold or distributed on the Premises from flies and dust; and

(d) obtain all necessary permits and approvals under the provisions of the *Health (Miscellaneous Provisions) Act 1911* or *Food Act 2008* and any associated legislation or any equivalent replacement or re-enactment thereof.

7.3 No warranty

The Lessor gives no warranty:

(a) as to the use to which the Premises may be put; or

(b) that the Lessor will issue any consents, approvals, authorities, permits or licences

required by the Lessee under any statute for its use of the Premises.

7.4 Premises subject to restriction

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

7.5 Indemnity for costs

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, incurred by the Lessor by reason of any claim in relation to any matters set out in this clause 7.

8. Keys and Access

8.1 Provision of keys

The Lessor will provide to the Lessee one (1) set of keys for access to the Premises and all rooms therein prior to or on the Commencement Date.

8.2 No additional copies without approval

Unless otherwise approved by the Lessor in writing, the Lessee must not:

(a) have additional sets of keys copied or cut; or

(b) remove the keys from the tag issued by the Lessor.

8.3 Notify the Lessor of lost keys

(1) The Lessee must immediately notify the Lessor of any loss of keys.

(2) To ensure all keys conform with the Lessor's master keys, the Lessor will arrange for replacement keys to be issued to the Lessee at the Lessee's cost.

8.4 Cost of re-entry

If the Lessor requires access to the Premises pursuant to its powers under this Lease and is unable to access the Premises due to an unauthorised change in locks, the Lessor may take all such measures to enter the Premises and to re-secure the Premises, and the Lessee will bear all costs associated with such measures.

9. Maintenance, Repair and Cleaning

9.1 General

(1) The Lessee agrees during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's fixtures and fittings) and all improvements, buildings and fixtures constructed or located on the Premises clean and in Good Repair having regard to the age of the Premises at the Commencement Date, which includes but is not limited to:

(a) carrying out of repairs and replacements that are necessary as a result of fair and reasonable wear and tear, EXCEPT when such repair or replacement is necessary

because of an action or omission of or on the part of the Lessor (or its servants, agents, contractors or invitees); and

(b) carrying out such structural maintenance, replacement or repair as is required EXCEPT when such maintenance, repair or replacement is necessary because of an action or omission of or on the part of the Lessor (or its servants, agents, contractors or invitees).

(2) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall when maintaining, replacing, repairing or cleaning any:

(a) electrical fittings and fixtures;

(b) plumbing;

(c) air-conditioning fittings and fixtures; and

(d) gas fittings and fixtures

in or on the Premises, use only licensed trades persons, or such trades persons as may be prior approved by the Lessor, which approval shall not be unreasonably withheld.

(3) The Lessee must take such reasonable action as is necessary to:

(a) prevent, if it has occurred as a result of the Lessee's use of the Premises; and

(b) rectify or otherwise ameliorate,

the effects of erosion, drift or movement of sand, soil, dust or water on or from the Premises.

9.2 Cleaning

The Lessee must:

(a) at all times keep the Premises clean, tidy, unobstructed and free from dirt and rubbish; and

(b) only leave rubbish containers outside the Premises in the areas and at the times and for the periods from time to time prescribed for that purpose by the Lessor.

9.3 Repair

(1) Unless such damage is the Lessor's responsibility pursuant to the terms of this Lease, the Lessee must promptly repair at its own expense and to the satisfaction of the Lessor, any damage to the Premises or any improvements, buildings and fixtures constructed or located on the Premises including damage of a structural nature, regardless of how it is caused and replace any of the Lessor's fixtures and fittings which are or become damaged except to the extent that such damage is caused by the negligence of the Lessor or any Authorised Person.

(2) If any damage is not repaired or replaced by the Lessee in accordance with its obligations under **clause 9.3(1)** within 14 days of written notice from the Lessor that such repair or replacement is required, the Lessor may carry out the repairs or replacements and the cost will be borne by the Lessee.

9.4 Maintain surroundings

(1) The Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings, including but not limited to any flora, gardens, lawns, shrubs, hedges and trees.

(2) The Lessee agrees that any pruning of trees must be undertaken by a qualified tree surgeon.

(3) If any flora, trees or lawn dies the Lessee must replace the flora, trees or lawn at its own expense.

(4) The Lessee must plant and care for such trees on the Premises as the Lessor may from time to time reasonably require.

(5) The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where such removal is necessary for urgent safety reasons.

9.5 Repaint Premises

The Lessee must every five (5) years during the Term and as general maintenance otherwise requires paint, paper or otherwise treat all such parts of the Premises as have been previously painted, papered or treated, in a good and workmanlike manner and with good quality and suitable products and materials and in colours prior approved by the Lessor.

9.6 Pest control

(1) The Lessee must keep the Premises free of any vermin and the cost of extermination will be horne by the Lessee.

(2) The Lessee must arrange for an annual inspection of the Premises to be undertaken for termite infestation and in relation to such inspection:

(a) the inspection must be carried out by a licensed pest controller;

(b) any pest control treatment required as a result of the inspection must be undertaken by a licensed pest controller within two weeks of the inspection;

(c) the Lessee must annually provide to the Lessor a copy of the certificate issued by the licensed pest controller; and

(d) all costs and expenses arising from the inspection and any work undertaken as a result will be the responsibility of the Lessee.

9.7 Security

(1) Responsibility for securing the Premises

The Lessee must ensure the Premises, including the Lessee's and the Lessor's fixtures and fittings, are appropriately secured at all times.

(2) Security systems

The Lessee may, subject to the prior written consent of the Lessor, install a security system on the Premises, provided the Lessee:

(a) pays for all costs associated with the installation, maintenance and ongoing monitoring of the security system; and

(b) provides the Lessor with all access keys and alarm codes.

9.8 Comply with all reasonable conditions

The Lessee must comply with all reasonable conditions that may be imposed by the Lessor from time to time in relation to the Lessee's maintenance of the Premises and any improvements, buildings and fixtures constructed or located on the Premises.

9.9 No obligation on Lessor to repair or maintain

(1) The Lessee is wholly and solely responsible for the maintenance and repair of all buildings and improvements constructed on the Premises (including without limitation structural repair and maintenance), regardless of the cause or the need to repair or maintain and regardless of the type of repair or maintenance required. The Lessor has no obligation whatsoever to repair or maintain any building or improvement constructed on the Premises.

(2) Any development proposed on the Premises during the Term shall be the responsibility of and carried out by the Lessee at the Lessee's cost in accordance with **clause 10**.

9.10 Acknowledgement of state of repair of Premises

(1) The Lessee accepts the Premises in its present condition relying upon its own enquiries and investigations.

(2) The Lessor does not expressly or impliedly warrant that the Premises is now or will remain suitable or adequate for all or any of the purposes of the Lessee or for the business which the Lessee is authorised to conduct thereon and to the extent permitted by law, all warranties (if any) as to suitability and adequacy of the Premises implied by law are hereby expressly negatived.

9.11 Cyclone precautions

The Lessee will at all times:

(a) observe and comply with all cyclone precaution measures in respect of the Premises as are nominated from time to time by the Lessor;

(b) permit the Lessor and its employees and agents to enter upon the Premises for the purpose of inspecting the Premises to ensure that the Lessee is complying with all such cyclone precaution measures; and

(c) take all reasonable precautions to ensure that all loose objects likely to be blown away or dislodged from the Premises during a cyclone are at all times kept securely fastened to the Premises or are kept on the Premises in such a manner that they will not blow away or dislodge during a cyclone.

10. Alterations

10.1 Restriction

The Lessee must not without prior written consent from the Lessor or any other person from whom consent is required under this Lease or required under statute in force from time to

time, including but not limited to the planning approval of the Lessee under a town planning scheme of the Lessee;

(a) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises;

(b) remove alter or add to any fixtures, fittings or facilities in or on the Premises; or

(c) subjectto the performance of the Lessee's obligations in **clause 9**, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

10.2 Consent

If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 10.1** the Lessor may:

(a) consent subject to conditions; and

(i) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent;

(ii) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and

(iii) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and

(b) if the Lessor consents to any matter referred to in **clause 10.1**:

(i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and

(ii) the Lessee must apply for and obtain all such consent, approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions and must strictly comply with such consents or approvals.

10.3 Cost of works

All works undertaken under this **clause 10** will be carried out at the Lessee's expense.

10.4 Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

(a) carry out those other works at the Lessee's expense; or

(b) permit the Lessor to carry out those other works at the Lessee's expense,

in accordance with the Lessor's requirements.

11. Report to Lessor

The Lessee must immediately report to the Lessor:

(a) Vandalism

any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware;

(b) Pollution

any occurrence or circumstance in or near the Premises of which the Lessee becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment;

(c) Notices, etc.

all notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor; and

(d) Defects

any accident to or defect or want of repair in any services or fixtures, fittings, plant or equipment in the Premises and of any circumstances known to the Lessee that may be or may cause a risk or hazard to the Premises or to any person on the Premises.

12. Provision of Information

The Lessee agrees to provide to the Lessor, upon the Lessor's request, where applicable:

(a) a copy of the Lessee's audited annual statement of accounts for each year;

(b) advice of any changes in its office holders or its rules of association during the Term; and

(c) any information on the Lessee's membership and other information on the Lessee reasonably required by the Lessor.

13. Assignment, Subletting and Charging

13.1 No assignment, subletting or hire

The rights in this Lease are personal to the Lessee, and the Lessee may not transfer, assign, sublet, hire to a third party or otherwise part with possession or any way dispose of any of its rights or obligations under this Lease without the prior written consent of the Lessor and the Minister for Lands and any other person whose consent is required under this Lease or at law.

13.2 Lessor consent to assignment or subletting

Provided all parties who consent is required, under this Lease or at law, to an assignment or subletting give their consent and any assignment or sublease is for a purpose consistent with eh use of the Premises permitted by this Lease then the Lessor may not unreasonably withhold its consent to the assignment or subletting of the leasehold estate created by this Lease if:

(a) the proposed assignee or sublessee is a respectable and responsible person of good financial standing;

(b) all Amounts Payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Lessee or not, of any of the Lessee's Covenants;

(c) the Lessee procures the execution by:

(i) the proposed assignee of a deed of assignment; or

(ii) the proposed sublessee of a deed of sublease,

prepared and completed by the Lessor's solicitors and to which the Lessor is a party; and

(d) the deed of assignment contains a covenant, by the assignee with the Lessor, for the assignee to pay all Amounts Payable and to perform and observe all the Lessee's Covenants or the deed of sublease contains a covenant, by the sublessee with the Lessor, for the sublessee to pay all the Amounts Payable and to perform and observe all of the Lessee's Covenants in respect of the subleased area of the Premises.

13.3 Consents of assignee supplementary

The covenants and agreements on the part of the assignee will be supplementary to the Lessee's Covenants and will not release the assigning lessee from the Lessee's Covenants.

13.4 Property Law Act 1969

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

13.5 Costs for assignment and subletting

If the Lessee wishes to assign or sublet the leasehold estate created by this Lease, the Lessee must pay all reasonable professional and other costs, charges and expenses, incurred by the Lessor or other persons whose consent is required under this Lease, of and incidental to:

(a) the enquiries made by or on behalf of the Lessor as to the respectability, responsibility and financial standing of each proposed assignee or sublessee;

(b) any consents required under this Lease or at law; and

(c) all other matters relating to the proposed assignment or subletting,

whether or not the assignment or subletting proceeds.

13.6 No mortgage or charge

The Lessee must not mortgage nor charge the Premises.

14. No Caveat or Other Interest

14.1 No caveat or other interest

The Lessee nor any person on behalf of the Lessee must not lodge any absolute caveat, subject to claim or any other interest including any lease, sublease, mortgage, charge over the Premises or Land or any part thereof without the prior written consent of the Lessor and the Minister for Lands.

14.2 Removal of interest

If any caveat or other interest is lodged without the consent of the Lessor, the Lessee irrevocably appoints the Lessor (or any person authorised by the Lessor for that purpose) jointly and severally:

(a) for the Term of this Lease;

(b) for any holding over under this Lease; and

(c) for a period of six (6) months after Termination of this Lease,

to be the agent and attorney of the Lessee in its name and on its behalf to sign and lodge at Landgate;

(i) a withdrawal of any absolute caveat lodged by or on behalf of the Lessee;

(ii) a withdrawal of any caveat lodged by or on behalf of the Lessee and not withdrawn on Termination; and

(iii) a surrender of the estate granted by this Lease.

14.3 Costs of removal, indemnity and ratification

(1) The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause.

(2) The Lessee indemnifies the Lessor against any loss arising from any act done under **clause 14.**

15. Statutory Obligations and Notices

15.1 Comply with statutes

The Lessee must:

(a) comply promptly with all statutes and local laws from time to time in force relating to the Premises and relevant laws relating to occupational health and safety and the health and safety of all persons entering upon the Premises;

(b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 7**;

(c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and

(d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

15.2 Indemnity if Lessee fails to comply

The Lessee indemnifies the Lessor against:

(a) failing to perform, discharge or execute any of the items referred to in **clause 15.1**; and

(b) any claims, demands, costs or other payments of or incidental to any of the items referred to in clauses **15.1**.

16. Obligations Upon Termination

16.1 Restore Premises

Prior to Termination, the Lessee must, at the Lessee's expense, restore the Premises to a condition consistent with the performance by the Lessee of the Lessee's Obligations under this Lease, fair wear and tear excepted.

16.2 Remove all improvements, structures and property

Subject to **clause 16.3**, in the event this Lease is terminated or otherwise determined the Lessee must at its cost and to the Lessor's satisfaction:

(a) remove all property of the Lessee including the Lessee's signs, fixtures, fittings, plant, equipment and other articles upon the Premises in the nature of trade or tenant's fixtures brought upon the Premises by the Lessee (other than air conditioning, plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises); and

(b) following the removal of any improvements, the buildings and fixtures in accordance with paragraph (a), promptly make good any damage caused by the removal and restore the Premises to the same or substantially the same condition as it was immediately prior to the erection or construction of such improvements, buildings and fixtures to the Lessor's satisfaction.

16.3 Lessor may require improvements to remain

Notwithstanding any other provisions of this clause, the Lessor may require by written notice that any improvements, buildings or fixtures or part thereof constructed or erected on the Premises remain on the Premises, in which case such property in the improvements, buildings and fixtures shall vest in the Lessor following Termination of this Lease free of cost and without payment of compensation by the Lessor to the Lessee.

16.4 Lessor can remove property on re-entry

(1) On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing that property.

(2) The Lessor may, at any time after the expiration or sooner determination of the Term, give the Lessee a notice (**Abandonment Notice**) requiring the Lessee to remove all fixtures, fittings,

plant, equipment or other articles not previously removed by the Lessee in accordance with the requirement of this clause **(Remaining Items)**. On the Lessee's receipt of an Abandonment Notice, the Lessee shall have seven (7) days within which to remove all Remaining Items and failing removal within that seven (7) day period, all Remaining Items still on the Premises or in the Lessor's custody shall be deemed absolutely abandoned by the Lessee and shall automatically become the absolute property of the Lessor and may be sold by the Lessor or disposed of at any time and without further notice or obligation to the Lessee. The Lessor shall be entitled to keep the proceeds of any sales and those proceeds shall not be taken into account to reduce any arrears, damages or other moneys for which the Lessee may be liable.

16.5 Peacefully surrender

On Termination the Lessee must:

(a) peacefully surrender and yield up to the Lessor the Premises in a condition consistent with the observance and performance of the Lessee's Covenants under this Lease; and

(b) surrender to the Lessor all keys and security access devices and combinations for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor.

16.6 Obligations to survive termination

The Lessee's obligation under this **clause 16** will survive termination.

17. Lessor's Right of Entry

17.1 Entry on reasonable notice

The Lessee must permit entry by the Lessor onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

(a) at all reasonable times;

(b) with or without workmen and others; and

(c) with or without plant, equipment, machinery and materials;

for each of the following purposes:

(i) to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;

(ii) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;

(iii) to comply with the Lessor's Covenants or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and

(iv) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any

rectification under this clause is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

17.2 Costs of rectifying breach

All costs and expenses incurred by the Lessor as a result of any breach referred to in **clause 17.1(c)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

18. Limit of Lessor's Liability

18.1 No liability for loss on Premises

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring, except to the extent that such loss, damage or injury is caused by the negligence of the Lessor or any Authorised Person.

18.2 Limit on liability for breach of Lessor's obligations

(1) The Lessor is only liable for breaches of the Lessor's Covenants set out in this Lease which occur while the Lessor is the management body of the Land.

(2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Covenants due to any cause beyond the Lessor's control.

19. Building Insurance

The Lessor shall effect and maintain policies of insurance in relation to any risk relating to the Lessor's ownership of interest in the Premises including, without limitation, insurance for fire and Lessor's fixtures and fittings, and the Lessee will reimburse the Lessor for any premiums or other costs arising therefrom. This insurance must also note the Lessor's interest in the Premises and will be deemed to constitute an "insurance required" for the purpose of **clause 6.1** of this Lease, except to the extent that **clause 6.1** requires the Lessee to effect the insurance or produce receipts thereof.

20. Right to Terminate Upon Notice

20.1 Termination by either Party upon notice

Subject to the terms and conditions of this Lease and the operation of the default provisions in **clause 25** of this Lease, neither Party shall terminate the Lease without the consent of the other Party.

20.2 Obligations upon Termination

If this Lease is terminated in accordance with this **clause 20, clause 16** will apply.

21. Damage or Destruction

21.1 Abatement of Rent

If the Premises or any improvements or buildings constructed or located on the Premises are damaged or destroyed at any time during the Term, without neglect or default of the Lessee, and as a result the Lessee cannot use or access the Premises or any improvements, the

buildings and fixtures constructed or located on the Premises, then the Rent or a proportionate part thereof (according to the nature and extent of the damage) shall abate until the Premises have been rebuilt or made fit for the occupation and use of the Lessee.

21.2 Dispute as to abatement of Rent

Any dispute arising in relation to the abatement of rent pursuant to **clause 21.1** shall be referred to arbitration under the provisions of the *Commercial Arbitration Act 1985* and the full Rent must be paid without any deduction or abatement until the date of the arbitrator's award whereupon the Lessor will refund to the Lessee any Rent which according to the award appears to have been overpaid.

21.3 Termination

In the event that fifty percent or more of the gross lettable area of the building in which the Premises are situated are damaged or destroyed by fire or any like casualty to require major rebuilding either Party may, within two months of the destruction or damage, terminate the Term by giving Notice to the other Party. The Term will terminate upon such notice being given and the Lessee must vacate the Premises and surrender the same to the Lessor, but such termination will be without prejudice to the Lessor's rights in respect of any antecedent breach of this Lease.

22. Option to Renew

(1) If the Lessee at least one month, but not earlier than six months, prior to the date of commencement of the Further Term gives the Lessor a Notice to grant the Further Term as specified in **Item 3** of the Schedule and:

(a) all consents and approvals required by the terms of this Lease or at law have been obtained;

(b) there is no subsisting default by the Lessee at the date of service of the Notice in:

(i) the payment of Amounts Payable; or

(ii) the performance or observance of the Lessee's Obligations;

(c) the Lessor does not intend to redevelop or otherwise use the Premises in the proposed Further Term period; and

(d) the Lessor agrees to the grant,

the Lessor will consider granting the Lessee a lease for the Further Term as specified in **Item 3** of the Schedule at the Rent and on terms and conditions similar to this Lease other than this **clause 22** in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

(2) The Parties acknowledge and agree that the granting of the Further Term by the Lessor in accordance with this clause will be entirely at the discretion of the Lessor and the Lessor will only consider granting the Lessee the Further Term if the Lessee is, in the Lessor's opinion, providing a beneficial service to the community.

23. Holding Over

(1) If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

(2) The Lessee shall not be entitled to hold over for more than twelve (12) months after the expiry of the Term.

(3) To avoid doubt, the Lessee is obliged during any holding over period to pay any other outgoings payable by the Lessee under this Lease as if the holding over period was included in the Term.

24. Default

24.1 Events of default

A default occurs if:

(a) any Amounts Payable remain unpaid for fourteen (14) days after a Notice has been given to the Lessee to rectify the breach;

(b) the Lessee is in breach of any of the Lessee's Covenants other than the covenant to pay any Amounts Payable for twenty-eight (28) days after a Notice has been given to the Lessee to rectify the breach;

(c) the Lessee repudiates the Lease;

(d) where the Lessee is an association which is incorporated under the *Associations Incorporation Act 1987*, the association is wound up whether voluntarily or otherwise;

(e) where the Lessee is an association which is incorporated under the *Associations Incorporation Act 1987*, the Lessee passes a special resolution under the *Associations Incorporation Act 1987* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;

(f) where the Lessee is an individual, the Lessee dies or becomes of unsound mind, or is declared bankrupt;

(g) where the Lessee is a partnership, the Lessee having a change in its constitution;

(h) an application is made to a court for the Lessee to be wound up;

(i) the appointment of a controller under section 9 of the *Corporations Act 2001* of any of the Lessee's assets;

(j) the Lessee becomes an insolvent under administration under section 9 of the *Corporations Act 2001*;

(k) the Lessee proposes to enter into or enters into any form of arrangement with any of its creditors;

(l) the Lessee is unable to pay all its debts when they become due, it fails to comply with a statutory demand under section 459F of the *Corporations Act 2001*, or it is deemed to be unable to pay its debts under section 585 of the *Corporations Act 2001*;

(m) a meeting is convened to place the Lessee in voluntary liquidation or to appoint an administrator;

(n) a mortgagee takes possession of the property of the Lessee under this Lease;

(o) any execution or similar process is made against the Premises on the Lessee's property;

(p) the Premises are vacated, or otherwise not used, in the Lessor's reasonable opinion, for the Permitted Purpose for a six-month period; or

(q) a person other than the Lessee or a permitted sublessee, assignee or sublicensee is in occupation or possession of the Premises or in receipt of a rent and profits.

24.2 Costs of default notice

The Lessee is liable for any legal costs incurred by the Lessor in respect of the Notices referred to in **clauses 24.1(a) and 24.1(b)**.

24.3 Forfeiture

On the occurrence of any of the events of default specified in **clause 24.1** the Lessor may:

(a) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;

(b) by Notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and

(c) by Notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 23**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Covenants or releasing the Lessee from liability in respect of the Lessee's Covenants.

24.4 Lessor may remedy Lessee's default

If the Lessee:

(a) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or

(b) does or fails to do anything which constitutes a breach of the Lessee's Covenants,

then, after the Lessor has given to the Lessee Notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

24.5 Acceptance of Amount Payable by Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers conferred on the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

24.6 Essential terms

Each of the Lessee's Covenants in **clauses 4** (Rent and Other Payments), **5** (Insurance), **6** (Indemnity), **7** (Use), **9** (Maintenance, Repair and Cleaning), **13** (Assignment, Subletting and Charging) and **27** (Goods and Services Tax) are essential terms of this Lease but this clause **24.6** does not mean or imply that there are no other essential terms in this Lease.

24.7 Breach of essential terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

(a) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;

(b) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and

(c) the Lessee covenants with the Lessor that if the Term is determined:

(i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or

(ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by effluxion of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;

(d) the Lessee agrees that the obligation set out in **clause 24.7(c)** will survive Termination or any deemed surrender at law of the estate granted by this Lease;

(e) the Lessee may deduct from the amounts referred to in **clause 24.7(c)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises between the date of Termination and the date on which the Term would have expired by effluxion of time; and

(f) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

25. Disputes

25.1 Appointment of arbitrator

Except as otherwise provided any dispute arising out of this Lease is to be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 1985* and the Lessor and the Lessee may each be represented by a legal practitioner.

25.2 Payment of Amounts Payable to date of award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Parties, then the Lessor will refund to the Lessee the monies paid.

26. Consents

If for any reason whatsoever this Lease requires the consent of the Western Australian Planning Commission or other consent under the *Planning and Development Act 2005*, then this Lease is made expressly subject to and conditional on the granting of that consent in accordance with the provisions of the *Planning and Development Act 2005*.

27. Goods and Services Tax

27.1 Lessee must pay

If GST is payable on the Basic Consideration or any part thereof or if the Lessor is liable to pay GST in connection with the lease of the Premises or any goods, services or other Taxable Supply supplied under this Lease then, unless the Lessor is liable for the payment of a given Taxable Supply, as from the date of any such introduction or application:

(a) the Lessor may increase the Basic Consideration or the relevant part thereof by an amount which is equal to the GST Rate; and

(b) the Lessee shall pay the increased Basic Consideration on the due date for payment by the Lessee of the Basic Consideration.

27.2 Increase in GST

If, at any time, the GST Rate is increased, the Lessor may, in addition to the GST Rate, increase the Basic Consideration by the GST Adjustment Rate and such amount shall be payable in accordance with **clause 27.1(b)**.

27.3 GST invoice

Where the Basic Consideration is to be increased to account for GST pursuant to **clause 27.2**, the Lessor shall in the month in which the Basic Consideration is to be paid, issue a Tax Invoice which enables the Lessee to submit a claim for a credit or refund of GST.

28. Acts by Agents

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEG, an officer or the agent, solicitor, contractor or employee of the Lessor.

29. Statutory Powers

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

30. Notice

30.1 Form of delivery

A Notice to a Party must be in writing and may be given or made:

(a) by delivery to the Party personally; or

(b) by addressing it to the Party and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by Notice to the other.

30.2 Service of notice

A Notice to a Party is deemed to be given or made:

(a) if by personal delivery, when delivered;

(b) if by leaving the Notice at an address specified in **clause 30.1(b)**, at the time of leaving the Notice, provided the Notice is left during normal business hours; and

(c) if by post to an address specified in **clause 30.1**(b), on the second business day following the date of posting of the Notice.

30.3 Signing of notice

A Notice to a Party may be signed:

(a) if given by an individual, by the person giving the Notice;

(b) if given by a corporation, by a director, secretary or manager of that corporation;

(c) if given by a local government, by the CEO;

(d) if given by an association incorporated under the *Associations Incorporation Act 1987*, by any person authorised to do so by the board or committee of management of the association; or

(e) by a solicitor or other agent of the individual, corporation, local government or association giving the Notice.

31. Amendments to Lease

Subject to such consents as are required by this Lease or at law, this Lease may be varied by the agreement of the Parties in writing.

32. Severance

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

33. Variation

This Lease may be varied only by deed executed by the Parties subject to such consents as are required by this Lease or at law.

34. Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

35. Further Assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

36. Payment of Money

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

37. Waiver

37.1 No general waiver

Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.

37.2 Partial exercise of right power or privilege

A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

38. Governing Law

This Lease is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

39. Definitions & Interpretation

39.1 Definitions

Unless otherwise required by the context or subject matter the following words have these meanings in this Agreement:

Amounts Payable means the Rent and any other money payable by the Lessee under this Lease;

Authorised Person means:

(a) an agent, employee, licensee or invitee of the Lessor; and

(b) any person visiting the Premises with the consent or implied consent of any person mentioned in paragraph (a);

Basic Consideration means all consideration (whether in money or otherwise) to be paid or provided by the Lessee for any supply or use of the Premises and any goods, services or other things provided by the Lessor under this Lease (other than tax payable pursuant to **clause 28**);

CEO means the Chief Executive Officer for the time being of the Lessor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Lease;

Commencement Date means the date of commencement of the Term specified in **Item 4** of the Schedule;

Contamination has the same meaning as the word "contaminated" in the *Contaminated Sites Act 2003 (WA)*;

Encumbrance means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat or anything described as an encumbrance on the Certificate of Title for the Land;

Further Term means the further term (if any) specified in **Item 3** of the Schedule;

Good Repair means good and substantial tenantable repair and in clean, good working order and condition;

GST has the meaning that it bears in the GST Act;

GST Act means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and any legislation substituted for, replacing or amending that Act;

GST Adjustment Rate means the amount of any increase in the rate of tax imposed by the GST Law;

GST Law has the meaning that it bears in section 195-1 of the GST Act;

GST Rate means 10%, or such other figure equal to the rate of tax imposed by the GST Law;

Input Tax Credit has the meaning that it bears in section 195-1 of the GST Act.

Interest Rate means the rate at the time the payment falls due being 2% greater than the Lessor's general overdraft rate on borrowings from its bankers on amounts not exceeding $100,000.00, which rate cannot exceed the rate prescribed by, and imposed in accordance with, section 6.13 of the *Local Government Act 1995*;

Land means the land described at **Item 1** of the Schedule;

Lease means this deed as supplemented, amended or varied from time to time;

Lessee's Agents includes:

(c) the sublessees, employees, agents, contractors, invitees and licensees of the Lessee; and

(d) any person on the Land by the authority of a person specified in paragraph (a);

Lessee's Covenants means the covenants, agreements and obligations set out or implied in this Lease or imposed by law to be performed and observed by the Lessee;

Lessor's Covenants means the covenants, agreements and obligations set out or implied in this Lease, or imposed by law to be performed and observed by the Lessor;

Management Order means a management order made under section 46 of the *Land Administration Act 1997*, under which the Land was vested in the Lessor to be held for the designated purpose of "Neighbourhood Centre, Childcare Centre and Civic Purposes";

Minister for Lands means the Minister for Lands in her or his capacity as the body corporate continued under section 7 of the *Land Administration Act 1997*;

Notice means each notice, demand, consent or authority given or made to any person under this Lease;

Parties means the Lessor and the Lessee;

Party means the Lessor or the Lessee according to the context;

Permitted Purpose means the purpose set out in **Item 7** of the Schedule;

Rent means the rent specified in **Item 5** of the Schedule as varied from time to time under this Lease;

Rent Review Date means a date identified at **Item 6** of the Schedule;

Schedule means the Schedule to this Lease;

Tax Invoice has the meaning which it bears in section 195-1 of the GST Act;

Taxable Supply has the meaning which it bears in section 195-1 of the GST Act.

Term means the term of years specified in **Item 2** of the Schedule; and

Termination means expiry by lapse of time or sooner determination of the Term or any period of holding over.

39.2 Interpretation

In this Lease, unless expressed to the contrary:

(a) words using:

(i) the singular include the plural;

(ii) the plural include the singular; and

(iii) any gender includes each gender;

(b) a reference to:

(i) a natural person includes a body corporate or local government; and

(ii) a body corporate or local government includes a natural person;

(c) a reference to a professional body includes a successor to or substitute for that body;

(d) a reference to a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;

(e) a reference to a statute, ordinance, code, regulation, award, town planning scheme or other law includes a regulation, local law, by-law, requisition, order or other statutory instruments under it and any amendments to re-enactments of or replacements of any of them from time to time in force;

(f) a reference to a right includes a benefit, remedy, discretion, authority or power;

(g) a reference to an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;

(h) a reference to this Lease or provisions or terms of this Lease or any other deed, agreement, instrument or contract include a reference to:

(i) both express and implied provisions and terms; and

(ii) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;

(i) a reference to writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;

(j) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;

(k) if a Party comprises two or more persons the obligations and agreements on their part bind and must be observed and performed by them jointly and each of them severally and may be enforced against any one or more of them;

(l) the agreements and obligations on the part of the Lessee not to do or omit to do any act or thing include:

(i) an agreement not to permit that act or thing to be done or omitted to be done by the Lessee's Agents; and

(ii) an agreement to do everything necessary to ensure that that act or thing is not done or omitted to be done.

39.3 Headings

Headings do not affect the interpretation of this Lease.

39.4 Schedules etc.

Each Schedule (and an Annexure or document incorporated by reference, if any) forms part of this Lease. In the event of any conflict or inconsistency between any part of:

(a) the terms and conditions contained in the clauses of this Lease.

(b) a Schedule;

(c) an Annexure, if any; and

(d) a document incorporated by reference, if any,

the material mentioned in any one of paragraph (a)-(d) of this **clause 39.4** has precedence over material mentioned in a subsequent paragraph, to the extent of any conflict or inconsistency.

Schedule

Item 1 Land

Land

Reserve 39546, Lot 1220 on Deposited Plan 187418 and being the whole of the land comprised in Certificate of Crown Land Title Volume LR3146 Folio 618.

Premises

That portion of the Land comprising of the building and associated areas identified and contained in the sketch annexed hereto as **Annexure 1** and the parking lot located on the Land.

Item2 Term

Five (5) years commencing on the Commencement Date.

Item 3 Further Term

Five (5) years.

Item4 Commencement Date

The date of this Lease's execution by the Parties.

Item 5 Rent

$1.00 (one dollar) per annum, payable upon demand by the Lessor, in addition to any outgoings prescribed by this Lease.

Item 6 Rent Review

Not applicable.

Item 7 Permitted Purpose

Childcare Centre.

Item8 Public Liability Insurance

Twenty million dollars ($20,000,000.00).

Signing page

EXECUTED by the Parties 2 June 2020

THE COMMON SEAL of ONE TREE COMMUNITY SERVICES INC was hereunto affixed pursuant to the constitution of One Tree Community Services Inc in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in One Tree Community Services Inc indicated under his or her name -

Office Holder Sign

David James Beattie
Name:

16 Dartmouth Ave, City Beach
Address:

Chairperson.
Office Held:

Office Holder Sign

KARRI HILLIER
Name:

122A THIRD AVE MOUNT LAWLEY
Address:

CHIEF EXECUTIVE OFFICER
Office Held:

THE COMMON SEAL of the SHIRE OF DERBY/WEST KIMBERLEY was affixed by authority of a resolution of the Council in the presence of :

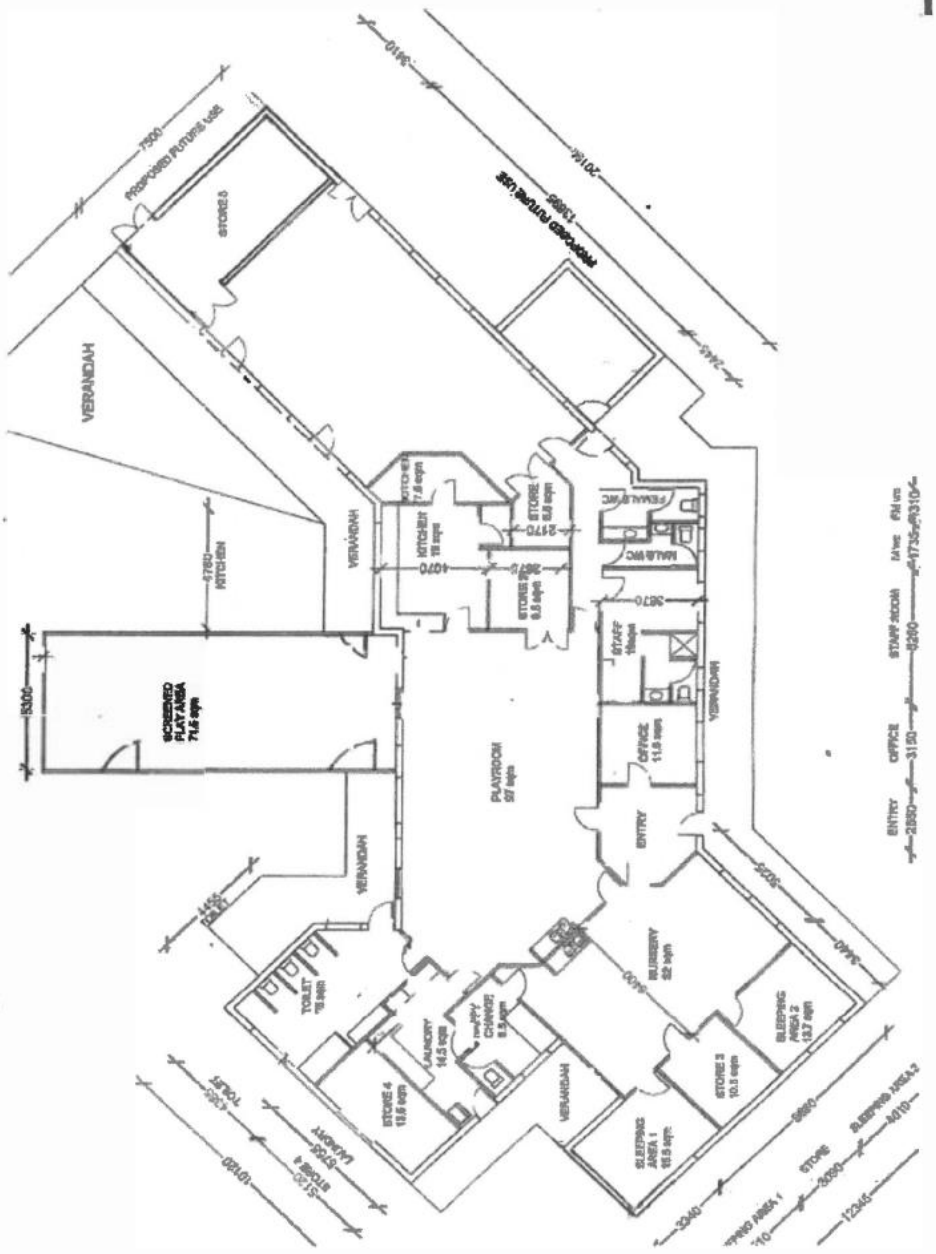
President

GEOFF HAEREWA
(Print Full Name)

Chief Executive Officer

AMANDA O'HALLORAN.
(Print Full Name)

Annexure 1 – Premises



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Annexure 2 – Minister for Lands' Consent

Department of Planning, Lands and Heritage

GOVERNMENT OF WESTERN AUSTRALIA

Our ref: File 00568-1990
Case No. 2000602
Enquiries: Lily Sutomo
Tel: (08) 6552 4616 Fax 6552 4417
Email: lily.sutomo@dplh.wa.gov.au

LAND USE MANAGEMENT

28 February 2020

Ellie Quartermaine
McLeods Barristers & Solicitors

By email only: Equartermaine@mcleods.com.au

Dear Ellie

MINISTERIAL CONSENT UNDER SECTION 18 OF THE LAA--PROPOSED LEASE OVER PTN RESERVE 39546 (PTN LOT 1220 ON OP 187418) BETWEEN SHIRE OF DERBY-WEST KIMBERLEY (LESSOR) AND ONE TREE COMMUNITY SERVICES INC (LESSEE)

Thank you for your email dated 24 February 2020 seeking the permission of the Minister for Lands (Minister) to lease over ptn Reserve 39546 being ptn Lot 1220 on OP 187418 for the permitted use of "Child Care" a term of five years commencing the date of this lease is executed by all parties but must be within three months of in principle consent from the Minister for Lands being the date of this letter (28 February 2020) with an option for a further term of five years. Reserve 39546 is set aside for the purpose of "Neighbourhood Centre, Childcare Centre and Civic Purposes" with a MO to the Shire with power to lease for any term not exceeding 21 years, subject to the consent of the Minister.

In accordance with section 18 of the *Land Administration Act 1997* (LAA) the Minister's approval is granted to the proposed lease provided to the Department of Planning, Lands and Heritage (DPLH) by email on 24 February 2020 on condition that the final lease document executed by the parties is on the same terms as that provided to DPLH with that email. If the final document executed by the parties is not on the approved terms, then it may be void under section 18 of the LAA.

Please note that this approval is for the purposes of section 18 of the LAA only and does not constitute an endorsement as to the terms and effect of the document. DPLH cannot provide any advice in respect of the proposed licence and recommends that each party obtain their own independent advice as to their rights and obligations under the document.

This approval is subject to the registration requirements of the *Transfer of Land Act 1893*. You will need to provide a copy of this letter to Landgate if the documents are to be lodged for registration at Landgate.

Should you have any enquiries please don't hesitate to contact me on the above details.

Yours sincerely

LILY SUTOMO
SENIOR STATE LAND OFFICER
LODGEMENT - LUM

Gordon Stephenson House, 140 William Street Perth Western Australia 6000 Locked Bag 2506 Perth Western Australia 6001
Telephone (08) 6551 8002 Facsimile (08) 6552 4417 Freecall 1800 735 784 (Country only)
Email info@dplh.wa.gov.au Website www.dplh.wa.gov.au
ABN 68 565 723 484

SCOPE OF WORKS

ONE TREE CHILDCARE CENTRE
40 ASHLEY ST, DERBY

18.06.2024

UMMARY OF WORKS - INTERNAL

verall, One Tree Childcare centre requires a large modernisation and refresh of all habitabl nternal spaces. Major works include renovations to install toilets for 3-5 yr olds adjacent o play area into existing store room or kitchenette (three location options,) allowing staff upervision between rooms and visual continuity between spaces. Staff Room requires major work o remove existing bathroom and partition walls to extend to open kitchenette/dining area.

ll door leaf and frames throughout the centre require total replacement with new and all oors, walls and ceilings in habitable rooms throughout the building are to be applied with esh paint in order to refresh spaces and repair visible signs of wear and damage. all new nternal doors are to have new handles raised above 750mm and self-locking latches for staff onvenience as per Assa Abloy specification.

ll existing cabinetry and benchtops require total demolition to be replaced with new as ecified. New cabinetry to follow previous design unless otherwise specified. All low-level under 1100mm) drawers and cabinets are to be installed with appropriate child safety locking echanisms.

all tiles and splashbacks throughout bathroom, kitchen and laundry areas are to be removed nd replaced. Industrial clean and refresh grout to all floor tile surfaces is necessary to we ea floors.

plit-cycle air-conditioning units are to replace existing refridgeration units in rooms ecified. All ceiling fans, paper towel and soap dispensers throughout to be replaced with ew.

UMMARY OF WORKS - EXTERNAL

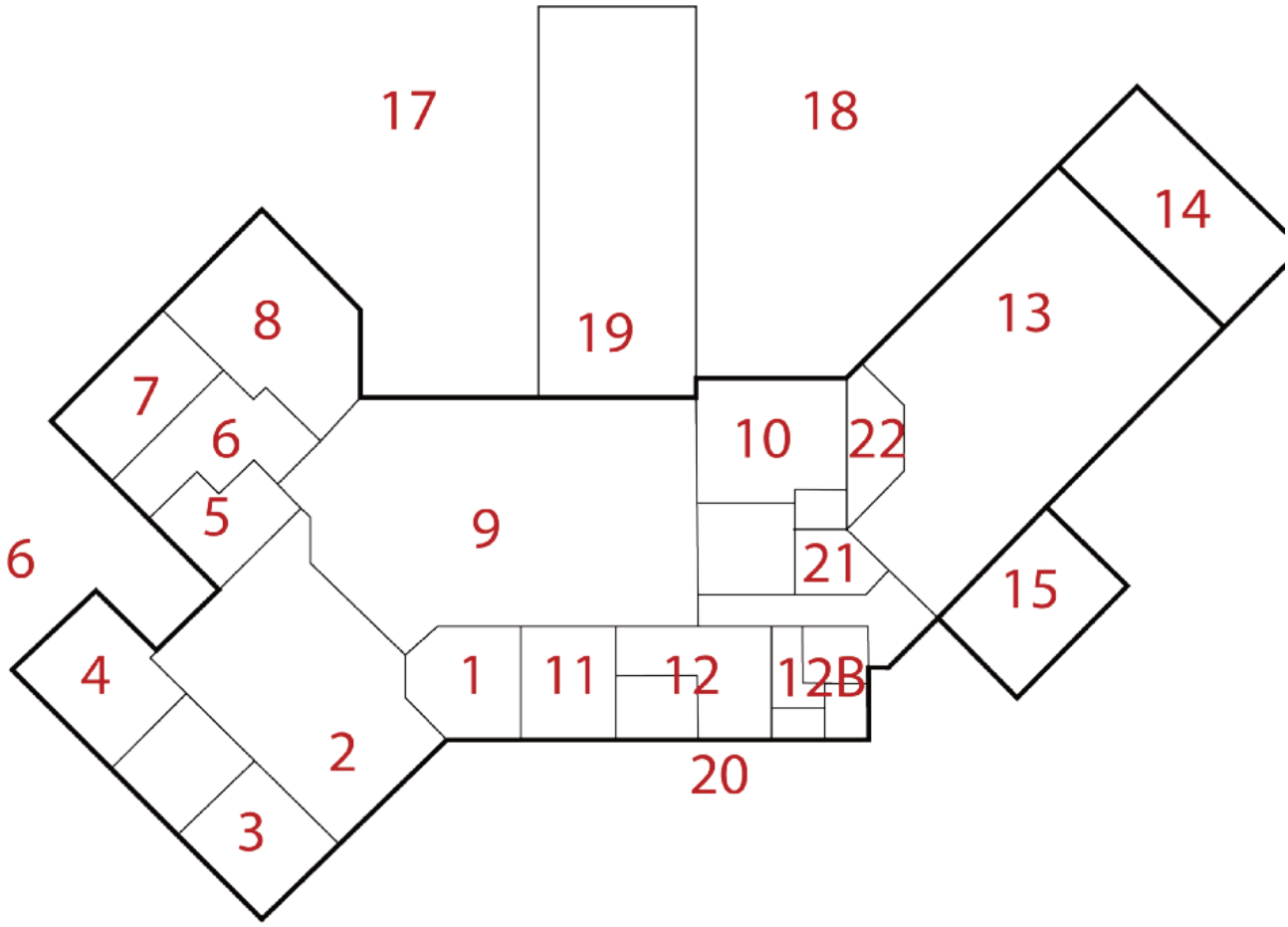
ontractor is to familiarise themselves with the site and assess what is in need of repair. xternal areas have visible signs of wood rot and decay rendering spaces not fit for purpose. reas requiring most attention are uneven external paved spaces, soft-fall areas throughout nd external verandah shaded areas. Wood rot is prevalent on timber verandah posts, articularly *Outdoor Shaded area 3* and the *Verandah entry* requiring immediate removal and eplacement with steel posts in place of existing.

ue to the poor condition of soft-fall flooring in breezeway RM19, the space is currently not t for purpose. Damage from large tree roots neccitates demolition of existing soft-fall ooring, excavation of surface level tree roots and evening of soil to be replaced with new imber decking. Tree as determined to be causing damage is to be removed, and roots excavated rom external play areas. Branches overhanging enclosed play areas and above childcare centre oof area to cut down and removed from site.

xternal doors and windows require removal of security screens and high-pressure wash clean t indows, all screens, doors and verandah ceilings. External concrete areas are to be painted o conceal signs of bore-water staining and wear.

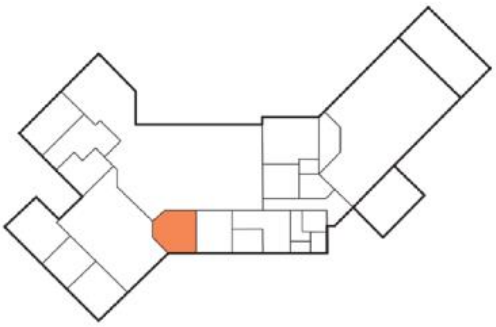
ew pool fencing and balustrades are to be installed to regulate movement of children.

xternal concrete paving "raceway" to RM17 requires replacement and levelling of surrounding round surface.



RM01. Reception
RM02. Nursery
RM03. Sleeping Area 1
RM04. Sleeping Area 2
RM05. Nappy Change
RM06. Laundry
RM07. Store 4
RM08. Bathroom 2-3yr
RM09. Playroom 2-3yr
RM10. Kitchen
RM11. Parents Room
RM12. Staff Room
RM12B- Staff Bathroom
RM13. Playroom 3-5yr
RM14. Store 5 / Proposed 3-5yr Bathroom Option 1
RM15. Office / Admin
RM16. Outdoor 1
RM17. Outdoor 2
RM18. Outdoor 3
RM19. Breezeway
RM20. Verandah / Entry
RM21. Store 1 / Proposed 3-5 Bathroom Option 2
RM22. Kitchenette / Proposed 3-5 Bathroom Option 3

One Tree Childcare Centre



UMMARY

AINT CODE: P01 - Ceiling, P09 - Walls. P11 - Doors.
AMINATE BENCHTOP AND CABINETRY COLOUR CODE: LAM01- Cabinetry. LAM02 - Benchtop
EMOLITION - Remove ceiling light, fixed cabinetry and benchtops. Remove all doors and frames
UILDING WORK - New downlight, New door D01,D02, D03, D04. Paint walls, ceiling and new
oors.

Remove existing D01, D02, D03, D04, door leaf and frames.
Sand and prepare wall surface for new installation.

Install new door, frames and door hardware with new to D01, D02, D03, D04 as specified in Assa Abloy door schedule.
Maintain half-dutch door style with self-locking latch for D02, D03, D04. Handles above 750mm. D01 installed with window insert for site surveillance.
All doors to retain style and dimensions of existing.

Remove existing fixed cabinetry and benchtops in room.
Repair, clean and patch wall surface to make good.

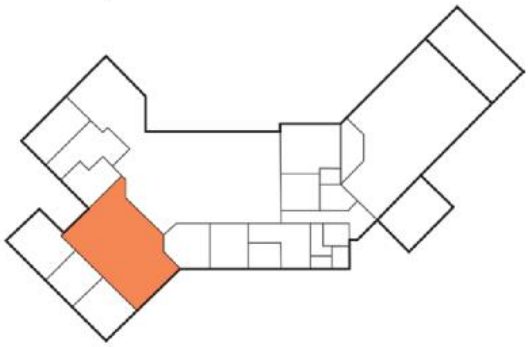
Client to replace cabinetry with shelving.

Electrician to remove existing ceiling lighting.
Refit with new lights as per FF&E specification schedule.
Patch and repair ceiling surrounding and make good.

Clean and sand as appropriate the ceiling, all walls and all new door surfaces to prepare surface for paint as per manufacturers recommendation. Paint selection as specified in FF&E finishes schedule.

One Tree Childcare Centre RECEPTIO

M02: NURSERY (PAGE ONE)



UMMARY

ption 1: Remove aluminium slat ceiling. Prepare and repair structure as necessary. Install ew plasterboard ceiling as specified in FF&E finishes schedule. Paint ceiling in P01.
ption 2: Retain aluminium ceiling and clean.

PAINT CODE: All Walls - P09, Ceiling (**Opt 1** - P01,) Doors - P11
LAMINATE CODE - Doors and Panels - LAM01, Benchtops LAM02
DEMOLITION - Remove sliding door D08, Ceiling fans, Remove all existing cabinetry and enchtops. Remove **Wall Tile kitchentte splashback. (Opt 1** - remove ceiling.)
BUILDING WORK - Install new door to D08. Prepare wall and door surfaces and paint with ew. (**Opt 1** - install new ceiling.) (**Opt 2** - paint ceiling,) Install ceiling fans, Install Ne enchtop and cabinetry. **Install new kitchenette splashback tiles**

Remove existing fixed cabinetry, benchtops taps and sink to both kitchenette below window and cabinetry by nappy change area.

Prepare and patch wall surface behind cabinetry as neccessary.
Install new fixed cabinetry (LAM01,) benchtop (LAM02) and new tapware (PL03) as per FF&E Schedule specification. Assess existing sink, if in good condition re-use existing, or replace (S07) as per FF&E schedule.
Refer to typical detail drawing for cabinetry joinery.

New cabinetry installed with child safety locks to new cabinetry door panels as specified in FF&E.

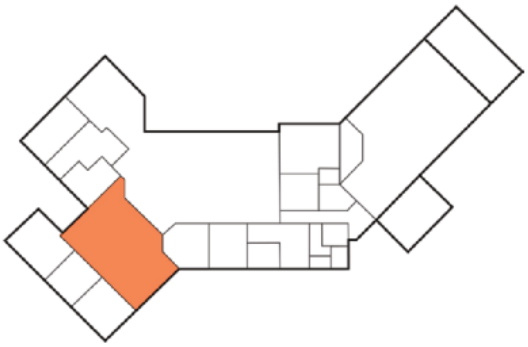
Remove existing wall tiles splashback and replace with new (T01) as per FF&E schedule.

Option 1: Remove aluminium slat ceiling. Prepare and repair structure as necessary. Install new plasterboard ceiling (C02) as specified in FF&E finishes schedule. Paint ceiling (P01.)

Option 2: Clean ceiling.

Remove both ceiling fans.
Install new fans in place of existing as specified in FF&E schedule. Repair ceiling around as necessary and make good.

One Tree Childcare Centre Nurser



Remove all doors and door frames. Replace with new as per Assa Abloy specification.
Prepare Wall and internal door surfaces for paint application

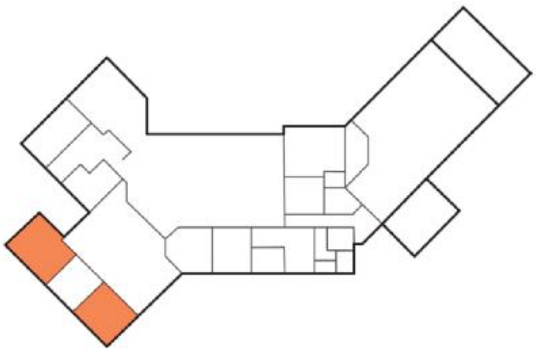
Paint all walls P09.
Paint new doors and frames D02, D05, D06, D07, D09, D10 inside and out (P11.)

Remove entire existing external sliding screen door and frames D08.

Prepare surface and install new door and frame D08, refer to Assa Abloy door hardware schedule and FF&E schedule for specification.

Retain and use existing security screens, reinstalled after high-pressure wash.

One Tree Childcare Centre Nurser



SUMMARY

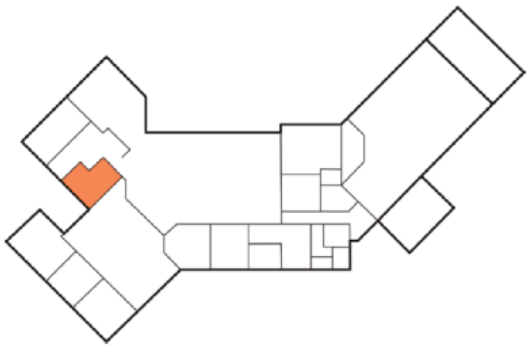
PAINT CODE: All Walls - P09, Ceiling - P01, Door - P11
DEMOLITION: Remove both existing refridgerator air conditioning units, Remove doors D05, D07
BUILDING WORK: Install new split-cycle air conditioning units. Install new doors D05, D06.
Repair and patch wall as neccesary and prepare wall, ceiling and door surfaces for new paint
appplication.

Remove existing refridgerator air conditioning units in both sleeping areas. Install new split-cycle air conditioning units to replace in both as per specification in FF&E schedule.
Repair wall surface and prepare for paint application.

Prepare wall, doors D05 and D06 and ceiling surface for paint application. Clean, sand and wash surfaces as necessary as per paint manufacturers specification.

Apply paint to walls, both sides of doors and ceilings as per FF&E schedule specification.

One Tree Childcare Centre Sleeping Area 1 + 2



UMMARY

Wet Area*

AINT CODE: Ceiling - P02. Wall - P10. DOOR - P11.
EMOLITION: Remove all Wall tiles, Children's toilet, Entire Cabinetry and Benchtops, Soap an aper towel Dispensers, Remove all sinks and discard tapware.
UILDING WORK REQUIRED: Install new wall tiles and grout, Install new children's toilet, New abinetry and Benchtops with key-lock for chemical storage, New soap and paper dispensers, eplace stairs beneath nappy change with new. Industrial clean floor tiles by childrens toilet

Remove all existing cabinetry, benchtops, tapware, and sink. Assess sink condition and reuse if in good condition, or replace (S09) as per FF&E schedule specification. Keep Shelf above head height for nappy storage.

Install new cabinetry (LAM01), benchtops (LAM02) and tapware (PL01) in place of existing as specified in FF&E schedule. New cabinetry to be installed with child safety locks.
Install existing or new sink (S09) into benchtop and cabinetry.
Refer to typical detail drawing for cabinetry joinery.

Install key-lock to cabinetry for low-height chemicals as per FF&E specification.

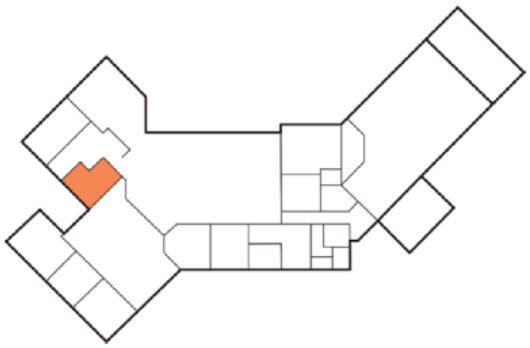
Replace staircase as per FF&E schedule.

Remove all soap and paper towel dispensers in room.

Replace with new in existing location as specified in FF&E Finishes schedule

One Tree Childcare Centre Nappy Chang

1.1.05. NAPPY CHANGE AREA (PAGE TWO)



Remove existing wall tiles, prepare and wall surface by sanding and washing surface. Apply new tiles (T01) with grout and ahesive as specified in FF&E finishes schedule.

Remove bag hooks. Repair wall surface as necessary and install new as per FF&E schedule.

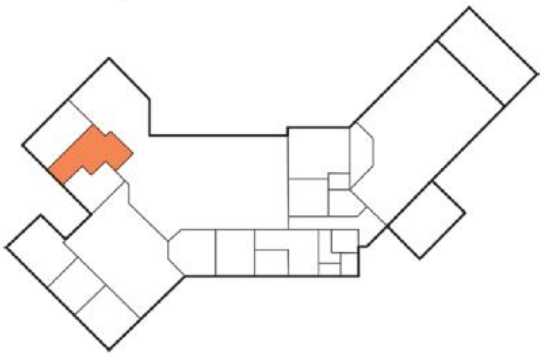
Remove wall mount basin, retain tapware if in good condition. Install new basin in place of existing (S04) with tapware(PL02)as per FF&E finishes schedule.

Remove existing childrens toilet.
Prepare surface and install new (WC01)as specified in FF&E Finishes schedule

Floor Tile Option 1 - Industrial clean floor tiles and refresh grout.

Floor Tile Option 2 - Remove all floor tiles. Lay new floor tiles (FL02) with adhesive and grout as specified in FF&E schedule.

LAUNDRY (PAGE ONE)



UMMARY * Wet Area *

loor Tile Option 1 - Industrial clean floor tiles and refresh grout
loor Tile Option 2 - Remove all floor tiles. Lay new floor tiles (FL02) with adhesive and grou
s specified in FF&E schedule.
AINT CODE: Ceiling - P02. Walls - P10. Doors - P11.
EMOLITION: Remove existing wall tiles, Remove all doors and frames. Remove all sinks and apware. Remove all cabinetry and benches.
UILDING WORK REQUIRED: Paint all walls, ceiling and doors. Install new wall tiles. **Opt 1** - Industrial clean and refresh grout to floor tiles) or **Opt. 2** - (lay new floor tiles and grout. nstall new doors and frames. Install new cabinetry and benchtops.

Remove doors and frames D11, D12, D13, D14.

Install new doors and frames D11, D12, D13 and D14 with new as specified in FF&E schedule and Assa abloy door hardware schedule. New internal doors to retain dutch-half door style, are to be self-closing/locking, with handles raised above 750mm.

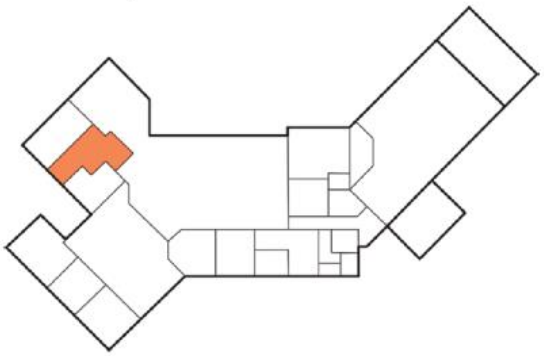
Paint all new doors and frames (P11) inside and out as specified in FF&E specification.

Remove all fixed cabinetry and benchtops.
Prepare wall surface behind existing cabinetry for new installation.

Install new cabinetry (LAM01) and benchtops (LAM02) in place of existing with chiild-safety locks as specified in FF&E finishes schedule.
Extend benchtop towards washing machine to replace stainless benchtop.

Remove all sinks, tubs and tapware in room.
Install new sinks (S05,)(S06) and tapware fixtures (PL01) in place of existing as specified in FF&E finishes schedule.

One Tree Childcare Centre Laundry



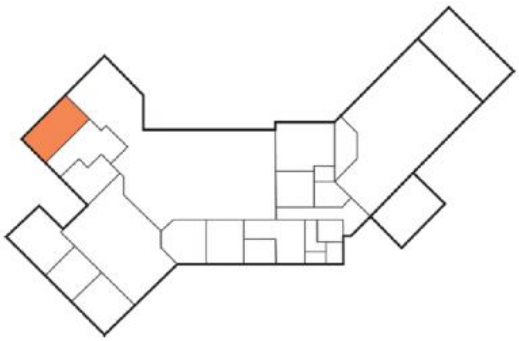
Remove wall tiles throughout laundry, prepare wall surface as per FF&E specification.
Apply new tiles to wall (T01) and grout as per FF&E specification.

Floor Tile Option 1 - Industrial clean floor tiles and refresh grout.

Floor Tile Option 2 - Remove all floor tiles. Sand, clean and level floor surface as necessary. Lay and grout floor tiles (FL02) as specified in FF&E schedule.

Prepare and paint walls (P10) and ceiling (P02)for paint application as per FF&E Finishes schedule.

One Tree Childcare Centre Laundry



UMMARY

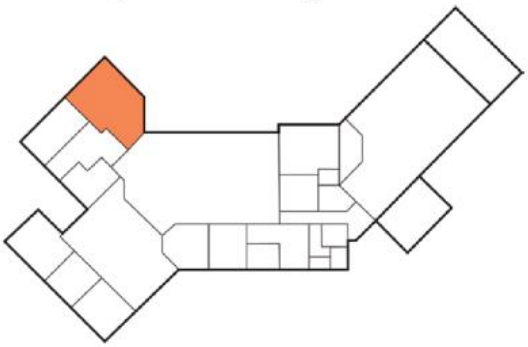
AINT CODE: N/A
EMOLITION: Remove of timber door framing. Remove internal shelves. Remove Roller Door D43
UILDING WORK REQUIRED: Install CFC framing in doorway if cavity visible in brickwork. Instal
ew roller door.

Remove roller door D43.
Install new roller door as specified in assa abloy schedule.

Remove timber door framing structure around storeroom roller door.

If cavity visible in double brick wall, install new CFC framing to conceal and coat in waterproof paint (P06).

Remove all internal fixed shelving. Patch brick wall and make good.



JMMARY * Wet Area*
loor Tile Option 1 - Industrial clean floor tiles
loor Tile Option 2 - Replace all floor tiles.

AINT CODE: Ceiling: P02, Walls - P10, Doors - P11.
EMOLITION - Remove all doors, remove all Cabinetry and Benchtops, Remove of head-height shel
ove nappy change area, **remove all wall and floor tiles,** remove mirror above taps, remove bag
ooks, Remove all toilets, toilet roll holders, sinks and tapware.
UILDING WORK REQUIRED: Install new doors throughout room. Paint walls, ceiling and new doors
xtend wall tiles beside cabinetry. Install new cabinetry, benchtop, sink, toilets, toilet
oll holders and tapware and extend shelf in place of existing. Install new mirror, install
ew bag hooks. Replace staircase beneath nappy change. **Opt.1** (Industrial clean & refresh grou
floor tiles) or **Opt.2** (replace, apply new wall tiles and grout.)

Remove fixed bathroom benchtops, cabinetry, head height shelf, sinks, trough and tapware.

Install new cabinetry (LAM01), benchtops (LAM02,) staircase, sinks (S09,)(S01) and tapware (PL02,)(PL01) as specified in FF&E Finishes schedule. New cupboards installed with child-safety locks. Refer to FF&E Finishes schedule and to typical detail drawing for cabinetry joinery.
Install new shelf (LAM02) above nappy-change area, width measured on site, to extend to match benchtop towards wall.

Remove all doors and frames D13, D15.

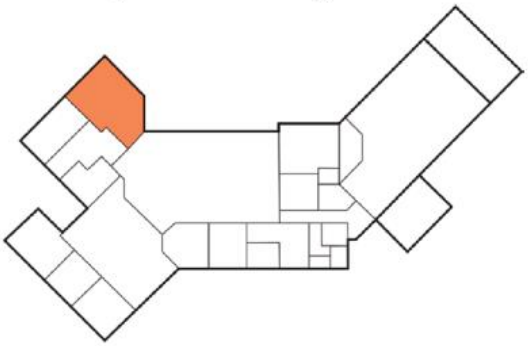
Install new doors D13, D15 as specified in Assa Abloy door hardware Schedule and FF&E finishes schedule.

Door handles raised above 750mm height with self-locking latch.

Replace staircase beneath nappy change as per FF&E finishes schedule.

Repair wall, patch and prepare for new tile application (T01.) Tiles beside stairs to extend towards wall behind cabinetry.

One Tree Childcare Centre Bathroom



Remove all wall tiles.
Prepare wall surface for new tile application and install new wall tiles (T01) as per FF&E specification.

Floor Tile Option 1 - Industrial clean floor tiles and refresh grout.

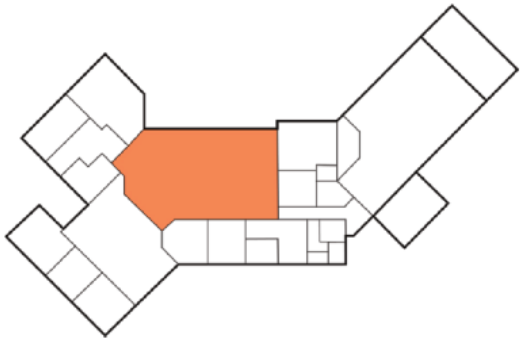
Floor Tile Option 2 - Remove all floor tiles. Sand, clean and level floor surface as necessary. Lay and grout new floor tiles (FL02) as specified in FF&E schedule.

Remove all toilets, toilet roll holders, bag hooks, mirror, sinks and tapware in bathroom.

Install new toilets (WC01,) toilet roll holders, bag hooks, mirror above taps (M01), sinks (S09,S01) and tapware (PL01, PL02) in place of existing as specified in FF&E Finishes schedule.

Prepare, prime and paint all walls (P10,) ceiling (P02) and new Doors (P11) D13, D15 as per FF&E specification

One Tree Childcare Centre Bathroom

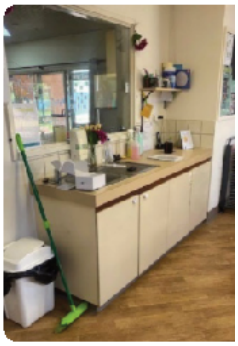


UMMARY
ption 1: Remove aluminium slat ceiling and replace with new plasterboard ceiling. Paint eiling (P01.)
ption 2: Retain aluminium slat ceiling and clean.

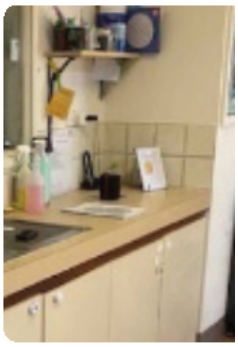
AINT CODE: Ceiling **Opt.1**(P01) or **Opt. 2**(P05,) Wall P09, Doors P11
EMOLITION: Remove doors D17, D19, D21, D22. Remove Kitchenette cabinetry and benchtop, apware and sinks. **Remove wall tile splashback. Remove plywood from wall. Remove ceiling fans**
UILDING WORK REQUIRED: Install new doors, new cabinetry, benchtop, sink and tapware. Paint alls, doors and ceiling. Apply new wall tiles with adhesive and grout. Install new ceiling ans

Remove existing cabinetry, benchtops, sink and tapware from kitchentte below window.

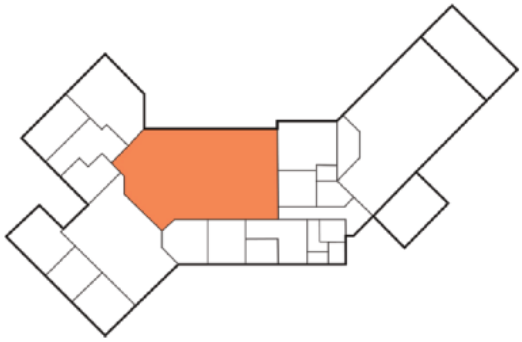
Install new benchtop (LAM02), cabinetry (LAM01,) sink (S07) and tapware (PL03) in place of existing as per FF&E finishes schedule. Refer to typical detail drawing for cabinetry joinery. New doors installed with child-safety locks.



Remove splashback wall tiles above benchtop.
Apply new wall tiles (T01) in place of existing as per FF&E finishes schedule.



One Tree Childcare Centre Playroom 2-3yr



Remove external sliding doors and tracks D17 and D19.
Remove internal doors D21, D22.

Install new External sliding doors and tracks to D17 + D19 as per Assa Abloy Door hardware schedule.

Install new self-locking/closing dutch half-doors to D22 as specified in Assa Abloy door hardware Schedule. Handles raised above 750mm.

Remove plywood from wall near kitchen door (to right of image.)
Repair wall behind existing plywood board, patch wall and make good.

Prepare paint wall and door surfaces for paint application as per FF&E specification. Clean, Wash and sand as necessary.

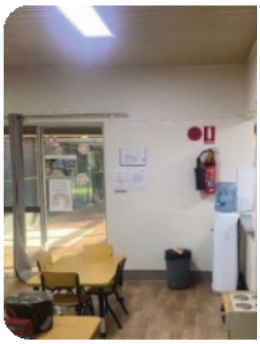
Paint all walls (P09.) Doors (P11)

Option 1: Remove aluminium slat ceiling. Prepare and repair structure as necessary. Install new plasterboard ceiling as specified in FF&E finishes schedule. Paint ceiling (P01.)

Option 2: Clean ceiling

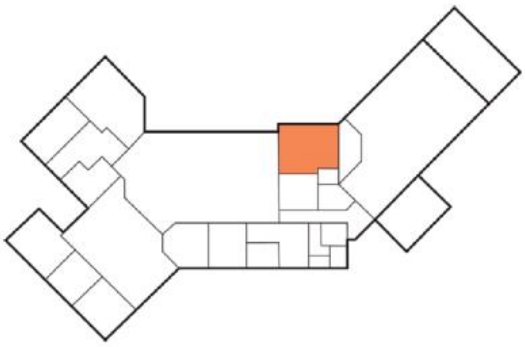
Paint Door panel and door leaf D21, D22 inside and out (P11)

Remove existing ceiling fans and replace with new as specified in FF&E schedule



One Tree Childcare Centre Playroom 2-3yr

KITCHEN



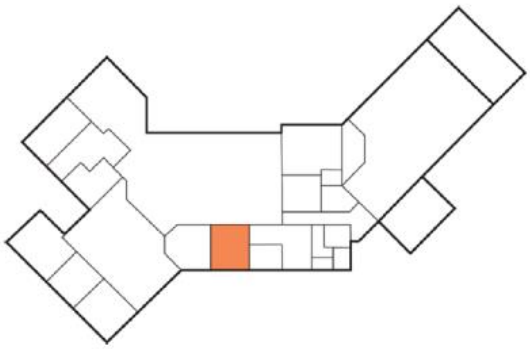
UMMARY * Wet Area*

AINT CODE: Ceiling - P02, Walls - P10, Doors - P11.
EMOLITION: Removal of laminate from benchtop and cupboard doors.
UILDING WORK REQUIRED: Install new laminate to benchtops and cupboard doors. Install new oors D20, D33. Paint walls, ceiling and doors.

repare and paint all walls (P10,) Ceiling (P02) and new oors (P11) D20, D33 as per FF&E finishes specification

emove all benchtops and cabinetry in room.

nstall new benchtop (LAM02) and cabinetry (LAM01) in place f existing as specified in FF&E schedule. Install child-afety locks to all cabinetry.

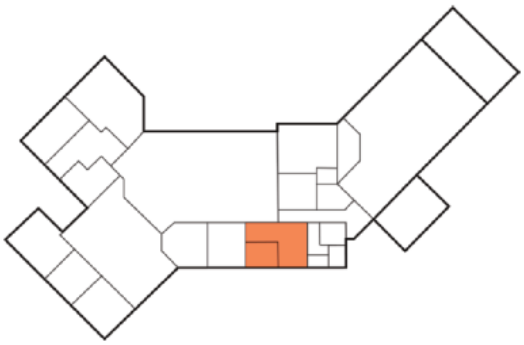


JMMARY
AINT CODE: Ceiling- P01, Walls - P09, Doors P11
EMOLITION: D04 previously specified.
JILDING WORK REQUIRED: Fresh paint to Walls and ceiling.

Prepare and paint walls and ceiling surface as per FF&E Finishes schedule specification

One Tree Childcare Centre Office

M12. STAFF ROOM



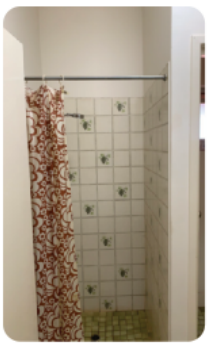
JMMARY

efer to architectural plan, elevation and detail drawings for specification

AINT CODE: Ceiling- P01, Walls - P09, Doors - P11
EMOLITION: Remove all internal partition walls. Remove Window and demolish wall surrounds o expand. Remove bathroom sink, tiles and shower. Remove air conditioning unit. Remove all abinetry.
UILDING WORK REQUIRED: Install new Kitchenette cabinetry. Convert bathroom to single open oom. Extend vinyl flooring across renovated area. Install larger new window in place of xisting. Paint walls, doors and ceiling. Install split-system air conditioning unit.

Renovate by demolishing all internal partition walls to create single large staff room. Demolish bathroom floor and wall tiles, toilet, shower and sink. Remove all bathroom cabinetry. Remove Bathroom window as specified in architectural plans and extent externall wall opening. Remove existing air conditioning unit.

Install new split system air conditioning unit as per FF&E specification.



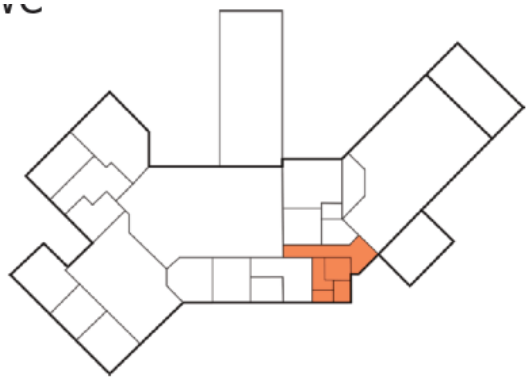
Extend new vinyl flooring (FL01) from existing as per FF&E Finishes specification.
Install new window opening into external wall, size to match other.

Install new Kitchenette with cabinetry (LAM01), benchtop (LAM02,) sink (S07) and tapware (PL03) as specified in FF&E schedule. Refer to architectural plan drawings.

Remove all cabinetry.
Prepare and paint wall (P09) and ceiling surface (C01) as per FF&E Finishes schedule specification

One Tree Childcare Centre Staff Room

M12B HALLWAY AND WC



JMMARY *includes Wet Area*
loor Tile Option 1 - Industrial clean floor tiles and refresh grout
loor Tile Option 2 - Replace all floor tiles.

AINT CODE: Hallway Ceiling- P01, Walls - P09, Doors - P11
:aff Bathroom Ceiling- P02, Walls - P10, Doors - P12
EMOLITION: Remove all doors D29, D27, D28, D26, D25, D24. Remove bathroom wall tiles. Remove athroom Mirror. Remove all sinks, toilets and tapware.
JILDING WORK REQUIRED: Install new doors D29, D27, D28, D26, D25, D24. Install Keypad entry o external door. Paint hallway and bathroom ceiling, walls and Doors. **Opt.1** (Industrial lean floor tiles and refresh grout) or **Opt.2** (replace tiles with new.) Apply new wall tile olashback. Install new mirror. Install new sink/tapware. Install new toilets.

Install Keypad entry to external door D29 as per FF&E Finishes schedule.

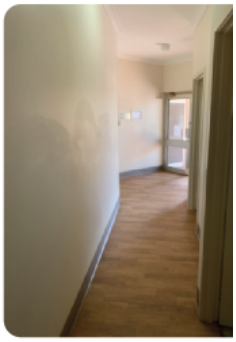
Install new doors D24, D25, D26, D27, D28, D29 as specified in FF&E schedule.

Opt.1 - Industrial clean floor tiles and refresh grout.
Opt. 2 - Remove all floor tiles. Sand, clean and level floor surface as necessary. Lay and grout floor new tiles (FL02) as specified in FF&E schedule.

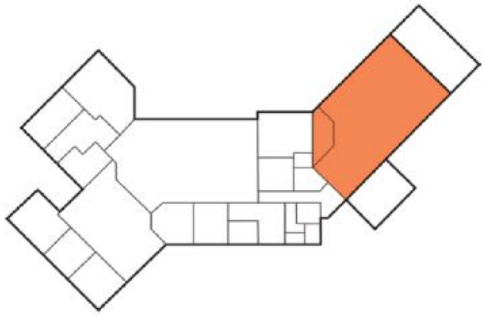
Install new wall tile splashback (T01) above sink with grout and adhesive as per FF&E schedule.
Remove bathroom mirror. Prepare wall surface and affix two new mirrors (M03) in place of existing as per FF&E schedule.

Remove all toilets, sinks and tapware.
Install new toilets (WC02,) sinks (S10) and tapware in place of existing as per FF&E schedule.

Prepare and paint hallway wall(P09) and ceiling surface (P01) and staff bathroom walls (P10) and ceilings (P02) as per FF&E schedule. Ensure paint selection appropriate for wet and dry areas.



One Tree Childcare Centre Hallway & Staff WC



UMMARY
PPLICABLE TO BATHROOM OPTION 1 AND BATHROOM OPTION 2.
eiling Option 1 - Remove Aluminium slat ceiling. Install new plasterboard ceiling and paint
eiling Option 2 - Retain Aluminium slat ceiling and Clean.

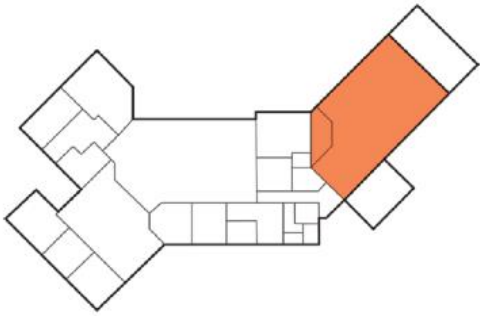
AINT CODE: Ceiling OPT. 1 P01, Walls - P09, Doors - P11
EMOLITION: Remove all kitchenette cabinetry. Remove oven and rangehood, remove wall tiles. emove plywood panel from wall. Remove doors D32, D31. Remove ceiling fans.
UILDING WORK REQUIRED: Timber floor to be sanded and polished to revive. Install kitchenette abinetry and benchtop. Repair wall behind plywood panel. Apply new paint to walls, ceiling, oors. Install new wall tile splashback. Install new doors D31, D32. Install new ceiling fans

emove all existing Kitchenette cabinetry, benchtops, sink, apware, rangehood and oven.
nstall new kitchenette cabinetry (LAM01), benchtops (LAM02), ink (S07) and tapware (PL03) in place of existing as per F&E Finishes schedule specification. Do not install new oven.

lew cabinetry to extend across previous oven and rangehood ocation, all doors installed with child safety locks as pecified in FF&E schedule.

emove splashback wall tiles. Lay new wall tile splashback T01) with grout and adhesive above new benchtop as specified n FF&E Finishes schedule.

One Tree Childcare Centre 13. Playroom 3-5yr



Remove doors D31 and D32. Install new doors D31 + D32 as specified in Assa Abloy door and hardware schedule. New doors to be half-dutch door style, self-locking / closing latch and door handles to 750mm.

Remove wood panel fixed to wall below pinboard left of external door D35, patch and repair wall behind.

DO NOT paint or existing mural, mural to be retained due to artistic merit.

Prepare and paint new doors and wall surfaces by sanding and cleaning as specified in FF&E finishes schedule.

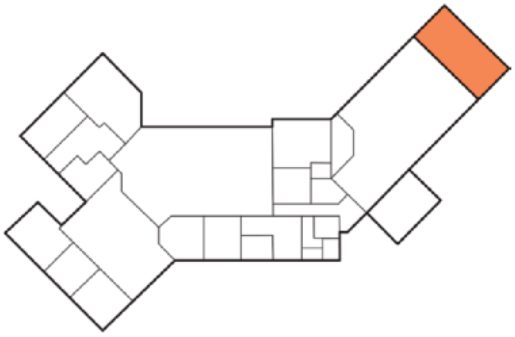
Ceiling Option 1: Remove aluminium slat ceiling. Prepare and repair structure as necessary. Install new plasterboard ceiling (C02) as specified in FF&E finishes schedule. Paint new ceiling (P01.)

Ceiling Option 2: Clean ceiling to refresh

Floor option 1: Industrial sand, polish and varnish exisiting timber flooring as necessary to revive.

Floor option 2: Level timber flooring as necessary and lay new vinyl flooring (Fl01) above timber as specified in FF&E finishes schedule

One Tree Childcare Centre Playroom 3-5yr



UMMARY * Wet Area*
?PLIES ONLY TO BATHROOM OPTION 1, OTHERWISE LEAVE STOREROOM AS EXISTING. ONLY REPLACE DOORS.

enovate existing storeroom and convert to bathroom with three toilets and small storeroom.
efer to architectural plan and section detail drawings for specification.

AINT CODE: Ceiling - P12, Walls - P10, Doors - P11.
EMOLITION: Remove double flush door D38, Remove D36. Remove corrugated roofing.
UILDING WORK REQUIRED: Extend plumbing and sewerage to room. Install 1x sink, 3x toilets, 1x loor waste, toilet cubicle partitions, 2x Partition walls, 4x windows. Extend and patch wall ear D38, Install single flush door to D38. Install new door D36. Install insulation and new eiling, reattach corrugated tin roofing. Tile floor and walls. Install Aquachek cladding and nsulation to brick wall. Paint wall, door and ceiling.

Remove corrugated roofing.
Install new insulation and Aquachek ceiling (C01) with air cell membrane as per architectural drawings.
Reinstall corrugated roofing to existing structure.

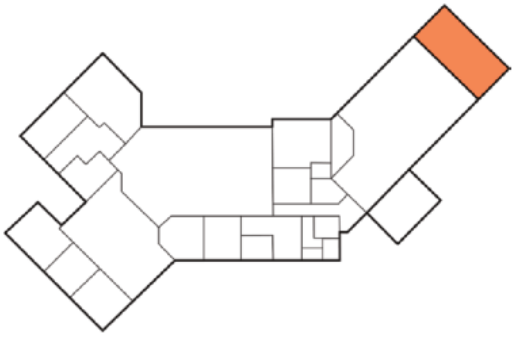
Install two Aquachek clad steel frame partition walls as per architectural drawings. One wall to new store room, One wall behind sink as specified in FF&E finishes schedule and architectural drawings.
Install single flush door and frame D42 to new partition wall to storeroom.

Clad exposed brick wall in Aquachek Panelling.
Install 2 x casement windows to double brick external walls as per FF&E specification.

Remove double swing door D38. Patch and extend double brick wall to extend over void. Install new single flush external door.

Remove D36, Door panel only. Retain door frame to not damage mural. Sand and polish frame as appropriate to prepare for paint application.
Install new double swing door to D36, door to have glass window insert for adult height visibility to Playroom.

One Tree Childcare Centre Store



Extend plumbing to concrete floor and sewerage for 3x toilets (WC01,) 1x trough sink (S02,) 3x taps (PL02)and 1x floor waste.
Tile bathroom floor (FL02,) walls and sink splashback (T01) as per specification with fall to architectural plan and section drawings. Refer to FF&E specification.

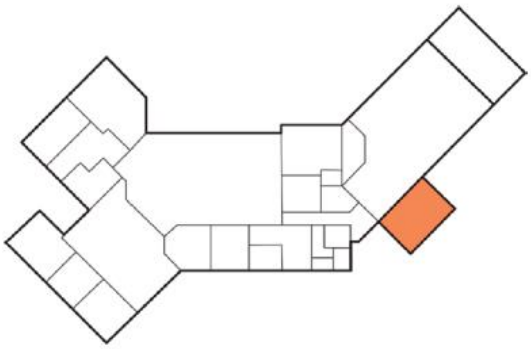
Install 4x external casement windows as per architectural plan and section drawings

Install Aqualoo Laminate toilet cubicle partitions and doors (LAM04) as per FF&E finishes specification.

Prepare and paint walls (P06), ceiling (P12) and door (P11) surfaces as per FF&E specification.

One Tree Childcare Centre

Store



UMMARY

AINT CODE: Ceiling- P01, New Walls - P04, Existing walls - P09, Doors - P11
EMOLITION: Remove carpet flooring, Remove existing cabinetry. Remove window blinds. Remove ai onditioning unit. Remove external window.
UILDING WORK REQUIRED: Install flooring, window blinds, new split-cycle air-conditioning unit lad brick wall in CFC Panelling. Install keypad entry. Install new window. Paint walls, eiling and doors.

Remove refridgerator air-conditioning unit and install new split-cycle conditioning unit as specified in FF&E schedule. Remove fixed cabinetry.
Patch and repair wall around and make good.

Remove external window.
Install lockable aluminium frame sliding window with dimensions of existing in accordance with AS2047. New window installed with security screen.

Clad double brick wall in CFC Panelling as specified.

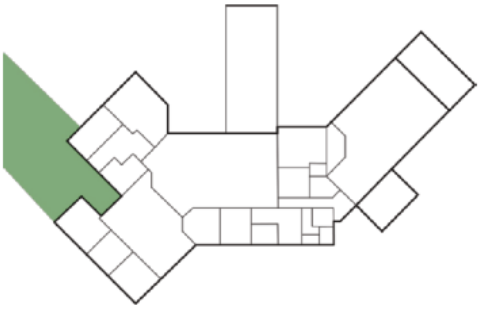
Prepare and paint new wall (P04,) Existing walls (P09,) doors (P11) and ceiling (P01) surface for paint application as per FF&E specification.

Remove 2x window blinds and install blockout window blinds as specified by client.

Remove carpet flooring. Even and prepare surface as necessary for new vinyl (FL01) application as per FF&E specification.

Install keypad entry and to door D30 as per Assa Abloy Specification.

/D One Tree Childcare Centre Office / Admin

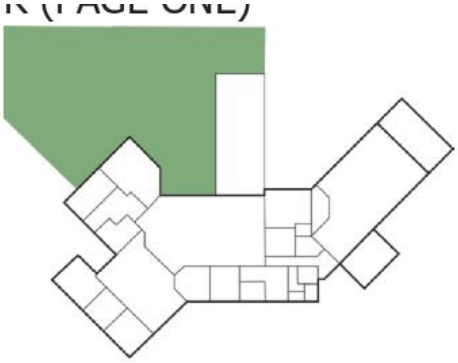


UMMARY
AINT CODE: P03
EMOLITION: Remove clothes line, soft-fall debris. Excavate playground sand and remove edging
UILDING WORK REQUIRED: Install clothes line, install new pool fencing around clothes line.
ay new grass. Pressure wash verandah roof, security screens, walls and paving. Paint concret
aving. Install new playground sand and edging.

Remove clothes line, patch wall as necessary and install new clothesline and pool fencing around perimeter of clothes line as specified in FF&E schedule.
Remove security screens and pressure wash verandah roof, walls, security screen doors and windows and concrete paving.

Prepare and paint concrete paving (P03) as specified in FF&E schedule.

Remove soft-fall debris.
Even soil and replace with grass



UMMARY
ption 1 - TBC Arborists to remove tree deemed to be causing tree root damage.
ption 2 - Remove branches from tree canopy overhanging roof structure and those causing otential future damage to building and enclosed play area.

AINT CODE: P03
EMOLITION: **Opt. 1** (Remove Boab) or **Opt.2** (remove overhanging Boab branches.) Remove concrete racetrack." Remove outdoor sink. Excavate sand from sandpit and remove edging.
UILDING WORK REQUIRED: Pressure wash verandah roof, walls and concrete paving. Paint concret aving. Install new shade sail. Install new sink. Insert new sand to playground area and epair edging. Level ground area surrounding concrete racetrack. Replace concrete track pavin ith new.

Option 1 - Arborists to remove tree deemed to be causing tree root damage

Option 2 - Retain tree and preserve tree roots, remove branches from tree canopy overhanging roof structure and those causing potential future damage to building and enclosed play area.

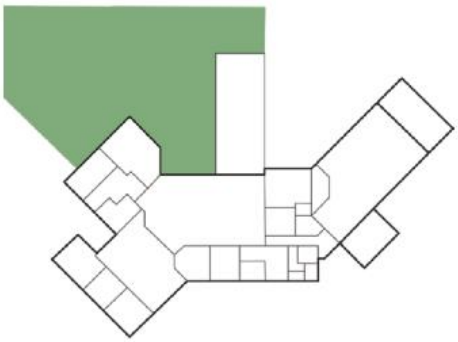
Remove security screens on windows and existing doors and pressure wash to clean security screens and frames, windows, walls, verandah ceiling, columns and concrete paving.

Reinstall security screens to windows and new doors.

Prepare and paint concrete paving (P03) as per FF&E schedule.

Remove sink and install new sink (S08) at height of existing and tapware (PL02.)

One Tree Childcare Centre Outdoor 2

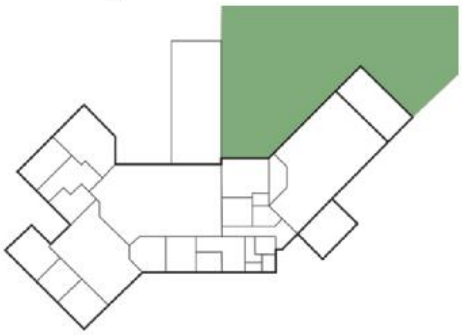


Remove existing concrete racetrack paving.
Level and smooth ground surface surrounding.
Lay new concrete in place of previous as specified in FF&E specification.

Excavate sand from sandpit and remove sandpit edging
Place new sand and construct new sandpit edging as per FF&E specification.

Install new shade sail over playground as per FF&E specification utilising existing columns if deemed structurally sound.

One Tree Childcare Centre Outdoor 2



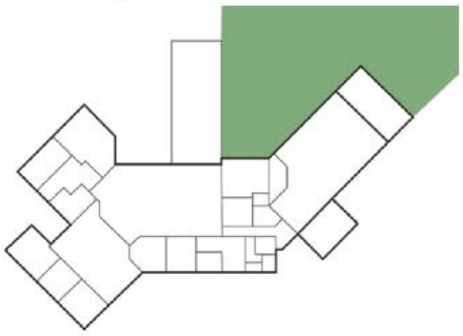
UMMARY

ption 1 - TBC Arborists to remove tree deemed to be causing tree root damage (Boab?)
ption 2 - Remove branches from tree canopy overhanging roof structure
erandah area in poor condition due to wood rot, water damage and tree roots.

AINT CODE: P03
EMOLITION: Remove specified Timber posts, verandah roofing panels, outdoor lighting and oncrete paving. **Opt 1**. (Remove tree and roots,) **Opt 2**. (Remove overhanding tree canopy.) emove fixed outdoor cabinetry, sink and tapware. Excavate playground sand and remove edging. emove large side gate.
UILDING WORK REQUIRED: Place new sand to sandpit and replace edging. Pressure wash verandah eiling, walls, windows, security screens and concrete paving. Construct new verandah with teel posts and beams, corrugated roofing. Install new sink. Paint concrete paving. Install ne ool fencing. Install new gate.

Demolish verandah by removal of corrugated roofing, timber posts, beams and lighting fixtures.
Remove uneven concrete paving only beneath verandah [not paving by building perimeter.]
Saw and remove tree roots from beneath paving and remove tree deemed to be causing damage. Level ground surface.
Lay new concrete paving as per FF&E schedule.
Install steel verandah posts, steel beams and colorbond roofing, ensuring roof slopes away from building structure.
Electrician to install outdoor downlights beneath ceiling.
Roofing finishes specified in FF&E schedule.

One Tree Childcare Centre Outdoor 3



Remove window security screens.
Pressure wash walls, overhanging verandah ceiling, security screens and concrete paving by building perimeter.
Re-install window security screens.
Prepare and paint concrete paving (P03) for paint application as specified in FF&E schedule.

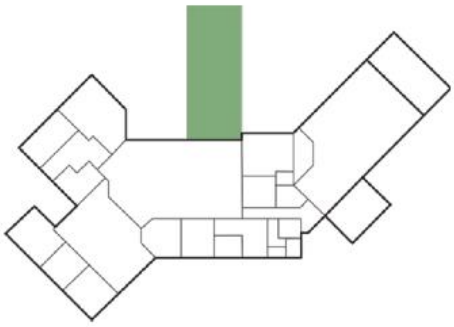
Remove all Cabinetry, benchtops, sink and tapware.
Install new sink (S08) and tapware (PL02) in place of existing as specified in FF&E finishes schedule.

Excavate sand in sandpit.
Remove sandpit edging, replace edging and sand with new as specified in FF&E finishes schedule.

Install new pool fencing to yard as specified in FF&E finishes schedule. Refer to architectural plan for location.

Remove existing gate. Install new single swing gate as specified in FF&E schedule specification. Patch and repair perimeter fencing to make good.

One Tree Childcare Centre
Outdoor 3



UMMARY
AINT CODE: N/A
EMOLITION: Remove softfall flooring. Excavate tree roots.
UILDING WORK REQUIRED: Level ground surface, Install new decking flooring.

Remove softfall flooring from breezeway.
Saw to excavate and dispose of tree roots and obstructions beneath surface.
Even surface, prepare as neccessary and install new timber decking (FL03) as specified in FF&E finishes schedule.

Visible signs of damage due to proximity to Tree (tbc which tree deemed to be causing the damage.)

One Tree Childcare Centre Breezeway

1420. VERANDAH / ENTRY

UMMARY

AINT CODE: P03
EMOLITION: Remove all verandah posts. Remove security screens to windows for reinstallation.
JILDING WORK REQUIRED: Install new steel verandah posts, fill paving potholes, install drain over to drain, pressure wash verandah ceiling, windows and security screens. Paint concrete aving. Cover holes in grass as appropriate. Install balustrade/ fencing between columns.

Remove all verandah posts and stirrups.

Install new steel verandah posts with steel columns in place of existing as specified in FF&E schedule.

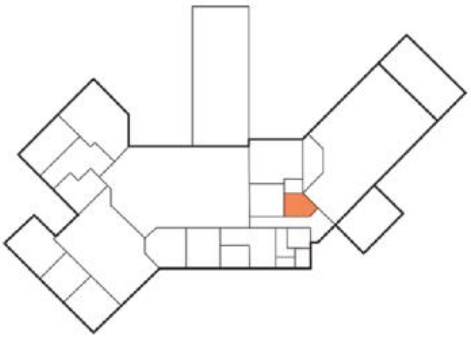
Install new fencing / balustrade between steel posts as specified in FF&E schedule, refer to architectural plans for location.

Clean debris from existing drain and make good.
Install drain cover to allow even walking surface as specified in FF&E schedule.

Pour concrete to fill potholes and repair concrete around new posts in verandah paving as necessary as specified in FF&E schedule.

Remove security screens from all external windows, pressure wash verandah ceiling, windows and frames, concrete paving and retained verandah post.

Prepare and Paint concrete paving (P03) as specified in FF&E specification.



UMMARY * Wet Area *
PPLIES ONLY TO BATHROOM OPTION 2. FOR BATHROOM OPTION 1+3 STOREROOM REMAINS AS IS & REPLACE
OOR ONLY WITH SAME DESIGN AND SIZE.

enovate existing storeroom and convert to bathroom.
efer to architectural plan and elevation drawings for specification

AINT CODE: Ceiling - P12, Walls - P10, Doors - P11.
EMOLITION: remove boiler unit, remove door D32. Remove all fixed cabinetry. Remove skirting
UILDING WORK REQUIRED: Relocate boiler unit to storeroom behind. Install extractor fan to
eiling. Install CFC wall cladding. Install plumbing and sewerage. Tile Floor and walls.

Remove door and door frame D32.
Convert double swing door D32 to single swing. Extend and repair wall around and make good.
Install fixed window panel adjacent to door.
Install new door D32 as specified in Assa Abloy Door and Hardware schedule with clear glazing insert for visibility into playroom. Door to be dutch half-door, self-locking/closing, handles above 750mm.
Relocate boiler to storeroom behind.

Even floor surface and lay floor tiles (FL02) as per FF&E specification.
Install plumbing and sewerage for 2x toilets (WC01), 1x floor waste (FW), 1x trough sink (S03) and 2x tapware (PL02).
Install fixtures above and 1 x mirror (M04).

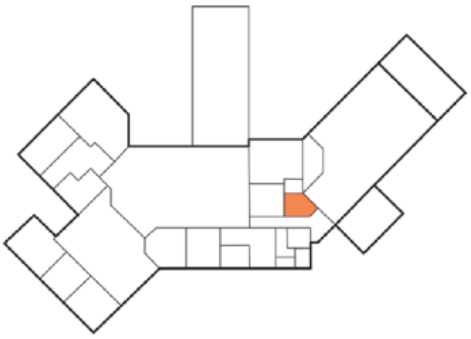
Install Aquachek wall panel cladding. Prepare wall surface and lay wall tiles and sink splashback (T01.)

Install toilet cubicle partitions and doors as specified (LAM04)
Paint walls (P06), ceiling (P12) and doors (P11) as specified in FF&E schedule.

I/D

One Tree Childcare Centre

Store 1



UMMARY * Wet Area *
ption 1- Install new CFC ceiling to entire playroom and RM22 and paint (P02.)
ption 2 - Retain existing ceiling and clean

enovate existing kitchenette and renovate to convert to bathroom.
efer to architectural plan and elevation drawings for specification

AINT CODE: Ceiling - **Opt.1**(P12,) Walls - P10, Doors - P11.
EMOLITION: Remove all fixed cabinetry. Remove door and frame D33. Remove timber flooring.
emove Pinboard. **Opt.1**- (Remove entire Aluminium slat ceiling)
UILDING WORK REQUIRED: Extend wall across D33 to remove. Install extractor fan to external
all. Extend plumbing and sewerage. Tile Floor and walls. Install toilets, FW, cubicle
artitions, sink, tapware and nappy change. Paint walls, door and ceiling. Install new
itchenette, sink, benchtops and cabinetry to playroom..

* Refer to FF&E schedule for specification.

Remove all kitchenette cabinetry, benchtops, oven, sink tapware and pinboard.
Remove timber flooring from existing kitchenette area.

Opt.1 (Remove aluminium slat ceiling in entire playroom including bathroom area. Install new Aquachek ceiling (C01) and paint (P12.)

Lay screed to level floor.
Lay new floor tiles (FL02,) wall tiles and splashback(T01)
Remove door and frame D33.
Build wall to extend across void, patch as neccessary.

Construct two steel frame partition walls with window inserts to playroom area. Install new dutch half-door D49, with self-locking latch, handles above 750mm

Install plumbing, sewerage and fixtures for 3x toilets (WC01), 1x trough sink (S03,) 1x Floor Waste (FW,) 3x tapware (PL02), 1x paper towel and 1x soap dispensers, 3x toilet roll holders, cubicle and door partitions (LAM04)

Install extractor fan to double brick external wall.

Install new kitchenette, sink (S07), tapware (PL03,) benchtops (LAM02) and cabinetry (LAM01) to playroom side of wall.

Paint all walls (P10,) doors (P11) and ceiling **Opt.1**(P02) or **Opt.2**(clean ceiling)as specified in Architectural Drawings and FF&E schedule.

One Tree Childcare Centre Bathroom Option

13.2 CEO RECRUITEMENT - SPECIALIST RECRUITEMENT CONSULTANT APPOINTMENT

File Number: **5340**

Author: **Neil Hartley, Director, Strategic Business**

Responsible Officer: **Tamara Clarkson, Acting Chief Executive Officer**

Authority/Discretion: **Executive**

SUMMARY

The resignation of the current CEO, Ms Amanda Dexter, initiates the process and responsibility for Council to appoint a suitably qualified Temporary CEO and recruitment process of a permanent CEO.

Under the Local Government Act 1995, Council is responsible for the recruitment and selection of their sole employee, the CEO.

This item has been prepared under the direction of the Shire President to present to Council the following:

1. Appointment of a Temporary CEO (noting Council Policy *(C9) Temporary Employment or Appointment of (Acting) Chief Executive Officer)* along with endorsement of a remuneration package;
2. Appointment of an Independent Member of the Management Review Committee in accordance with the Local Government (Administration) Regulations 1996;
3. Endorsement of the recruitment process in accordance with the requirements of the minimum standards; and
4. Appointment of a Specialist Recruitment Consultant to assist and guide Council with the recruitment process.

DISCLOSURE OF ANY INTEREST

Nil applicable by Author.

BACKGROUND

Ms Dexter has provided notice to the President of her intention to resign from her position (to take up the appointment of the Shire of Carnarvon's new Chief Executive Officer) with her last day of employment at the Shire of Derby/West Kimberley being Friday 11 October 2024. The President has accepted the Ms Dexter's resignation and departure date.

Ms Dexter is currently on annual leave (until 13 September) and Deputy CEO (Tamara Clarkson) has been appointed as the Temporary/Acting CEO during that period of annual leave.

The Shire has a policy specific to the *Temporary Employment or Appointment of (Acting) Chief Executive Officer (C9)*. This policy is a Local Government Act requirement. It outlines the process for the appointment of an Acting Chief Executive Officer but was adopted prior to the more recent existence of the position of Deputy Chief Executive Officer (see notes in *Policy Implications* section below).

The Local Government Act and the associated Administration Regulations strictly regulate the appointment process and to assist with this, the Department of Local Government has developed guidelines. (see *Guidelines for Local Government CEO Recruitment and Selection* (attached)), and

Council must therefore meet (with the assistance and guidance of the appointed Specialist Recruitment Consultant on several of the below mentioned) at least the minimum standard for recruitment and selection of a CEO, which are:

1. **S1.1:** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context;
2. **S1.2:** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants;
3. **S1.3:** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government;
4. **S1.4:** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed;
5. **S1.5:** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria;
6. **S1.6:** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application;
7. **S1.7:** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria;
8. **S1.8:** The appointment is made impartially and free from nepotism, bias or unlawful discrimination;
9. **S1.9:** The council has endorsed by absolute majority the final appointment;
10. **S1.10:** The council has approved the employment contract by absolute majority; and
11. **S1.11**: The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Council at its 26 October 2023 Meeting, appointed *a CEO Performance Review Committee/CEO Appointment Committee* as per below:

CEO Performance Review Committee/CEO Appointment Committee

Committee Title:	CEO Performance Review Committee/CEO Appointment Committee
Role and Function:	Undertakes the performance review of the CEO and negotiates changes to the CEO's contract of employment for subsequent Council approval. All Councillors have historically been appointed to the Committee. Consider and appoint a Chief Executive Officer.
Membership:	President (and Panel Presiding Member) and Deputy President Additional Councillor members can be considered at the point in time when the Panels (vis. Performance Review and CEO Appointment) are needed to operate. Note: If there were to be a separate *CEO Appointment Committee*, it would only be established for a defined period and as part of any CEO appointment process.
Independent Person:	The calling of applications for the independent person position (to sit on both of the Panels) be deferred until the CEO Appointment Panel is required.
Meeting Frequency:	Annually for the performance review, and "as required" for CEO appointments.

The membership of this Committee is:

- President McCumstie;
- Deputy President Haerewa; and
- Councillor O'Meara.

Noting that the calling of applications for the independent person position was deferred until a CEO appointment was actually required.

Invitations to lodge submissions by Specialist Recruitment Consultants have been called and two have been received (LO-GO Appointments; and Page Executive) – see attached. Both proposals are from experienced providers.

STATUTORY ENVIRONMENT

Local Government Act S. 5.10 (Committee members, appointment of) requires that a member of a committee is to be appointed by Absolute Majority.

Local Government Act 5.39A (Model standards for CEO recruitment, performance and termination) prescribes model standards for local governments in relation to the recruitment of CEOs.

Local Government Act S.5.39C (Policy for temporary employment or appointment of CEO) outlines that a local government must prepare and adopt a policy for temporary employment or appointment of CEO of an employee to act in the position of CEO for a term not exceeding 1 year.

Local Government (Administration) Regulations (**Part 4 — Local government employees)** outlines a range of legislative requirements relevant to the appointment of a Chief Executive Officer, including:

- **18A. Vacancy in position of CEO or senior employee to be advertised**

- **18B. Contracts of CEOs and senior employees, content of**
- **18FA. Model standards for CEO recruitment, performance and termination**
- **18FB. Certification of compliance with adopted standards for CEO recruitment**

to highlight several.

POLICY IMPLICATIONS

(C9) Temporary Employment or Appointment of (Acting) Chief Executive Officer - Outlines the process for the appointment of an Acting Chief Executive Officer (being an existing employee or otherwise) for a term not exceeding one year. This policy is being updated at the next Council Policy Review, to reflect the existence of the position of Deputy Chief Executive Officer (which wasn't the case when the Policy was initially adopted).

FINANCIAL IMPLICATIONS

Two proposals have been received, provided under confidential attachment (LO-GO Appointments; and Page Executive). Both proposals are from experienced providers but the pricing for each is different (LO-GO Appointments - $14,630; and Page Executive - $30,000). Expenses are additional for both are assumed will be similar.

The calling for nominations for an independent panel member will consume several hours of officer time, but less than $1,000 in cash expenses. The anticipated sitting fees and expense reimbursements for this position is expected to be in the order of $3,000 - 5,000, depending on the number of applicants received for the Permanent CEO position.

The recruitment expenses for a new CEO was not included in the current budget and therefore funds allocated to Consultants will be utilised until a budget adjustment (as part of the normal budget review cycle) can be considered 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
Organisation's Operations: Not having in place a program to enable the organisation to operate normally "between CEO's" will adversely disrupt the operations of the Shire.	Possible	Moderate	Medium	Ensure the appointment of a Temporary/Acting CEO remains in place until the Permanent CEO commences.

Legal & Compliance: Non-compliance with the Local Government Act's CEO Appointment requirements will result in a legislative breach and the possible need to repeat the appointment process.	Possible	Moderate	Medium	Appoint a competent and experienced consultant to undertake the CEO recruitment process.
Reputation: Delays in currently planned strategic and operational outcomes could result in adverse community perceptions being expressed.	Possible	Minor	Medium	Ensure the community is informed of the progress with the CEO appointment and the transitional processes in place.

CONSULTATION

No community consultation is required on this occasion.

COMMENT

The appointment of the independent person position on the CEO Performance Review/CEO Appointment Committee (deferred until a CEO appointment was actually needed) requires attention and needs to meet the following requirements:

1. The Local Government Act S. 5.10 (Committee members, appointment of) requires that a member of a committee is to be appointed by Absolute Majority, so it requires a Council decision; and
2. The Department's Guidelines highlight that *"the panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government."*;

It is suggested that the calling of applications for this position should be by a local public invitation, with selection made via a direct report to Council.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. DLG - CEO Appointment Guidelines

RECOMMENDATION

That Council by Absolute Majority:

1. **Endorse the process for the recruitment of a Chief Executive Officer (CEO) as per the minimum standards for recruitment and selection of a CEO as outlined in the attached Department of Local Government *Guidelines for Local Government CEO Recruitment and Selection*;**
2. **Requires that the Acting CEO (in consultation with the President) call for nominations for the position of Independent Panel Member to the CEO Performance Review/CEO Appointment Committee, and that a report to Council follow, so that appointment can be made;**
3. **Appoint LO-GO Appointments as the Specialist Recruitment Consultant to assist Council with the recruitment process; and**
4. **Confirms the continued appointment of Deputy CEO Ms Tamara Clarkson as Temporary/Acting CEO for the period from Ms Dexter's departure on Friday 11 October 2024, until the Permanent CEO) commences, on the same terms and conditions and the existing CEO contract.**

Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

Local Government (Administration) Amendment Regulations 2021

February 2021

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Preface

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act* 1995 (Act) lists a number of general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

S1.1 The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.

S1.2 The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.

S1.3 The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.

S1.4 The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.

S1.5 The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.

S1.6 The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.

S1.7 The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

S1.8 The appointment is made impartially and free from nepotism, bias or unlawful discrimination.

S1.9 The council has endorsed by absolute majority the final appointment.

S1.10 The council has approved the employment contract by absolute majority.

S1.11 The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000* (WA).

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020*. A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities of panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview

questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,

such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
    - the value of one year's remuneration under the contract; or
    - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standards

The minimum standard for performance review will be met if:

S2.1 Performance criteria is specific, relevant, measurable, achievable and time-based.

S2.2 The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.

S2.3 The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.

S2.4 The collection of evidence regarding performance outcomes is thorough and comprehensive.

S2.5 Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.

S2.6 The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Performance Criteria

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the

council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,

performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

Confidentiality

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

S3.1 Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.

S3.2 Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.

S3.3 The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.

S3.4 Decisions are impartial and transparent.

S3.5 The council of the local government has endorsed the termination by absolute majority.

S3.6 The required notice of termination (which outlines the reasons for termination) is provided in writing.

Guidelines

Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

Termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.

14 TECHNICAL SERVICES

14.1 AWARD OF TENDER T01-2024/25 CALWYNYARDAH-NOONKANBAH ROAD RESHAPING AND GRAVEL RESHEETING

File Number: **0481**

Author: **Bhavesh Modi, Manager of Infrastructure**

Responsible Officer: **Wayne Neate, Director Technical and Development Services**

Authority/Discretion: **Executive**

SUMMARY

This item is for Council to consider the awarding of Tender T01-2024/25 being the contract works required to undertake gravel reshaping and re-sheeting on shoulders, batters, table drains and road pavement from SLK 9.75 to 10.87, SLK 28.60 to 30.40, SLK 42.00 to 43.30 and SLK 61.00 to 63.36 a total of 6.58Km on the Calwynyardah-Noonkanbah road. It is proposed that the Tender be awarded to Buckley's Earthworks and Paving (BEP).

DISCLOSURE OF ANY INTEREST

Nil by author; Nil by Responsible Officer.

BACKGROUND

As proposed in Council's 2024/2025 budget, funding has been allocated for improvement works to undertake gravel reshaping and re-sheeting on shoulders, batters, table drains and road pavement from SLK 9.75 to 10.87, SLK 28.60 to 30.40, SLK 42.00 to 43.30 and SLK 61.00 to 63.36 a total of 6.58Km, on the Calwynyardah-Noonkanbah road. Following the tender advertisement, two requests were made for the applicable tender documents.

At the close of tenders on the 30th July 2024, submitted tender documents were received from;

- Buckley's Earthworks and Paving
- Robbro WA Pty Ltd

STATUTORY ENVIRONMENT

Local Government Act 1995 – 3.57 Tenders for the providing goods or services and *Local Government (Functions and General) Regulations 1996* Part 4 Tenders for providing goods or services.

POLICY IMPLICATIONS

Section 8 - Purchase of Goods and Services

Regional Price preference Policy AF33

FINANCIAL IMPLICATIONS

Funds for the undertaking of this contract are contained within the proposed 2024/2025 budget for gravel reshaping and re-sheeting on the road pavement, shoulders, batters, and table drains on Calwynyardah-Noonkanbah Road.

The funding is comprised of the following;

Calwynyardah-Noonkanbah Road – RC014

- Roads to Recovery – $245,934
- Remote Access Road – $250,000
- Road Project Grant – $491,867
- Total - $987,801

Roads to Recovery (R2R) funds are funds from a five-year program running from financial year 24/25 to 28/29 and these funds are Federal government controlled. These R2R grants are stand alone and can be used for a complete or part of a project.

Remote access road grants are made up of funds from Main Roads Western Australia (MRWA) and Special road grants from the Federal Assistance Grant (SFAGS) on a 33.3% and 66.6% basis respectively. The amounts shown above for the Remote access road grants is the combined total of the MRWA and SFAGS grants. These grants are road specific grants.

Road project grants are funds administered by MRWA and are funded in a manner that 66.6% of the grant is from MRWA and the rest of the grant is Shire funds making up the final 33.3%. In the amounts shown above we are only listing the 66.6% from MRWA we are using R2R grant to make up Councils 33.3%. These grants are road specific grants.

The Tender price submission from BEP is attached as a confidential attachment.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
4. Environment	4.2 Liveable Communities	4.2.3 Encourage and facilitate the maintenance and development of infrastructure that connects our communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Community: Access to communities restricted.	Likely	Moderate	High	Maintain roads to industry standard.

CONSULTATION

Tender T01-2024/25 Calwynyardah-Noonkanbah Road Reshaping and Gravel Re-sheeting, was advertised in local and state-wide newspapers, with the tender closing 2.00pm (WST) on 30 July 2024. The advertised Tender allowed for a minimum of fourteen days for individuals or companies to submit tenders, which included the opportunity to view and inspect the construction site. Council officers have carried out several inspections on the section of road concerned to ascertain the most appropriate locations for treatment.

COMMENT

For the purposes of the project the scope of works was split into separate components as follows;

- Project – Reshape/Re sheet shoulders, batters, table drains and road pavement from SLK 9.75 to 10.87, SLK 28.60 to 30.40, SLK 42.00 to 43.30 and SLK 61.00 to 63.36 a total of 6.58Km, on the Calwynyardah-Noonkanbah road.

It is recommended that the tender be awarded to the contractor with the highest average score given by three assessors, using the Approved Tender Scoring Criteria that falls within the allocated budget. The Regional Price Preference Policy AF33 was applied to the prices submitted by Buckley's Earthworks and Paving.

The criteria and weighting for this tender were as follows;

Criteria	**%**
Company History & Track Records	**10**
Key Personnel and Experience	**15**
Tenderer's Capacity & Resources	**10**
Demonstrated Understanding	**25**
Local Supplier Details	**20**
Quality Management Systems	**15**
Risk	**5**

A score summary is shown below;

Buckley's Earthworks and Paving	**C1**
Robbro WA Pty Ltd	**C2**

	Weighted Score	**C1**	**C2**
Company History & Track Records	10%	7.7	6.3
Key Personnel Skills & Experience	15%	11.3	9.3
Tenderer's Capacity & Resources	10%	7.3	7.0
Demonstrated Understanding	25%	18.7	16.7
Local Supplier Details	20%	16.0	14.3
Quality Management System	15%	12.7	10.0
Risk	5%	4.0	3.3
Totals	**100%**	**82.3**	**67.0**

As seen in the table above, Buckley's Earthworks and Paving score reflects the business's capability in each area in the Assessment Criteria for T01-2024/25 Calwynyardah-Noonkanbah Road Reshaping and Gravel Re-sheeting.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. T01-2024/25 Confidential Price Score - Confidential

RECOMMENDATION

That Council;

1. **Award Tender T01-2024/25 Calwynyardah-Noonkanbah Road reshaping and Gravel re-sheeting to Buckley's Earthworks and Paving; and**
2. **Authorise the CEO to negotiate with the successful tenderer to increase the amount of works onsite to expend the budget.**

14.2 AWARD OF TENDER T02-2024/25 GEE GULLY ROAD RESHAPING AND GRAVEL RESHEETING

File Number: **0481**

Author: **Bhavesh Modi, Manager of Infrastructure**

Responsible Officer: **Wayne Neate, Director Technical and Development Services**

Authority/Discretion: **Executive**

SUMMARY

Council is to consider the award of Tender T02-2024/25 being the contract works required to undertake gravel reshaping and re-sheeting on the road pavement, shoulders, batters, and table drains for a total length of 6.14Km, on the Gee Gully Road. It is proposed that the Tender be awarded to Buckley's Earthworks and Paving (BEP).

DISCLOSURE OF ANY INTEREST

Nil by author; Nil by Responsible Officer.

BACKGROUND

As proposed in Council's 2024/2025 budget, funding has been allocated for improvement works to undertake gravel reshaping and re-sheeting on the road pavement, shoulders, batters, and table drains from Straight line Kilometre (measurements used on roads from a start point) (SLK) from SLK 42.72 to 43.63, SLK 52.95 to 53.90, SLK 57.22 to 57.56 and SLK 84.55 to 88.49 a total of 6.14Km on the Gee Gully road. Following the tender advertisement, four requests were made for the applicable tender documents.

At the close of tenders on the 30 July 2024, submitted tender documents were received from;

- Buckley's Earthworks and Paving
- Robbro WA Pty Ltd
- Nellmax civil
- Walyarra Contracting Pty Ltd

STATUTORY ENVIRONMENT

Local Government Act 1995 – 3.57 Tenders for the providing goods or services and *Local Government (Functions and General) Regulations 1996* Part 4 Tenders for providing goods or services.

POLICY IMPLICATIONS

F1 Procurement of Goods and Services

F7 Regional Price preference Policy

FINANCIAL IMPLICATIONS

Funds for the undertaking of this contract are contained within the proposed 2024/2025 budget for gravel reshaping and re-sheeting on the road pavement, shoulders, batters, and table drains on Gee Gully Road.

Each road is comprised of the following funding;

Gee Gully Road – RC004

- Roads to Recovery – $218,067
- Remote Access Road – $24,000
- Road Project Grant – $434,136
- Total - $678,201

Roads to Recovery (R2R) funds are funds from a five-year program running from financial year 24/25 to 28/29 and these funds are Federal government controlled. These R2R grants are stand alone and can be used for a complete or part of a project.

Remote access road grants are made up of funds from Main Roads Western Australia (MRWA) and Special road grants from the Federal Assistance Grant (SFAGS) on a 33.3% and 66.6% basis respectively. The amounts shown above for the Remote access road grants is the combined total of the MRWA and SFAGS grants. These grants are road specific grants.

Road project grants are funds administered by MRWA and are funded in a manner that 66.6% of the grant is from MRWA and the rest of the grant is Shire funds making up the final 33.3%. In the amounts shown above we are only listing the 66.6% from MRWA we are using R2R grant to make up Councils 33.3%. These grants are road specific grants.

The Tender price submission from BEP is attached as a confidential attachment.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
4. Environment	4.2 Liveable Communities	4.2.3 Encourage and facilitate the maintenance and development of infrastructure that connects our communities

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Community: Access to communities restricted.	Likely	Moderate	High	Maintain roads to industry standard.

CONSULTATION

Tender T02-2024/25 Gee Gully Road Reshaping and Gravel Re-sheeting, was advertised in local and state-wide newspapers, with the tender closing 2.00pm (WST) on 30 July 2024. The advertised Tender allowed for a minimum of fourteen days for individuals or companies to submit tenders, which included the opportunity to view and inspect the construction site. Council officers have carried out several inspections on the section of road concerned to ascertain the most appropriate locations for treatment.

COMMENT

For the purposes of the project the scope of works was split into separate components as follows;

- Project – Reshape/Re sheet shoulders, batters, table drains and road pavement from SLK 42.72 to 43.63, SLK 52.95 to 53.90, SLK 57.22 to 57.56 and SLK 84.55 to 88.49 a total of 6.14Km on the Gee Gully road.

It is recommended that the tender be awarded to the contractor with the highest average score given by three assessors, using the Approved Tender Scoring Criteria that falls within the allocated budget. The Regional Price Preference Policy AF33 was applied to the prices submitted by Buckley's Earthworks and Paving.

The criteria and weighting for this tender were as follows;

Criteria	**%**
Company History & Track Records	**10**
Key Personnel and Experience	**15**
Tenderer's Capacity & Resources	**10**
Demonstrated Understanding	**25**
Local Supplier Details	**20**
Quality Management Systems	**15**
Risk	**5**

A score summary is shown below;

Buckleys Earthworks and Paving	**C1**
Robbro WA Pty Ltd	**C2**
Walyarra Contracting Pty Ltd	**C3**
Nellmax Civil	**C4**

	Weighted Score	**C1**	**C2**	**C3**	**C4**
Company History & Track Records	10%	7.7	6.3	6.3	2.0
Key Personnel Skills & Experience	15%	11.3	9.3	11.0	6.0
Tenderer's Capacity & Resources	10%	7.3	7.0	7.0	1.0
Demonstrated Understanding	25%	19.0	16.7	18.0	0.3
Local Supplier Details	20%	16.3	14.3	16.0	0.0
Quality Management System	15%	12.7	10.0	11.0	0.0
Risk	5%	4.0	3.3	3.7	0.0
Totals	**100%**	**78.3**	**67.0**	**73.0**	**9.3**

As seen in the table above, Buckley's Earthworks and Paving score reflects the business's capability in each area in the Assessment Criteria for T02-2024/25 Gee Gully Road Reshaping and Gravel Re-sheeting. In particularly, the information they provided in many areas like quality control, availability of gravel and water resources, local supplier details etc. are quite detailed in comparing to other contractors.

For Councils information the reason behind the low scores or no scores awarded to Nellmax Civil are the result of not providing any or very little information on the selection criteria within the tender.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. T02-2024/25 Confidential Price Score - Confidential

RECOMMENDATION

That Council;

1. **Award Tender T02-2024/25 Gee Gully Road Reshaping and Gravel Re-sheeting to Buckley's Earthworks and Paving; and**
2. **Authorise the CEO to negotiate with the successful tenderer to increase the amount of works onsite to expend the budget.**

14.3 OLD CROSSING - FITZROY CROSSING

File Number: **8155**

Author: **Wayne Neate, Director Technical and Development Services**

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

Authority/Discretion: **Administrative**

SUMMARY

This item is for Council to consider a course of action in regards to the Old crossing in Fitzroy Crossing following the flood of 2023. The Darlgunaya side of the Old crossing received relatively little damage however the southern side which connected to Yurabi Road has been severely damaged and the item seeks to clarify a process moving forward for this approach to the old crossing.

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

The crossing was originally built in 1935 (lower deck) with the upper deck being added in 1958 to service the town and towns further north of Fitzroy Crossing until the 1970's when the Great Northern Highway was realigned across the current bridges. A comprehensive heritage report on the crossing was undertaken in 2005 which showed the Shire of Derby/West Kimberley first listed the structure in its inventory in 1996 and then on the 7 January 2000 it was permanently listed as a heritage item on the register of heritage places by the Heritage Council of Western Australia.

This listing requires that any maintenance work being carried out on the crossing use methods similar to those used at the initial time of construction. This requirement increases the costs of any maintenance that is to be undertaken.

A concise timeline of events for the Low-Level Crossing in Fitzroy Crossing is as follows;

- Original Crossing built in 1935 (lower deck) was designed to be used by vehicles no larger than 10 tonnes.
- The current deck (upper deck) built in 1958 designed use - maximum drive axle weight of 7.2 tonnes.
- 1970 Great Northern Highway realigned new bridges constructed.
- 1996 Shire lists the low-level crossing on its municipal inventory.
- 1996 – 2016 little if any maintenance has occurred on the crossing – reasons unknown
- January 2000 listed as a heritage item on the register of heritage places by the Heritage Council of Western Australia.
- 2005 Heritage report undertaken
- March 2016 – Shire officers inspect Low Level Crossing – Crossing temporarily closed.
- August 2016 Engineering report undertaken – Merit Engineers

- October 2016 – Application to Western Australian Grants Commission and Main Roads Western Australia (MRWA) – Bridges Special Project Grant $525,000 for risk and engineering assessment – Unsuccessful.
- November 2016 – report to Council – Minute 135/2016
- December and January – Advertised closure of Low-level Crossing to vehicles over 4 tonnes. No records of objections to its closure.
- 2017 – 2018 Chief Executive Officer advised that the crossing should remain closed to all traffic – No file note.
- No risk assessment has been undertaken due to no funds being allocated in budgets post 2016.

The decision of Council is as per minute number 135/2016 from the 24th November 2016 Ordinary Council Meeting are below.

OFFICER RECOMMENDATION:

That Council note the continued closure of the Low Level Crossing in Fitzroy Crossing to all vehicular traffic until a comprehensive safety and risk assessment is carried out and a detailed structural report with recommendations regarding future accessibility is presented to Council for consideration.

COUNCIL DECISION:

MINUTE NO. 135/2016

Moved: Cr C Kloss Seconded: Cr A Twaddle

That Council guide the CEO to do whatever practicable to maintain the Low Level Crossing in Fitzroy Crossing open to vehicles under 4 tonne and to expedite an insurance risk assessment.

CARRIED 6/0

Advice Note:

Noting the normal seasonal closure due to the wet season.

Reason for Change to Officer Recommendation:

An update was provided from the CEO post discussions with Council's Insurers since the report was prepared.

Further to above the on the 25th June 2020 Council further resolved to as per minute number 111/20 keep access to the banks of the river whilst keeping vehicles off the low-level crossing.

RESOLUTION 111/20

Moved: Cr Geoff Davis
Seconded: Cr Paul White

That Council;

1. **Include the Fitzroy Crossing Low Level Crossing in the Road Maintenance Strategy 2020-25 with updated pricing for the risk assessment and upgrade works.**
2. **Close the Fitzroy Crossing Low Level Crossing to all traffic and advertise the decision as per the requirements of the Local Government Act 1995.**
3. **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.**

4. **Instruct officers to investigate alternative sources of funding for the Low Level Crossing.**

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

Officers instructed staff to allow access to the river bed and advertised the decision to close the old crossing and were working towards potential funding or other uses for the low-level crossing when in the early days of 2023 the Fitzroy Valley and most of the Shire of Derby/west Kimberley received an extensive amount of rainfall and as a result of that rainfall the Shire experienced a large amount of flooding along most of its river systems. This in turn caused an extensive amount of damage to infrastructure across the Shire and this flooding in turn substantially damaged the southern approach (Yurabi Road) to the old crossing.

STATUTORY ENVIRONMENT

None applicable

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The current proposal which is to open the northern (Darlgunaya) side of the river after each wet season to allow access to the sand bar and river for recreational purposes will be absorbed into the operational budget of the Fitzroy Crossing works crew and road maintenance. A price to reinstate the southern approach (Yurabi Road side) has not been priced due to the fact it will be recommended to monitor the river has it has changed path following the 2023 flood however it may need to be repaired on an annual basis.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.3 Effective Communication	1.3.2 Listen to and respond to the needs of our communities

4. Environment	4.3 Sustainability	4.3.1 Commit to sustainable environmental practices

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: There is a risk that if works occur on the southern approach to the Old Crossing that a decent wet season could wash away the approach causing significant financial strain to Council	Possible	Severe	High	Council monitor the river bank and formalise a plan moving forward to either place a new approach in or formally decide not to undertake any work on the southern approach.
Reputation: If no access is provided there is a risk that the general populace will become vocal about the issue of access to the river.	Likely	Major	High	Allow access to at least one approach to the river to allow some connectivity for the people of Fitzroy Crossing.

CONSULTATION

Consultation has occurred between officers of Council, MRWA officers and the Fitzroy Crossing working group in particular the Bunuba and Gooniyandi representatives in regards to the future of the Old Crossing.

COMMENT

Officers believe that as normal practice prior to the 2023 flood staff can open the access point to the river on the Darlgunaya side of the river to allow access to the river bed and sand bars to allow for recreational fishing etc.

However, the southern side being the Yurabi Road access may be more problematical as that approach to that bank was completely washed away during the 2023 flood. The river significantly changed its course during that event as you can see from the aerial image. It will be proposed that this approach be monitored over the next two wet seasons to monitor the changes to the bank and how much more the river has changed. Internally officers of council will explore such options as signage and potentially an historic display on the northern bank to show case the history of the old crossing.

It will however be recommended that the southern approach not be reinstated and that the river be observed over the few years to ascertain the directional change post those observations Council can then determine a course of action moving forward.

VOTING REQUIREMENT

Simple majority

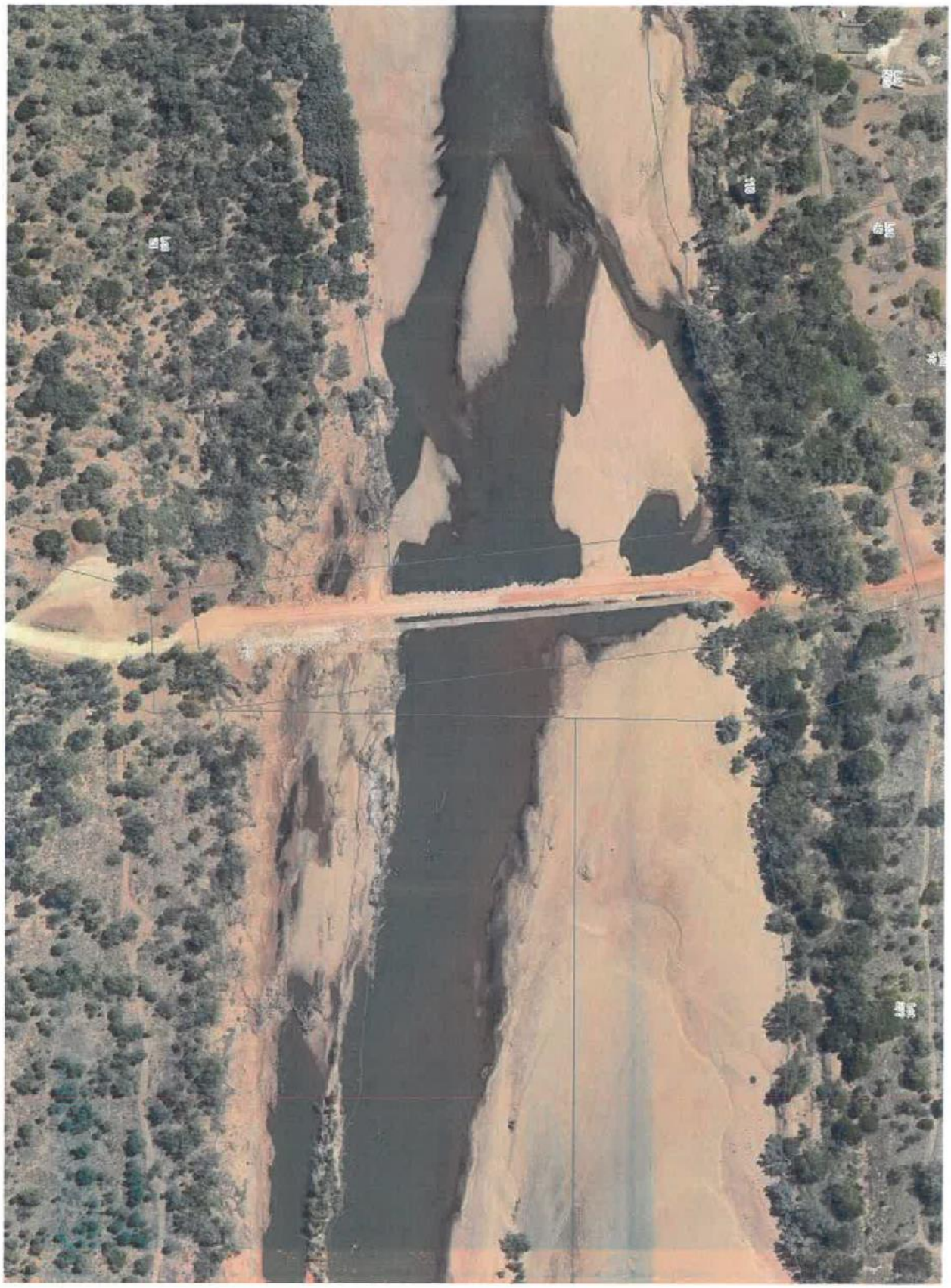
ATTACHMENTS

1. Low-Level Crossing - June 2023

RECOMMENDATION

That Council not reinstate the southern approach from Yurabi Road in the immediate future and instruct the Chief Executive officer to;

1. **Undertake observations of the southern approach river bank to see if any further erosion or river course changes take place over the next two wet seasons;**
2. **Instruct officers to allow traffic on the northern approach access to the river bed and sand bars as per previous practice and;**
3. **Instruct officers to investigate funding sources for the low-level crossing in both its historical use and as a future tourism attraction.**



15 DEVELOPMENT SERVICES

15.1 DEMOLITION OF FIRE DAMAGED ASBESTOS PROPERTY AT 20 BAOBAB STREET

File Number: **7085**

Author: **Mark Chadwick, Manager of Development Services**

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

Authority/Discretion: **Legislative**

SUMMARY

This report requests Councils approval to enforce the Building Order to remove the fire damaged asbestos property on Lot 775, 20 Baobab Street, Derby and further to place a Caveat on the land in order to recover the costs associated with its enforcement.

It is further requested that Council directs the Chief Executive Officer to draft a Policy for its consideration, highlighting that the responsibility for suitably addressing contaminated and derelict (etc) properties remains with the owner and owners will be legally pursued to ensure compliance with orders, and/or costs for any Shire actions taken.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

The Shire had identified a privately-owned residential property in Derby that is abandoned and is in despair requiring demolition. A building order was subsequently issued on 8th March 2022 to order demolition of the residential dwelling and then reissued it to a subsequent purchaser. Council had also previously resolved to allocate costs for the demolition of this fire damaged property in the 28 April 2022 Council Meeting which is included as **Attachment 1.** This matter was not followed through and the non-expended funds were not carried forward into the 22/23 budget or subsequent budgets.

The house at Lot 775, 20 Baobab Street Derby remains uninhabitable and is depicted in **Confidential Attachment 2**. The property has recently been sold and the new owner has attempted to sell the property to an asbestos removalist company however this has been unsuccessful to date. As a result, the owner has not undertaken any action, and instead requests the Shire to take on the property. The Shire is not prepared to accept the owners request. The Shire has rather provided all relevant remediation requirements associated with the Building Order to the new owner on 8 November 2023 and again since the new Building Order was issued on him. The owner has made it known to the Shire that he is not currently employed and therefore is unlikely to be in a position to pay back the costs associated with the demolition and remediation.

STATUTORY ENVIRONMENT

Local governments have the responsibility to effect actions to address property related issues through the following legislation:

- Local Government Act 1995
- Building Act 2011, section 110, 112, 115, 116, 122 Building Regulations 2012, regulation 4

- Health (Asbestos) Regulations 1992
- Environmental Protection Act 1986
- Environmental Protection (Controlled Waste) Regulations 2004
- Occupational Safety and Health Act 1984 (OHSA), Occupational Safety and Health Regulations 1996 and Code of Practice – Safe Removal of Asbestos - 2005.
- Contaminated Sites Act 2003.
- Guidance note on the management of fire damaged asbestos.
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia – 2009 (Asbestos Guidelines).
- Health (Miscellaneous Provisions) Act 1911 - Section 140. Local government may act in default of owner.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Within the budget account 2070666 PREV OTH Demolition of Condemned Buildings, there is a current expense allocation of $150,000. With the removal of 26 Barnett Way, Derby previously endorsed by Council at the meeting held on 30 November 2023 and its actual costing at $132,000. This amount is considered sufficient to allow for the estimated costs associated with the demolition of the property as detailed in the **Confidential Attachment 3.** Should Council approve the enforcement action, confirmation of the full costs will still need to be obtained from a licenced demolition contractor.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	2.1 Safe Communities	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: The damaged asbestos is non-compliant with the Health (Asbestos) Regulations 1992 and Building Act 2011, Building Order.	Almost Certain	Major	High	Removal of the dwelling will remove the risk of asbestos exposure to the community. And ensure compliance with the Building, Health and other related legislation.
Financial: The is a potential that the longer the matter is left there could be a price escalation in remediation of the site.	Almost Certain	Minor	High	Removal of the dwelling as soon as possible will remove the risk of any price escalation.

People Health & Safety: There is a potential for material to become projectiles in strong winds.	Unlikely	Major	Medium	Removal of the dwelling will remove the risk of windblown debris becoming an issues to surrounding properties

CONSULTATION

The Shire has consulted with its solicitors, Department of Health Scientific/Health advisors, Asbestos Removalist contractors, land owner and asbestos risk assessors. A copy of the legal advice regarding the process is provided as **Attachment 5.**

COMMENT

Asbestos and Windblown Hazards

There is urgency in demolishing the property due to friable asbestos being detected throughout the property. Friable asbestos which is a known to lead to asbestos related diseases from exposure to the asbestos fibres, raises the level of urgency due to it becoming potentially windblown and increasing the likelihood for exposure. Similarly, other loose building material may potentially become a physical hazard to people and property, should a strong wind event occur and the material has not been safely removed.

Whilst the site has been reported to the Department of Health for guidance on the procedures for fire damaged asbestos removal, it will also be required to be reported to the Department of Water Environmental Regulation, DWER as a known contaminated site, if the asbestos material is not removed. In this scenario a memorial may be lodged on the title of the land by DWER, which restricts its future land use.

Asbestos Assessment

The Shire received an asbestos risk assessment report dated 8 September 2023 which has been included as **Attachment 2**. This report identified friable asbestos which is regarded as being the most hazardous condition and therefore is expected to require urgent action.

Asbestos Removalists

Currently a Class A (Friable) asbestos removal license is required for this work. Notwithstanding, on advice from the Department of Health, a person holding a Class B (non-Friable) asbestos licence may be used under the supervision of a Class A asbestos removalist under certain conditions. This method is included in the quotations so far received and will be subject to a demolition permit and compliance with the relevant regulations if work is to proceed.

Consideration of engaging local contractors was also made, however a search on the relevant database indicated no Class A contractors were listed. Subsequently the Shire contacted other listed contractors to carry out the work. Replies were only received from a few contractors and these costs are therefore regarded as indicative only. They are attached as reference to the likely costs.

Three quotations have been received from approved asbestos removalists which provide three options;

1. Removal of asbestos cement material cladding without property remediation.

2. Encapsulation (i.e. make temporarily safe) of friable asbestos cement material, no remediation.
3. Full demolition of the contaminated property (land and buildings).

Compliance with Building Order

Failure to comply with a building order within the time stated, or in the case of a building order other than a building order (emergency), the permit authority making the building order may under Building Act 2011 section 118, cause an authorised person:

a. to take any action specified in the order; or

b. to commence or complete any work specified in the order; or

c. if any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease and recover as a debt from the offender in a court of competent jurisdiction the reasonable costs and expenses incurred in doing so.

Options for Dealing with Fire Damaged Material

There are potentially four options for Council to consider.

Option 1 – Encapsulation of Friable Asbestos Only – No Asbestos Removal or Demolition

This option is to remove the friable asbestos but leave the structure otherwise as is. It does not satisfy the building order or remove the risk of friable asbestos detected in the soil from dispersing at some time in the future or as a contaminant remaining in the soil.

Option 2 – Friable Asbestos Removal including Site Remediation – No Demolition

Whilst this option makes the site safe it does not leave the site clear of building materials. It does not satisfy the building order.

Option 3 – Full Demolition and Remediation of Friable Asbestos in soil

This option includes removing all material from the site including any remaining asbestos contamination in the soil and the site being left clean. This option ensures the property does not remain a future exposure risk to the community and is a more permanent solution to the future use of the land and complies with the building order.

Option 4 – Do Nothing

The property is privately owned and there was potential for a resolution if the present owner carried out the Building Order requirements themselves. However, this has so far been unsuccessful due to the significant costs. The owner has thereby requested to surrender the property to the Shire which has since been declined.

This option is to leave the property as is and wear the risk of friable asbestos potentially going beyond the property and reporting the property as a contaminated site to the Department of Water, Environment and Regulation, should the owner default on the order.

It is the officer's recommendation to exercise **Option 3**, as the preferred option and requires the new owner to carry out the necessary works to comply with the Building Order. If a successful prosecution is reached some costs may be incurred under the terms as determined by the court and a caveat being included on the property for registering its interest in recovering the demolition and remediation costs.

Draft Policy

A draft policy is suggested to ensure that the responsibility for suitably addressing contaminated and derelict (etc) properties remains with the owner and that owners will be legally pursued to ensure compliance with orders, and/or costs for any Shire actions taken. The draft Policy will be brought back to Council for its consideration in the future.

This has been included to ensure there is clarity whereby contaminated and derelict buildings are concerned.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Attachment 1 - Council Report 28 April 2022**
2. **Attachment 2 - Property Report - Confidential**
3. **Attachment 3 - Confidential Fee Structure - Confidential**
4. **Attachment 4 - Asbestos Risk Assessment Report**
5. **Attachment 5 - Legal Advice Procedures For Building Orders**

RECOMMENDATION

That Council:

1. **Authorises option 3 and for the prosecution of the Building Order should the owner fail to comply with the Building Order issued for the demolition of 20 Baobab Street Derby WA 6728 and;**
   - **(a) In order to cover the cost of demolition and the inclusion of a caveat on the Title for Lot 775, No 20 Baobab Street Derby reflecting the Shire's interest in the land, requires the CEO to utilise the allocation of $150,000 in COA 2070666 PREV OTH Demolition of Condemned Buildings; and**
   - **(b) Once demolition and inclusion of Caveat on Title for Lot 775, No 20 Baobab Street Derby has been undertaken, the Chief Executive Officer be authorised to actively seek reimbursement of Shire's costs from the owner.**
   - **(c) That the Chief Executive Officer draft a Policy for Council's consideration, highlighting that the responsibility for suitably addressing contaminated and derelict (etc) properties remains with the owner and owners will be legally pursued to ensure compliance with orders, and/or costs for any Shire actions taken.**

14 DEVELOPMENT SERVICES

14.1 ADDRESSING DERELICT HOUSES, UNTIDY BLOCKS IN DERBY AND STRATEGIC STATE HOUSING NEEDS FOR THE SHIRE

File Number: 7085

Author: Robert Paull, Manager Development Services

Responsible Officer: Wayne Neate, Director Technical and Development Services

Authority/Discretion: Legislative

SUMMARY

Council is requested to:

- support the process and direction to address derelict houses and untidy blocks in Derby;
- address the demolition on Lot 775, No. 20 Baobab Street, Derby; and
- seek Federal State Government commitment to improve the public housing stock in Derby and the Kimberley with support from local indigenous corporations.

DISCLOSURE OF ANY INTEREST

Nil by author and Responsible Officer.

BACKGROUND

The Shire has identified 15 privately owned residential properties in Derby that are abandoned and in disrepair and which require either demolition of renovation. The properties identified are included as **Attachment 1**.

Where possible, private owners have been notified of these concerns and requested to either repair the houses or have them removed (i.e. demolished). In all cases, no action to either demolish or improve the properties has been undertaken.

Lot 775, No. 20 Baobab Street Derby

It is noted that the remains of a privately owned house at Lot 775, No. 20 Baobab Street Derby is uninhabitable (due to fire damage) and although a direction to demolish the house has been served, no response from the owner has been received.

A further Ten (10) residential properties in Derby owned by the State Government through the Department of Housing (DoH) have also been identified as abandoned and in disrepair (**Attachment 2**).

It is noted that on the eve of preparing this report, 3 Demotion Permits were issued for the DOH houses as identified in Attachment 2. In addition to the DoH residential properties identified as abandoned and in disrepair, five (5) Department of Health (DoHealth) properties with a similar level of poor quality housing have also been identified (**Attachment 3**).

In relation to the DoH and DoHealth properties, the Shire President and Chief Executive Office have previously expressed their concerns in the strongest of terms about the poor condition of some State housing State Ministers and senior State executives with no discernible results.

It is noted that local government does not have the legislative authority to direct government agencies or instrumentalities to repair the houses or have them removed.

STATUTORY ENVIRONMENT

Privately Owned Properties

Local government may act to have owners address properties in disrepair through the following legislation:

Local Government Act 1995
Building Act 2012
Health (Miscellaneous Provisions) Act 1911.
Health (Asbestos) Regulations 1992

Government Properties

Local government has no statutory authority to direct planning, or building or health activities on Commonwealth or State owned land. Accordingly, Council can only seek to influence improvements (or demolition) of dilapidated government housing.

POLICY IMPLICATIONS

There are no known policy implications associated with this Report.

FINANCIAL IMPLICATIONS

There are direct financial and resource implications for Council associated with this Report. The cost of demolition and removal of asbestos (where applicable) in each dwelling is estimated to be in the vicinity of between $10 - 20,000. Should there be a desire to address houses that are abandoned and in disrepair, Council will need to consider allocating adequate funding in the 2022/23 Budget (and potentially future budgets) to address the (private) dwellings referred in this Report.

It is anticipated that the Shire would seek reimbursement of costs, however often the local government is simply left with land that it would need to dispose. This can result in only a portion of the costs being recovered. In relation to Lot 775, No. 20 Baobab Street, Derby Council is requested to allocate $14,000 from COA 2070787 *Health Other Expenses* to cover the cost of demolition and inclusion of Caveat on Title reflecting the Shire's interest in the land.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	2.1 Safe Communities	1.2.2 Provide strong governance

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: The possible outcomes of the enforcement of the latter legislation requires consideration by Council, in that, failure by owners to comply with directions under the Act generally result in Council having to follow through and conduct the works.	Possible	Moderate	Medium	To actively pursue to have the identified dilapidated housing stock either demolished or renovated.

CONSULTATION

Consultation with the owners of private properties referred in this report has taken place (where the owners were identified and available). Some limited consultation has occurred with properties owned by the DoH where the concerns about the state of their houses has been disclosed.

COMMENT

The implementation of any formal proceedings against a property owner is generally going to be triggered by staff and the timing of when this occurs, while generally dependent on the perceived risk, can usually be planned and budgeted.

The risk to the Shire from not undertaking some form of remediation or corrective works is considered high as the properties are not fenced to keep people out and often the abandoned and dilapidated houses have been accessed by trespassers which increases the likelihood of fire or injury.

Options

The several options and outcomes to address the abandoned and dilapidated privately owned properties as outlined in this Report which include:

1. Do Nothing

Outcome: Should Council takes no action, the buildings will continue to deteriorate and potentially become more dangerous. Not taking action does not abrogate Council of any responsibility.

2. Fence the Sites and Do Nothing

Outcome: As above, and this would not appear to abrogate Council of any responsibility, considering the erection of a fence by Council could be construed to evidence concerns about the state of the building. It also does not remove the negative aesthetical impact of the site.

3. Issue a Notice and Do Nothing

Outcome: This formally flags Council's concerns about a particular site. However, failure to follow through on a notice in a timely manner could still leave Council open to the risk of being perceived responsible for any public harm, whether from windblown building material, asbestos contamination or injury from trespass.

4. Serve Notice on the Property

Outcome: While a notice under the *Building Act 2012* (for a dangerous structure) carries the most significant penalties, it is often a cumbersome, costly and time-consuming process. Service of an *Unfit for Human Habitation* notice under the *Health (Miscellaneous Provision) Act 1911*, conditioned to require immediate demolition may be an appropriate option for a local government, as it allows a fairly quick process through to demolition of the dangerous structure and removal of the public risk.

However both processes raise the issue of the costs required to conduct the works. As an estimate, it may cost anywhere from $10-20,000 to clear the block and while this can be raised as an encumbrance on the Title, the likelihood of recovering those monies from the sale of the property (which is an option open to Council) is remote at best. Council will note that often, in addition to their condition, the properties may often have outstanding rates.

The costs described above do not include existing unpaid rates arrears and the regulatory and legal costs associated with conducting the sale of the property. The Shire's view is that it has an obligation to progress under 4. above whilst acknowledging that the cost to Council and the likelihood that there may not in many circumstances, be any reimbursement is a likely outcome.

20 Baobab Street, Derby

This dwelling was destroyed by fire and is structurally unsound. The property is overgrown with weeds and potentially a further fire hazard. The owner has been issued a Demolition Order under the *Building Act 2012* and has not carried out the works required. Nor has the owner made contact with the Shire.

With the owner failing to undertake the demolition, it is considered necessary for the Shire to now progress the demotion works in order to provide safety and a level of amenity for the area. Due to the very dangerous nature of the remaining structure, Council is requested to support immediate demolition.

Strategic State housing needs for the Shire

The demolition of poor quality of State housing in Derby (and Fitzroy Crossing) is only one aspect of the issues faced by our communities.

It is considered that the State Government must provide a meaningful replacement program of quality housing that addresses the needs of its tenants and addresses the increasing housing shortages in the Shire and the Kimberley as a whole. Mixed with this, the Shire is aware of a significant number of vacant Government Regional Officers' Housing (GROH) houses under that program in Derby. This appears to be a resource that could make in inroads in relation to improving the residential housing supply in the town.

Importantly, the matters of poor housing stock identified in this Report are similar to those acknowledged by many local indigenous corporations; who recognise that appropriate housing is a key to improving the social and economic wellbeing of the broader community. It is open for Council to commence lobbying of both the Federal and State governments on the need for significant ongoing commitment to improve social housing in Derby. In this regard, indigenous stakeholders could be invited to join the Shire in its endeavours to substantially improve the housing stock in Derby through lobbying.

It should be noted that this Report only addresses housing issues in Derby. A further report to Council will shortly be prepared addressing similar matters in Fitzroy Crossing.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. **Attachment 1 - 15 houses**
2. **Attachment 2 - Department of Housing (houses)**
3. **Attachment 3 - Department of Health (houses)**

RESOLUTION 55/22

Moved: Cr Paul White
Seconded: Cr Geoff Davis

That with respect to Addressing Derelict Houses, Untidy Blocks in Derby and Strategic State Housing Needs for the Shire that Council:

1. **Note the Report;**

2. **Authorise the reallocation of $14,000 from COA 2070787 Health Other Expenses to the cost of demolition and inclusion of Caveat on Title for Lot 775, No 20 Baobab Street Derby reflecting the Shire's interest in the land.**

3. **Once demolition and inclusion of Caveat on Title for Lot 775, No 20 Baobab Street Derby has been undertaken, the Chief Executive Officer be requested to actively seek reimbursement of Shire's costs from the owner.**

4. **Request to Chief Executive Officer to:**
   a) **Undertake action as outlined in the Report in relation to progressing the clean-up and where required, demolition of (private) dwellings referred in this Report; and**

   b) **Consider a submission to the 2022/23 Budget that addresses adequate funding for the potential demolition, establishment of a caveat and potential legal actions to the**

address the clean-up/demolition of (private) dwellings referred in this Report.

5. Request the President on behalf of Council, write to:

(a) The Prime Minister of Australia, Premier of Western Australia and the respective Leaders of the Opposition, highlighting the concerns of the community with respect to the need for a meaningful quality State housing program that addresses the needs of its tenants and addresses the increasing housing shortage in the Shire and the Kimberley as a whole;

(b) The Minister for Housing and Minister for Health and respective Opposition spokespersons, requesting immediate action to either demolish or renovate the WA Government housing stock identified in this Report and for the demolished housing to be immediately replaced with quality housing targeted to the needs of tenants and the community;

(c) Indigenous corporations and stakeholders in Derby who also seek to substantially improve local housing stock by inviting them to join with the Shire in lobbying Federal and State Governments to commit to improved social housing in Derby.

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

Against: Nil

CARRIED 8/0

23 Barnett Way Derby

12 Baobab Street Derby

14 Baobab Street Derby

20 Baobab Street Derby

2 Guildford Street Derby

12 Guildford Street Derby

7 Knopp Street Derby

32 Knowsley Street Derby

56 Loch Street Derby

36 Marmion Street Derby

38 Marmion Street Derby

11 McGovern Way Derby

31 McGovern Way Derby

52 Stanley Street

9 TeaTree Mews Derby

17 Barnett Way Derby

28 Barnett Way Derby

7 Baobab Street Derby (Demolition Permit issued by State Housing Authority on 8 April 2022)

12 Baobab Street Derby

17 Baobab Street Derby

77 Clarendon Street Derby

20 McGovern Way Derby

37 McGovern Way Derby (Demolition Permit issued by State Housing Authority on 8 April 2022)

6 Richardson Street Derby

Lot 551 Sutherland Street Derby

1 Rowell Court

3 Rowell Court

5 Rowell Court

9 Rowell Court

4 Alexander Street

BroadSpec ENVIRONMENTAL

ASBESTOS REMOVAL SPECIFICATION

20 Baobab Street, Derby, WA 6728

Prepared For: Bellaluca Demolition

Document Completion Date: 28 August 2023

Job reference: BE3502

20 Baobab Street, Derby, WA 6728

PREPARED FOR:
Bellaluca Demolition

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Document Control

Reference	Status	Date	Prepared
BE3502	Final	06/09/2023	Dave Collins

This report has been prepared by BROADSPEC with all reasonable skill, care, and diligence, and taking account of the manpower and resources devoted to it by agreement with the client. Information reported herein is based on the interpretation of data collected and has been accepted in good faith as being accurate and valid.

This report is for the exclusive use of Bellaluca Demolition. No warranties or guarantees are expressed or should be inferred by any third parties. This report may not be relied upon by other parties without written consent from BROADSPEC .

BROADSPEC disclaims any responsibility to the client and others in respect of any matters outside the agreed scope of the work.

For and on behalf of BroadSpec Environmental Pty Ltd

Dave Collins – Managing Principal
Asbestos Assessor (Licence No: AA00056) / CPCCDE5001

Executive Summary

BroadSpec Environmental Pty Ltd (**"BROADSPEC "**) were commissioned by Bellaluca Demolition (**"Bellaluca"**) to produce a removal specification for asbestos containing material at 20 Baobab Street, Derby, WA 6728 ('**Site**').

Asbestos Containing Materials have been identified at the site and confirmed by previous laboratory analysis.

Due to fire damage the materials found have been deemed to be friable asbestos materials.

Recommendations

The remains of the building are due to be demolished and therefore it is recommended that all asbestos materials identified within the structure are removed. It is recommended that all of the works to clear the site are carried out by the appointed asbestos removal contractor.

The asbestos materials are deemed to be friable and can only be removed by an asbestos removal contractor that holds a **Class A asbestos removal license** issued by WorkSafe WA.

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Appendix B: Site Photos
Appendix C: Certificate of Analysis

2 Introduction

BROADSPEC was requested by Bellaluca Demolition to produce a removal specification for asbestos containing material located at 20 Baobab Street, Derby, WA 6728

The following asbestos materials were identified during the investigation

Red text denotes friable asbestos materials.

Photo ID#	Material Containing Asbestos	Location	Asbestos Type
1 – 4	Asbestos Fibre Cement Debris.	Located within the remains and surrounds of the building structure.	Amosite and Chrysotile Asbestos Detected.
5 – 6	Asbestos Fibre Cement Debris.	Located within the remains of the building structure.	Amosite and Chrysotile Asbestos Detected.
7 – 8	Asbestos Fibre Cement Wall Panels.	Located within the remains of the building structure.	Chrysotile Asbestos Detected.
9	Asbestos Eaves Panels.	Located at the rear of the building within the remains of the building structure.	Chrysotile Asbestos Detected.
10 – 12	Asbestos Fibre Cement Debris.	Located within the rear garden surrounds of the building structure.	Chrysotile Asbestos Detected.

2.1 Objectives

This document was created to provide details for the safe removal of identified asbestos at 20 Baobab Street, Derby, WA 6728

Its objectives are to:

- Provide guidance for the safe removal of the identified asbestos materials.
- Provide details to allow a detailed Asbestos Removal Control Plan (ARCP) to be produced by the asbestos removal contractor.
- Describe the process for ensuring the safety of others during the removal works.

3 Background Information

3.1 Site Description

Site Address:	20 Baobab Street, Derby, WA 6728
No. of Buildings:	1 – as indicated in figure 1 below.

Figure 1 Site Layout

4 Criteria

4.1 Western Australia Legislation

The site survey was carried out in accordance with the following Western Australian legislation and guidance:

- Work Health and Safety Act 2022 (WHS Act)
- WA Occupational Safety and Health Regulations (1996).
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)].
- Work Health and Safety Commission, How to safely remove asbestos: Code of Practice 2022.
- Work Health and Safety Commission, How to manage and Control Asbestos in the Workplace: Code of Practice 2022.

4.2 Asbestos Removal Requirements

Prior to the commencement of any works associated with asbestos, an asbestos removal contractor must notify the regulator of the plan to undertake asbestos removal works. This notification process typically includes completing a notification form and supplying the regulator with an Asbestos Removal Control Plan (ARCP). The ARCP should include as a minimum:

- Proposed method for removal of asbestos
- Approximate quantity and kind of asbestos to be removed
- Equipment proposed to be used to remove the asbestos, including PPE and RPE equipment
- Details of air monitoring programme (as required)

Removal works may only commence Five (5) days following submission of this documentation unless provision is given by the regulator for the work to be undertaken sooner, as emergency asbestos removal works.

A Safe Work Method Statement (SWMS) must also be developed and delivered to the head contractor for the site. The SWMS is developed to outline the safe work methods and hazard controls necessary for managing the risk of asbestos exposure.

Prior to asbestos removal being undertaken, the Site Controller should:

- Provide a copy of the asbestos register to the asbestos removal contractor
- Inform all occupants and workers employees in the areas adjacent the proposed asbestos removal work areas of plan for asbestos to be removed
- Ensure arrangements have been made for air monitoring to be conducted, as per Section 6 Asbestos Removal Air Monitoring Requirements
- Arrange for a visual inspection, as per Section 6 Asbestos Removal Air Monitoring Requirements and issue of a Clearance Certificate by a Licensed Asbestos Assessor at the completion of asbestos removal works, prior to the removal area being reoccupied.

4.3 Additional Requirements

- All electrics are to be fully isolated within the work area prior to the start of works.
- The contractor is required to comply with all primary contractor OSH systems and undergo the required site induction(s), Toolbox, Pre-Starts etc., prior to the start of works.
- There are high level areas that will need to be accessed as part of the removal works – the SWMS. should outline access arrangements for these areas and compliance with all working at height regulations.
- All portable plant and equipment used should be tested, tagged, and within service date.
- Car parking and location of the waste skip is to be arranged with the primary contractor prior to the start of works.

5 Methodology for Asbestos Removal

5.1 Friable Asbestos Removal Works (Class A)

The area contains friable asbestos materials.

For these materials asbestos removal control measures are required with the following procedure to be used as guidance.

- On arrival at site the Decontamination Unit is to be set up.
- Barrier tape and warning signs are to be erected around the work area.
- All large pieces of asbestos debris within the building structure are to be wetted down, wrapped in polythene and placed in the skip.
- All remaining materials are to be wetted down during removal and disposed of as asbestos waste.
- Once the bulk of the building materials have been removed an emu pick is to be carried out to remove any surface fragments that may be present. This will also include the debris that is present to the additional buildings that are on the site.
- On completion of the emu pick a ground scrape is to be carried out to a depth of 100mm around the building footprint to ensure that any subsurface fragments are also removed.
- The ground scrape is to extend out to a zone of 2 meters from the building footprint around the perimeter of where the building slab was situated.
- All Removal works are to be conducted in accordance with Work Health and Safety Commission, How to safely remove asbestos: Code of Practice 2022.
- The removal contractor is to decontaminate and wear PPE/RPE in accordance with the Work Health and Safety Commission, How to safely remove asbestos: Code of Practice 2022.
- All tools are to be fully cleaned, wiped down, and sealed in polythene bags.
- All asbestos materials, cleaning rags, wipes, etc are to be bagged and disposed of as asbestos waste.
- During the works control air testing is to be carried out by the licensed asbestos assessor around the external perimeter of the work area.
- On completion of the works the area is to be visually inspected by the licensed asbestos assessor.
- On completion of the visual inspection clearance air testing and soil sampling is to be conducted within the area by the licensed asbestos assessor.
- On completion of a satisfactory air test and satisfactory results from analysis of the soil samples the signage and barriers around the permitter can be de-sheeted with all barrier tape bagged and disposed of as asbestos waste.
- The ground is to be left neat and tidy.

6 Asbestos Removal Air Monitoring Requirements

The WA Work Health and Safety Act 2022 requires that any person who is conducting monitoring and clearance works during friable asbestos removal is required to be a Licensed Asbestos Assessor.

6.1 Air Monitoring for Friable Class A Asbestos Removal Works

Air monitoring is mandatory during the removal (or remediation) of friable asbestos and must be undertaken in accordance with the *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres, 2nd Edition [NOHSC: 3003(2005)*

Asbestos fibre air monitoring is a tool used to assess the suitability of controls utilised during asbestos removal works.

Lab analysis of air monitoring filters should be undertaken at a NATA (National Association of Testing Authorities, Australia) accredited laboratory.

The Regulation outlines required actions depending on the airborne fibre levels recorded following air monitoring:

< 0.01 fibre per mL	●No action required. ●Continue control measures
Between 0.01 and <0.02 fibres per mL	●investigate the cause of the respirable asbestos fibre level ●implement controls to prevent exposure of anyone to asbestos and ●prevent the further release of respirable asbestos fibres
≥ 0.02 fibres per mL	●order the asbestos removal work to stop ●notify the regulator ●investigate the cause of the respirable asbestos fibre level ●implement controls to prevent exposure of anyone to asbestos ●prevent the further release of respirable asbestos fibre ●do not resume works until air monitoring shows that the recorded respirable asbestos fibre level is below 0.01 fibres/mL

6.2 Following Completion of Friable Asbestos Removal Works

On completion of asbestos removal works a Licensed Asbestos Assessor must be employed to undertake a Clearance Inspection. A satisfactory clearance certificate for the remediated areas must include no visible suspect material and where applicable, clearance monitoring (required for friable removal enclosures and some non-friable removal works) must also indicate that airborne fibre levels are satisfactory (<0.01 fibres per mL).

Lab analysis of air monitoring filters should be undertaken at a NATA (National Association of Testing Authorities, Australia) accredited laboratory.

7 Closure

This report has been prepared by BROADSPEC with all reasonable skill, care, and diligence, and taking account of the manpower and resources devoted to it by agreement with the client. Information reported herein is based on the interpretation of data collected and has been accepted in good faith as being accurate and valid.

This report is for the exclusive use of Bellaluca Demolition. No warranties or guarantees are expressed or should be inferred by any third parties. This report may not be relied upon by other parties without written consent from BROADSPEC .

BROADSPEC disclaims any responsibility to the client and others in respect of any matters outside the agreed scope of the work.

For and on behalf of BroadSpec Environmental Pty Ltd

Dave Collins – Managing Principal, BSc Hon (Building Surveying) BIOH CCP Asbestos
Asbestos Assessor (Licence No: AA00056) / CPCCDE5001

Appendix A: Site Location Plan

Key: -

Light red area – approximate building footprint.

Dark red area –2m extended area around the perimeter that is also to be ground scraped.

Yellow area – area to be emu picked for asbestos surface fragments.

Appendix B: Site Photos

1. Asbestos Fibre Cement Debris (External.)	2. Asbestos Fibre Cement Debris (External.)
3. Asbestos Fibre Cement Debris (External.)	4. Asbestos Fibre Cement Debris (External.)
5. Asbestos Fibre Cement Debris (Internal.)	6. Asbestos Fibre Cement Debris (Internal.)

7. Asbestos Fibre Cement Wall Panels.	8. Asbestos Fibre Cement Wall Panels.
9. Asbestos Fibre Cement Eaves Panels.	10. Asbestos debris rear garden area.
11. Asbestos debris rear garden area.	12. Asbestos debris rear garden area..

Appendix C: Certificate of Analysis

BroadSpec ENVIRONMENTAL

BROADSPEC ENVIRONMENTAL - ASBESTOS FIBRE IDENTIFICATION TEST REPORT

REPORT DETAILS			
Client Name:	Bellaluca Demolition	**Client Contact:**	Dave Collins
Client Email:	dave@broadspecenvironmental.com.au	**Report Reference:**	BE3502
Client Ref/Site Address:	20 Baobab Street Derby WA 6728		
Sampler:	Broadspec Environmental	**No. of Samples:**	5
Samples Received:	29/08/2023	**Report Issue Date:**	29/08/2023

LABORATORY DETAILS		
Broadspec Environmental Testing Facility:	15/288 Amherst Road, Canning Vale, WA 6155 Email: christine@broadspecenvironmental.com.au	Facility Manager: Christine Smart

Test Specifications: Qualitative identification of Chrysotile, Amosite and Crocidolite asbestos fibres in bulk samples using Polarised Light Microscopy (PLM) and Dispersion Staining Techniques including Synthetic Mineral Fibre (SMF) and Organic Fibre as per Australian Standard 4964-2004 and methods identified in the Broadspec Environmental Laboratory Control Manual Section C. This test report shall not be reproduced, except in full.

BE ID Reference	Supplier Sample Reference	Sample Analysis Date	Sample Description	Sample Mass	Non-Asbestos Fibres Detected	Asbestos Fibres Detected
BE3502-1	01 Debris to External	29/08/2023	Fibrous Cement	5.29 g	None	Chrysotile & Amosite Asbestos Detected
BE3502-2	02 Debris to Internal	29/08/2023	Fibrous Cement	3.79 g	None	Chrysotile & Amosite Asbestos Detected
BE3502-3	03 Wall Panels	29/08/2023	Fibrous Cement	5.02 g	None	Chrysotile Asbestos Detected
BE3502-4	04 Rear Eaves	29/08/2023	Fibrous Cement	22.55 g	None	Chrysotile Asbestos Detected
BE3502-5	05 Debris within the Garden	29/08/2023	Fibrous Cement	16.21 g	None	Chrysotile Asbestos Detected

Broadspec Environmental Approved Identifier	Accreditation no. 21141 Accredited for compliance with ISO/IEC 17025 – Testing	Broadspec Environmental Approved Signatory
Christine Smart	NATA	Christine Smart

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BE3502 Fibre ID Certificate of Analysis

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Notes:

1. Asbestos in bulk materials requiring disintegration such as vinyl, resins, mastic, and caulking can be difficult to detect using PLM and dispersion staining due to the low grade or small length or diameter of the asbestos fibres present in the material, or due to the fact that very fine fibres have been distributed intimately throughout the materials. Where no asbestos is detected in such a sample, another, independent analytical technique should be considered.
2. The results contained within this report relate only to sample(s) submitted for testing in the condition received at the laboratory.
3. Where a sample is delivered to the laboratory by a third party, Broadspec Environmental accepts no responsibility for the quality of sample submitted, including whether the sample is representative of the source material.
4. The practical detection limit for identification of asbestos fibre using PLM and dispersion staining techniques is 0.01-0.1%, equivalent to 0.1-1g/kg.
5. The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.
6. Reported sample weights are approximate and include weight of sample bag.
7. Unknown Mineral Fibres (UMF) detected by PLM including dispersion staining in samples. The UMF detected may or may not be asbestos fibres. To confirm the identities another independent analytical technique may be necessary.
8. Samples of dust collected using adhesive tape, swabs or wipes fall outside the definition of a 'bulk' sample and therefore are not covered by the scope of AS4964-2004.

Broadspec Environmental Approved Identifier		Broadspec Environmental Approved Signatory
Christine Smart	Accreditation no 21141 Accredited for compliance with ISO/IEC 17025 – Testing NATA	Christine Smart
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Your Ref

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11 May 2023

Ms Abha Singh
Project Officer
Shire of Derby/West Kimberley
PO Box 94
DERBY WA 6728

By email: abha.singh@sdwk.wa.gov.au

Dear Ms Singh

Advice and Template Documents for Unapproved or Dangerous Buildings

We refer to the Shire's request for us to provide advice and documents to assist the Shire to deal with dangerous and unapproved buildings in its district.

1. Background

We understand that the Shire has a large number of buildings which have not been approved under the *Building Act 2011* (**BA**) and/or are considered to be dangerous or unfit for human habitation. The Shire requests advice as to the best processes for addressing these matters and, where possible, we will draft template documents which can be used by the Shire for each of the most common compliance scenarios which arise in this context.

2. Building Act 2011

Where the Shire considers that a building is dangerous or unfit for human occupation, the Shire is able to serve a building order on the owner of that building, directing them to carry out specified measures, including demolition and removal of the building. Similarly, where a building was constructed without a building permit in contravention of section 9 of the BA, the Shire can also serve a building order in that instance. There may be some argument as to whether a building order can be served in respect of building work carried out without a permit prior to 2 April 2012 – as the BA is not retrospective in that aspect of its application – but we recommend that building orders be served in that case in any event.

While a building order can be given to an owner or occupier of land, we recommend that building orders be served on owners of land in almost all circumstances, as ascertaining occupier's details and enforcing orders against persons other than owners can be difficult and often ineffective.

While the BA establishes a broad range of measures which can be imposed under a building order, we recommend that the Shire ordinarily direct owners to demolish and remove the

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relevant buildings in cases where the buildings are dangerous or unapproved. While demolition of buildings may appear to be a rather extreme step in some circumstances, it is usually the best approach for the following reasons:

1. Demolition of the building typically resolves the matter in its entirety unlike, for example, securing or repairing a building.

2. It is much easier for the Shire to assess whether a building order to demolish a building has been complied with, as against a more complicated or prescriptive order.

3. The Shire does not need to specify which repair or remedial works are to be carried out, which prevents the Shire from having to effectively project manage these compliance matters.

4. These building orders will often be given in conjunction with a notice under section 137 of the *Health (Miscellaneous Provisions) Act 1911* (**HMPA**), which will also require a building to be demolished and removed.

5. While the order may direct the owner to demolish and remove the building, it is open to the owner to then apply to the State Administrative Tribunal for review or, preferably, engage with the local government to negotiate an alternative basis for resolving the compliance issue.

When serving building orders, it is important the Shire specify the basis for the contravention of the BA giving rise to the issue of the building order and, in particular, the precise requirements of the order, such as demolition and removal of a specified building within a nominated timeframe. It is also important for the Shire to be able to demonstrate that the relevant building order has been received by the property owner, where possible.

In most cases, the Shire will be required to serve a 14-day notice of proposed building order before serving a final building order, which provides the property owner with a 14-day period within which to make submissions as to whether the order should be served. However, where the relevant building work is dangerous and presents an imminent and high risk to persons or property, the Shire can serve an emergency building order and is not required to provide that 14-day notice period. We will consider those options further below.

3. *Health (Miscellaneous Provisions) Act 1911*

In addition to its powers under the BA, the Shire can also serve notices under section 135 and section 137 of the HMPA where the Shire considers that a building is unfit for human habitation from a health perspective. A notice under section 135 of the HMPA prohibits any person from inhabiting the building thereafter. A notice under section 137 of the HMPA allows the local government to require the demolition and removal of the relevant building.

As noted above, the Shire is entitled to give concurrent notices under the BA and HMPA, provided that the requisitions within those notices are not inconsistent. For example, the Shire should not serve a building order requiring a building to be repaired while, at the same time, serving a notice under the HMPA requiring the same building to be demolished. Furthermore,

the Shire should be aware that, for all types of statutory notices, a person should not be given alternatives for compliance. That is, a building order which purports to require a person to, for example, demolish or repair a building may be invalid due to its lack of certainty. Again, the Shire can use its discretion to liaise with an owner of land as to alternatives for resolving an issue and the Shire has discretion to refrain from enforcing orders or notices. However, the orders and notices still need to be clear and certain as to their precise requirements.

4. Effect of non-compliance

A person who fails to comply with a building order commits an offence under section 115 of the BA. That offence carries a maximum penalty of $50,000. A person who fails to comply with a notice under section 137 of the HMPA commits an offence under section 140 of the HMPA. That offence carries a maximum penalty of $1,000 and maximum daily penalties of $100 per day. Clearly, the penalties under the BA are more substantial and represent a better prosecution prospect for a local government.

In each case, a local government is entitled to carry out the specified work in default of a building order or HMPA notice and the costs of carrying out that work are recoverable by the local government. Under the BA, those costs need to be pursued in a court of competent jurisdiction, which presents a significant obstacle to local governments. By contrast, costs incurred in default of a HMPA notice become a charge on the land and can be secured against the relevant certificate of title. Therefore, if there is any prospect that the Shire may, for example, demolish a building in default of a building order or HMPA notice, that work should be done by reference to the HMPA notice as it provides a far better mechanism for recovery and security of costs.

Therefore, it is often helpful to serve both types of notices in respect of a dangerous building, as the BA is better from a prosecution perspective and the HMPA is better from a cost recovery perspective.

5. Proposed process

The Shire has requested us to provide template documents for several different scenarios and we understand those documents may be used for residential, commercial or industrial properties. While the context of those issues may differ, the template documents will be largely the same in each case and can be adapted by the Shire for that purpose.

Therefore, we propose to provide advice and prepare documents to address the following types of circumstances:

1. A building, which not a dangerous building, for which there is no building permit.

2. A building which is either dangerous and/or unfit for human occupation/habitation, but does not present an imminent and high risk to persons or property.

3. A building which is dangerous and does present an imminent and high risk to persons or property.

We will deal with each of those scenarios in turn.

5.1 The Shire is dealing with a building, which not a dangerous building, for which there is no building permit

In this instance, where the building is not unfit for human occupation or habitation, there is no basis for enforcement action under the HMPA. Therefore, any enforcement action would need be taken under the BA and a notice of proposed order would need to be given before a final building order can be served.

In this case, we would recommend the following process:

1. In the first instance, write to the owner of the property to advise that the relevant building is unapproved and to request that, within [***insert***] days, the owner either demolish and remove the building or, alternatively, apply for retrospective approval. In this case, the Shire can give alternatives for compliance, as this letter is not a formal notice directing specified works to be carried out.

2. If the first warning letter does not have the desired effect, the Shire should send a notice of a proposed building order to the owner for demolition of the building, along with an unsigned copy of the draft building order, giving the owner 14 days to respond.

3. If there is no satisfactory response within 14 days, the owner should be served with a signed final building order.

In each case, we have prepared template documents for the Shire's review and use.

5.2 The Shire is dealing with a building which is either dangerous and/or unfit for human occupation/habitation, but does not present an imminent and high risk to persons or property

Where the building is dangerous and unfit for human habitation, we recommend that the Shire take action under the HMPA and BA respectively. We propose the following process:

1. Send a warning letter to the owner advising that the building is considered to be dangerous and unfit for human habitation and that a building order and HMPA notices will be served unless the building is repaired or demolished within [***insert***] days.

2. If there is no satisfactory response within the specified timeframe, send a notice of proposed building order (as described above) along with a further warning letter advising that formal notices will issue under the HMPA unless a satisfactory response is received within 14 days, to ensure that the timing remains consistent with the BA process.

3. If there is no satisfactory response to the notice of proposed order and final warning letter, the Shire should serve a final signed building order and notices under section 135 and 137 of the HMPA.

We have provided template documents for this process.

5.3 The Shire is dealing with a building which is dangerous and does represent an imminent and high risk to persons or property

In this case, the existence of an imminent and high risk to persons or property means that a local government must act decisively to ensure that it and the community are protected from risk. Therefore, we would recommend that the Shire immediately serve an emergency building order on the owner, requiring the relevant building to be demolished and removed. The Shire should also serve notices under the HMPA to the same effect.

However, in some isolated cases, the Shire may be aware that, from a logistical perspective, the building cannot be demolished as a matter of urgency and will remain as a risk in the interim. In those cases, the Shire could consider alternative requirements for the building order, such as securing or fencing the building, or other measures to protect the general public.

6 Conclusion

The draft template documents and processes set out in this letter should assist the Shire in dealing with a significant proportion of its building compliance issues. However, there will be circumstances in which other approaches may be required due to, for example:

(a) difficulties in locating the owner of the property or dealing with deceased estates;

(b) circumstances in which demolition of buildings is not practicable; or

(c) circumstances in which the relevant buildings are occupied by squatters or others, where further intervention is required before demolition can occur.

If the Shire would like any further assistance with any of these matters, please do not hesitate to contact Tim Beckett or Madeline Madvad.

Yours sincerely

McLeods

Contact: Tim Beckett
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Email: tbeckett@mcleods.com.au

16 COMMUNITY AND RECREATION SERVICES

Nil

17 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

18 NEW BUSINESS OF AN URGENT NATURE

19 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL MATTERS)

Nil

20 CLOSURE

20.1 Date of Next Meeting

The next ordinary meeting of Council will be held Thursday, 26 September 2024 in the Karrayilli Adult Education Centre , Fitzroy Crossing.

20.2 Closure of Meeting