



**Shire of Derby /
West Kimberley**

AGENDA

Ordinary Council Meeting Wednesday, 29 June 2022

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

Date: Wednesday, 29 June 2022

Time: 11:00am

**Location: Kupungarri Remote Aboriginal Community
Gibb River Road**

Amanda Dexter

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 Elected 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 Elected 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

Councillors 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

Elected 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. Section 5.60A of the *Local Government Act 1995* states;

"a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person."

Section 5.60B states;

"a person has a proximity interest in a matter if the matter concerns –

(a) a proposed change to a planning scheme affecting land that adjoins the person's land;
or

(b) a proposed change to the zoning or use of land that adjoins the person's land; or

(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land."

Regulation 34C (Impartiality) states;

"interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association."

MEETING DATES

At its Ordinary Meeting of Council on 28 October 2021, Council adopted the following meeting dates for 2022;

Thursday	9 December 2021	5.30 pm	Council Chambers, Derby
January			Council in Recess
Thursday	24 February 2022	5.30 pm	Council Chambers, Derby
Thursday	31 March 2022	5.30 pm	Fitzroy Crossing
Thursday	28 April 2022	5.30 pm	Council Chambers, Derby
Thursday	26 May 2022	5.30 pm	Council Chambers, Derby
Thursday	30 June 2022	1:00pm	Kupungarri Remote Aboriginal Community - Gibb River Road
Thursday	28 July 2022	5.30 pm	Council Chambers, Derby
Thursday	25 August 2022	5.30 pm	Fitzroy Crossing
Thursday	29 September 2022	5.30 pm	Council Chambers, Derby
Thursday	27 October 2022	5.30 pm	Council Chambers, Derby
Thursday	24 November 2022	5.30 pm	Fitzroy Crossing
Thursday	8 December 2022	5.30 pm	Council Chambers, Derby

Council's Compliance and Strategic Review Committee and the Commercial Committee meet when required. Details of these meetings are advised as appropriate.

APPLICATION FOR LEAVE OF ABSENCE

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

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

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

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

3 DISCLOSURE OF INTERESTS

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

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

3.1 Declaration of Financial Interests**3.2 Declaration of Proximity Interests****3.3 Declaration of Impartiality Interests****4 APPLICATIONS FOR LEAVE OF ABSENCE****5 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****6 PUBLIC TIME****6.1 Public Question Time**

- Letter from Cheryl Grant regarding Sculptures on the Marsh – 15 February 2022
- Letter from Cheryl Grant regarding Sculptures on the Marsh – 27 June 2022

6.2 Public Statements**7 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS****8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Shire of Derby/West Kimberley held at the Council Chambers, Clarendon Street, Derby, on 26 May 2022 be CONFIRMED.

10 RECOMMENDATIONS AND REPORTS OF COMMITTEES

10.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 23 JUNE 2022

File Number: 4110
Author: Sarah Smith, Executive Services Coordinator
Responsible Officer: Amanda Dexter, Chief Executive Officer
Authority/Discretion: Executive

SUMMARY

For Council to receive the minutes of the Audit Committee Meeting held on 23 June 2022.

ATTACHMENTS

1. Minutes of the Audit Committee Meeting held on 23 June 2022

<p>RECOMMENDATION</p> <p>THAT COUNCIL:</p> <p>1. Receive the Minutes of the Audit Committee Meeting held on 23 June 2022 and the recommendations therein be adopted.</p>
<p>COMMITTEE RESOLUTION AC0152/22</p> <p>Moved: Cr Geoff Haerewa Seconded: Cr Peter McCumstie</p> <p>That the Audit Committee recommends Council RECEIVES the Monthly Financial Management Report incorporating the Statement of Financial Activity for the period ending 31st May 2022.</p> <p><u>In Favour:</u> Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle <u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>
<p>COMMITTEE RESOLUTION AC53/22</p> <p>Moved: Cr Geoff Haerewa Seconded: Cr Keith Bedford</p> <p>That the Audit Committee recommends that Council notes the list of accounts for May 2022 paid under Delegated Authority in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 attached to this report, totalling \$3,163,315.67.</p> <p><u>In Favour:</u> Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle <u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 5/0</p>

COMMITTEE RESOLUTION AC55/22

Moved: Cr Peter McCumstie

Seconded: Cr Keith Bedford

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

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

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

Against: Nil

CARRIED 5/0

COMMITTEE RESOLUTION AC59/22

Moved: Cr Peter McCumstie

Seconded: Cr Keith Bedford

That the Audit Committee:

Recommends that Council receives the information contained in the report detailing Sundry Debtors as at 31 May 2022.

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

Against: Nil

carried 5/0 by Absolute Majority

COMMITTEE RESOLUTION AC60/22

Moved: Cr Peter McCumstie

Seconded: Cr Keith Bedford

That the Audit Committee recommends that Council:

- 1. Receives the report on outstanding rate and service charge debt by financial year to the end of May 2022.**

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

Against: Nil

CARRIED 5/0

COMMITTEE RESOLUTION AC61/22

Moved: Cr Geoff Haerewa

Seconded: Cr Peter McCumstie

That the Audit Committee recommends Council:

Declines the ratepayer's request to deactivate interest accruals on their outstanding balance over the course of their payment arrangement. Instruct Shire officers to inform the ratepayer that they can lodge an application under the Shire of Derby/West Kimberley Financial Hardship policy to request a suspension or waiver of interest charges provided the ratepayer meets the Financial Hardship Criteria.

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

Against: Nil

CARRIED 5/0 by Absolute Majority



**Shire of Derby /
West Kimberley**

UNCONFIRMED MINUTES

Audit Committee Meeting

Thursday, 23 June 2022

Date: Thursday, 23 June 2022

Time: 4:00pm

**Location: Council Chambers
Clarendon Street
Derby**



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**MINUTES OF SHIRE OF DERBY / WEST KIMBERLEY
AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, CLARENDON STREET, DERBY
ON THURSDAY, 23 JUNE 2022 AT 4:00PM**

- PRESENT:** Cr Andrew Twaddle (Chair), Cr Geoff Haerewa (Shire President), Cr Peter McCumstie (Deputy Shire President), Cr Keith Bedford and Cr Pat Riley (via MS Teams).
- IN ATTENDANCE:** Amanda Dexter (Chief Executive Officer), Sarah Smith (Executive Services Coordinator, Alan Thornton (Acting Director of Corporate and Community Services), Christie Mildenhall (Acting Director of Community Services), Dean Wyber (Manager of Assets and Projects), Lavenia Ratabua (Manager of Finance), Rob Paull (Manager of Development Services), Paul Fromont (Senior Ranger) and Colleen Boldison (Administration Officer Executive, Technical & Development Services – arrived at 4:18pm).
- VISITORS:** Cr Linda Evans, Cr Rowena Mouda and Cr Geoff Davis.
- GALLERY:** Nil
- APOLOGIES:** Nil
- APPROVED LEAVE OF ABSENCE:** Nil
- ABSENT:** Nil

1 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 4:00pm by Cr Andrew Twaddle – Chair.

2 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

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

- Cr Pat Riley.

NOTE: His Excellency the Governor, in Executive Council, has approved regulations (Gazetted 25 March 2020) to allow all Western Australian local government councils to hold meetings electronically during a public health emergency or a state of emergency. This can be via teleconference, video conference or other electronic means. The Shire of Derby/West Kimberley will provide this option for Councillors until further notice, or the COVID-19 state of emergency provision is modified accordingly.

3 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

- Nil.

4 DISCLOSURE OF INTERESTS

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

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

4.1 Declaration of Financial Interests

- Nil.

4.2 Declaration of Proximity Interests

- Nil.

4.3 Declaration of Impartiality Interests

- Cr Peter McCumstie – Item 10.2 – Rates Outstanding May 2022
Nature: Family member involved.
- Cr Keith Bedford – Item 10.2 – Rates Outstanding May 2022
Nature: Lives in and is a member of the Junjuwa Community Incorporated.

5 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

- Nil.

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RESOLUTION AC51/22

Moved: Cr Geoff Haerewa

Seconded: Cr Keith Bedford

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

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

Against: Nil

CARRIED 5/0

7 REPORTS

7.1 STATEMENT OF FINANCIAL ACTIVITY - MAY 2022

File Number: 5179

Author: Alan Thornton, Acting Director of Corporate Services

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Information

SUMMARY

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

DISCLOSURE OF ANY INTEREST

NIL.

BACKGROUND

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

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

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

STATUTORY ENVIRONMENT

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

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

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

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

Each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS

AF14 – Significant Accounting Policies

AF18 – Sundry Debtors Collection

AF19 – Outstanding Rates Collection

FM4 – Reserve Accounts

FM7 – Cash Flow Management

FM8 – Investments

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

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

CONSULTATION

Internal consultation within the Corporate Services Department.

External consultation with Moore Stephens.

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

COMMENT

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

Attached to the Agenda is a copy of:

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

Notes related to –

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

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

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

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

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

COMMITTEE RESOLUTION AC52/22

Moved: Cr Geoff Haerewa

Seconded: Cr Peter McCumstie

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

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

Against: Nil

CARRIED 5/0

Management Information Report Period Ending 30 May 2022

MANAGEMENT COMMENTS

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

**Moore Australia**

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13 June 2022

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

Dear Amanda

ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 31 MAY 2022

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

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

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

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

COMMENTS/SUGGESTIONS

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

MATTERS FOR MANAGEMENT ATTENTION:

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

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

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

Yours sincerely

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


Russell Barnes
Director
Moore Australia (WA) Pty Ltd

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
Management Information Report**

**Period Ending
31 May 2022**

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

Approval:  Russell Barnes, Director

**Moore Australia**

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6831

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13 June 2022

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

Dear Amanda

COMPILATION REPORT TO THE SHIRE OF DERBY/WEST KIMBERLEY

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

THE RESPONSIBILITY OF THE SHIRE OF DERBY/WEST KIMBERLEY

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

OUR RESPONSIBILITY

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

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

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

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

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

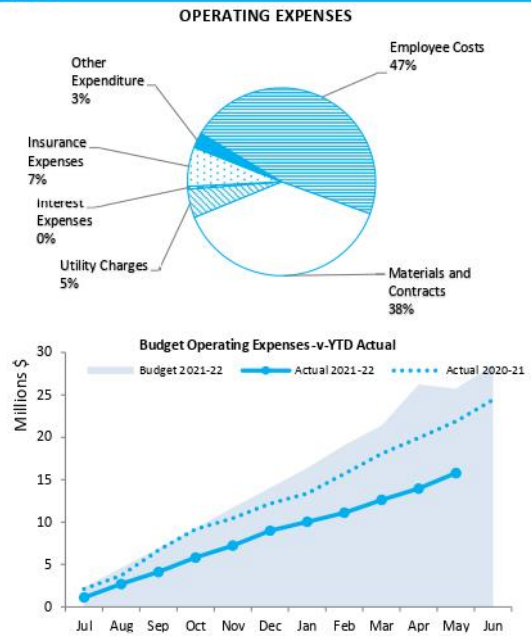
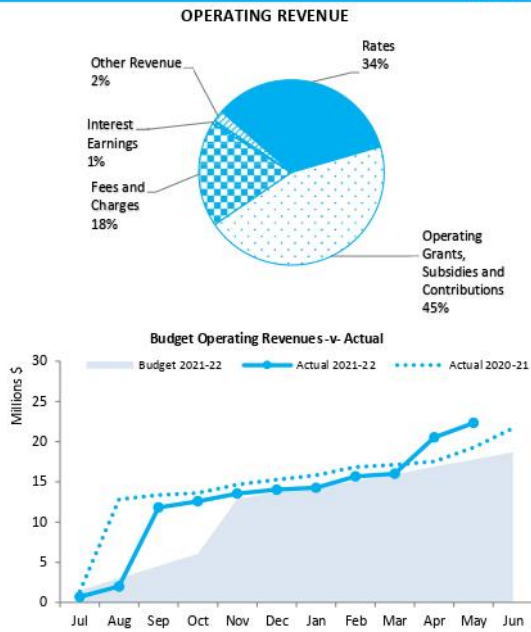
SHIRE OF DERBY-WEST KIMBERLEY**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 May 2022****LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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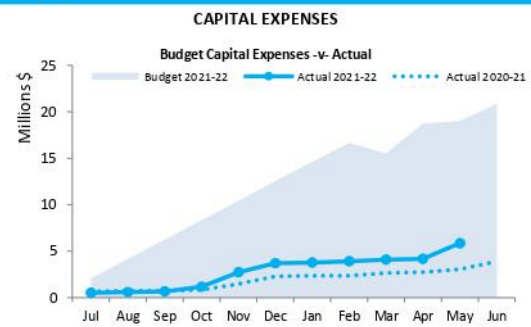
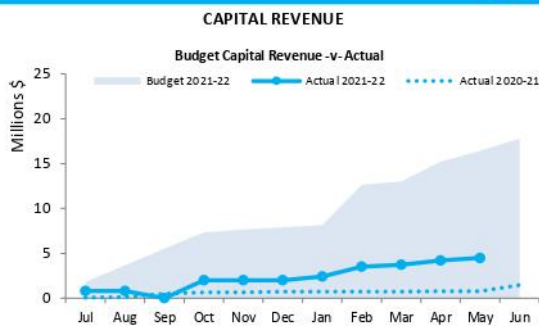
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2022**

SUMMARY INFORMATION - GRAPHS

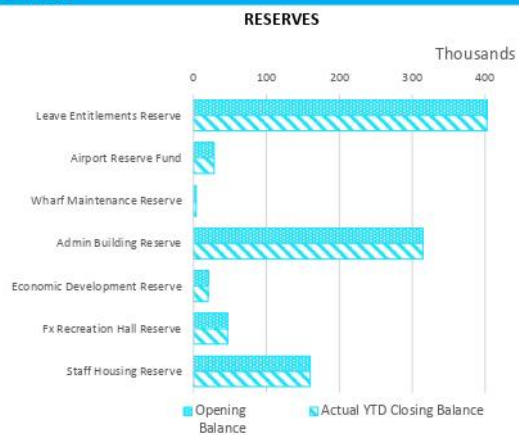
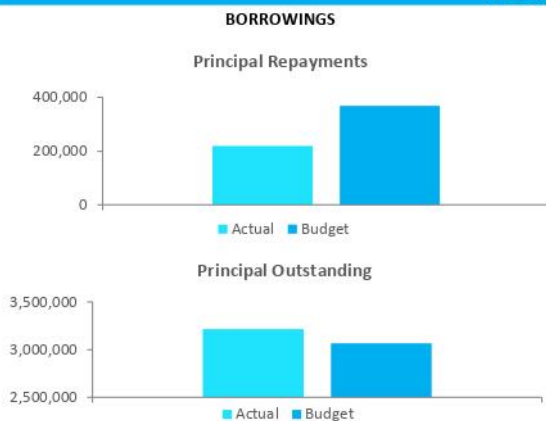
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



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

Please refer to the compilation report

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

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

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

Refer to Statement of Financial Activity

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

Refer to Note 2 - Cash and Financial Assets

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

Refer to Note 5 - Payables

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

Refer to Note 3 - Receivables

Key Operating Activities

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

Refer to Statement of Financial Activity

Rates Revenue		
	\$7.63 M	% Variance
YTD Actual	\$7.63 M	
YTD Budget	\$7.62 M	0.0%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$10.05 M	% Variance
YTD Actual	\$10.05 M	
YTD Budget	\$5.45 M	84.3%

Refer to Note 12 - Operating Grants and Contributions

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

Refer to Statement of Financial Activity

Key Investing Activities

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

Refer to Statement of Financial Activity

Proceeds on sale		
	\$0.00 M	%
YTD Actual	\$0.00 M	
Amended Budget	\$0.09 M	0.0%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$5.85 M	% Spent
YTD Actual	\$5.85 M	
Amended Budget	\$20.86 M	28.1%

Refer to Note 8 - Capital Acquisitions

Capital Grants		
	\$4.50 M	% Received
YTD Actual	\$4.50 M	
Amended Budget	\$17.81 M	25.3%

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

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

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.22 M
Interest expense	\$0.08 M
Principal due	\$3.22 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$0.98 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

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

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 3

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

STATUTORY REPORTING PROGRAMS

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

**PROGRAM NAME AND OBJECTIVES
GOVERNANCE**

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

ACTIVITIES

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

To provide an operational framework for environmental and community health.

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

EDUCATION AND WELFARE

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

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

HOUSING

Help ensure adequate housing.

Management and maintenance of staff and rental housing.

COMMUNITY AMENITIES

To provide services required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

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

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

ECONOMIC SERVICES

To help promote the Shire and its economic well being.

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

OTHER PROPERTY AND SERVICES

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

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

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 4

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

STATUTORY REPORTING PROGRAMS

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

KEY INFORMATION

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

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

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

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

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

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 5

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MAY 2022

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 6

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

BY NATURE OR TYPE

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

KEY INFORMATION

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

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

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

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

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

BASIS OF PREPARATION

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 13 June 2022

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

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

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

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

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

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

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

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

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

CURRENT AND NON-CURRENT CLASSIFICATION

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

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

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

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

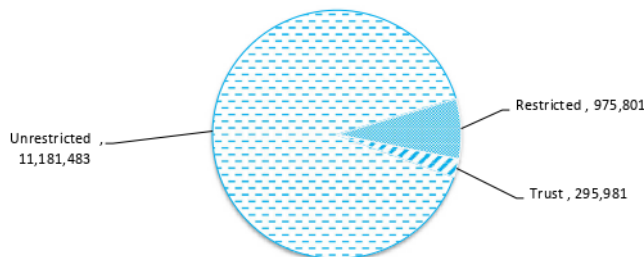
KEY INFORMATION

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

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

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

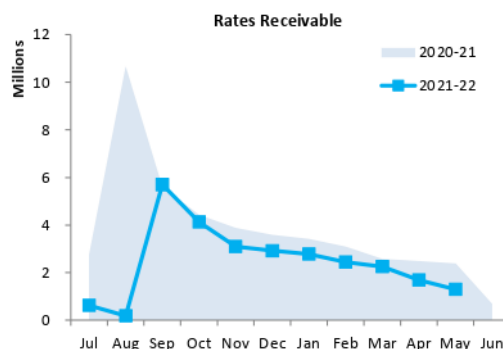


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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

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

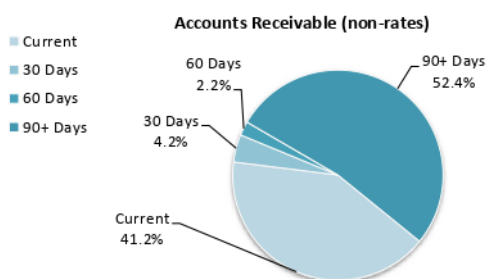


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(55,629)	431,608	44,281	22,942	549,180	992,382
Percentage		41.2%	4.2%	2.2%	52.4%	
Balance per trial balance						
Sundry receivable						992,382
GST receivable						357,147
Increase in Allowance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

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



Please refer to the compilation report

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

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

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

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

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

Please refer to the compilation report

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

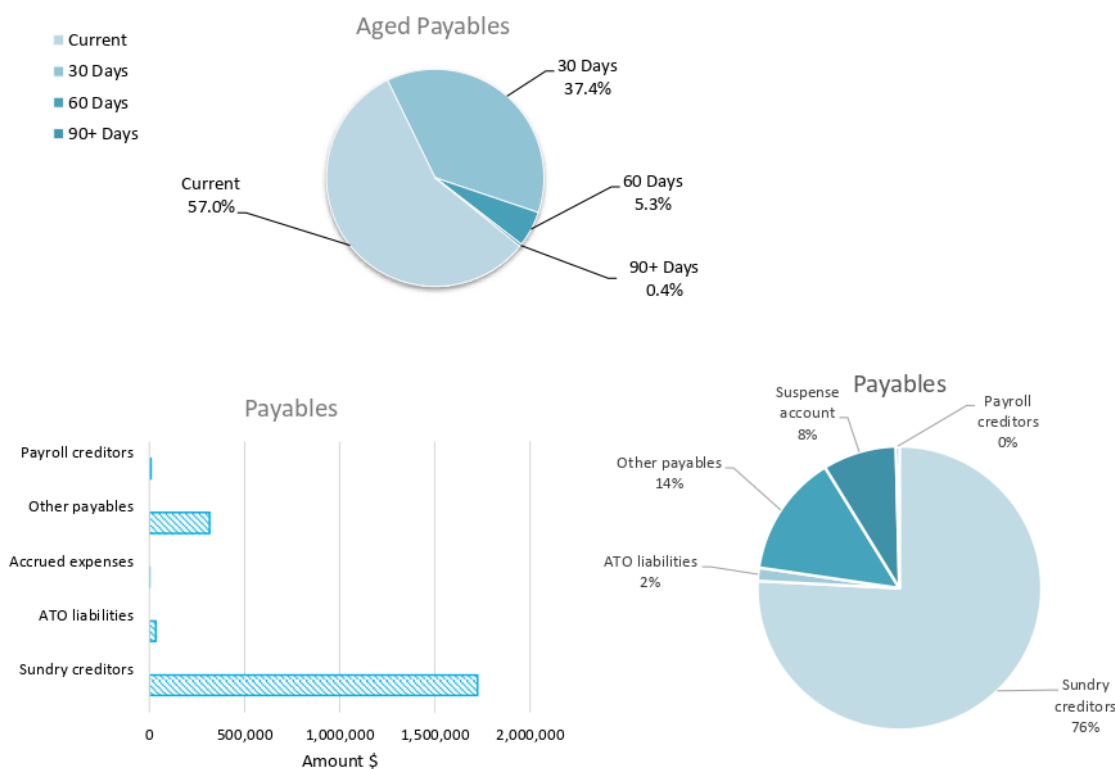
OPERATING ACTIVITIES
NOTE 5
Payables

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

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



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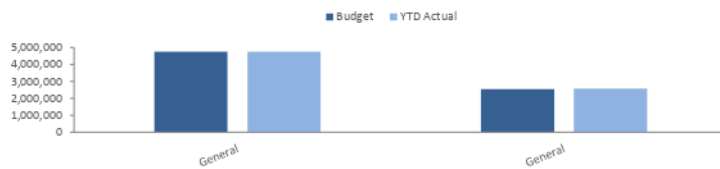
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

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

KEY INFORMATION

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

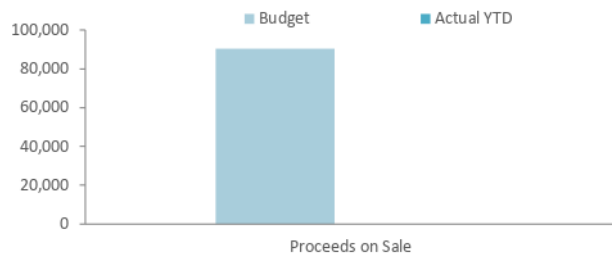


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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

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



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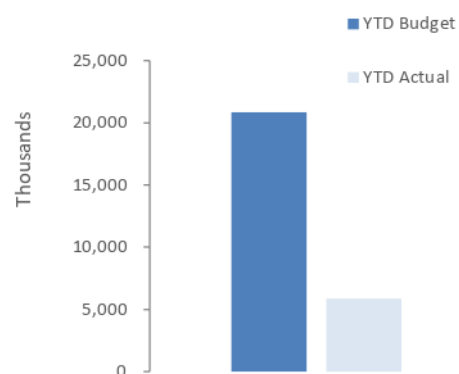
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

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

SIGNIFICANT ACCOUNTING POLICIES

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

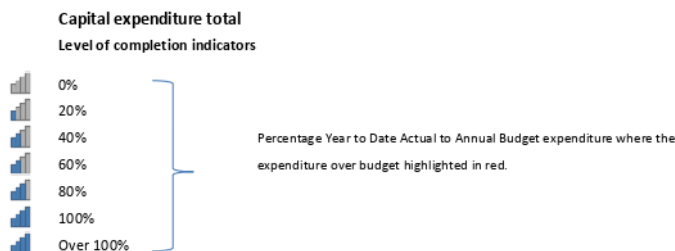


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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)



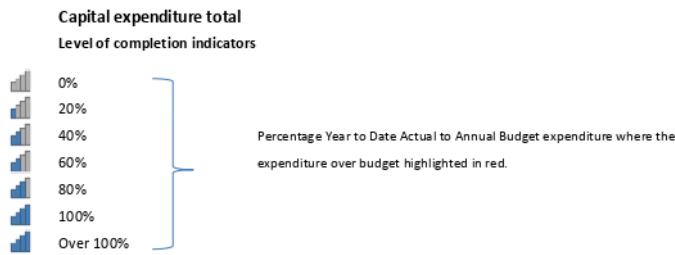
Level of completion indicator, please see table at the end of this note for further detail.

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

Please refer to the compilation report

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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)



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

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

Please refer to the compilation report

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

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

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

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

**OPERATING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

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

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

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

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

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 benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

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

NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS

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

Please refer to the compilation report

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

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

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 23

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

**NOTE 14
TRUST FUND**

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

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

Please refer to the compilation report

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

**NOTE 15
BUDGET AMENDMENTS**

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

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

Please refer to the compilation report

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

**NOTE 15
BUDGET AMENDMENTS**

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

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

Please refer to the compilation report

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

**NOTE 15
BUDGET AMENDMENTS**

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

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

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 27

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

**NOTE 16
EXPLANATION OF MATERIAL VARIANCES**

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

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

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

Please refer to the compilation report

SHIRE OF DERBY-WEST KIMBERLEY | 1

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

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

DISCLOSURE OF ANY INTEREST

Nil.

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

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

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

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

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

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

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

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

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

Internal consultation within the Corporate Services Department.

COMMENT

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

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

**REPORT TO COUNCIL
MAY 2022**

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

Creditors Outstanding as at 31/05/2022

\$1,724,992.30

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

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

COMMITTEE RESOLUTION AC53/22

Moved: Cr Geoff Haerewa

Seconded: Cr Keith Bedford

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

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

Against: Nil

CARRIED 5/0

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CHQ PAYMENTS – MUNI ACCOUNT

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

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

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

FEE PAYMENTS

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

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

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

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

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

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

Card Holder : Amanda O'Halloran

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

Card Holder : Wayne Neate

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

Card Holder : Christie Mildenhall

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

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

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



ANZ BUSINESS ONE

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

ACCOUNT NUMBER:

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

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

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

YOUR ANZ ACCOUNT SUMMARY

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

Facility Limit	\$50,000.00
Available Account Credit at Statement Date	\$37,735.45

YOUR PAYMENT OPTIONS

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

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

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

ID:00001-5082493007
XPRN/P10004-22041310149

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 **\$15,126.95**

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

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

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

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

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

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

Drawer	Bank	Branch	Amount
			\$
			\$
			\$
Teller Stamp	Signature		Subtotal \$
			Notes \$
			Coins \$
			Total \$

ANZ BUSINESS ONE

ACCOUNT NUMBER:

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

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

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

Account Number:

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

Total GST payable this statement* \$1,067.24

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

IMPORTANT MESSAGES

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

ANZ BUSINESS ONE**ACCOUNT NUMBER:**

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

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

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7.3 LGIS / ROYAL LIFE-SAVING WA SAFETY ASSESSMENT AND IMPROVEMENT AUDIT

File Number: RM/030/1

Author: Christie Mildenhall, Acting Director of Community Services

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Information

SUMMARY

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

DISCLOSURE OF ANY INTEREST

Nil by Author or Responsible Officer.

BACKGROUND

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

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

FINANCIAL IMPLICATIONS

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

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

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

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

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

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

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

CONSULTATION

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

COMMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

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

COMMITTEE RESOLUTION AC54/22

Moved: Cr Peter McCumstie

Seconded: Cr Geoff Haerewa

That the Audit Committee;

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

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

Against: Nil

CARRIED 5/0



ROYAL LIFE SAVING
WESTERN AUSTRALIA

SAFETY ASSESSMENT AND IMPROVEMENT PLAN

**DERBY SWIMMING POOL
APRIL 2022**





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PART 1: IDENTIFIED FAULTS

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

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

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

Areas where measures are needed to eliminate the associated risk.

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

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

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

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

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


1

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

PART 2: IMPROVEMENT PLAN


Eliminate Risk



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


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

Control/Modify Risk

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

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

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

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

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



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

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



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


Procedures and/or Personal Protection

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

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

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




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

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

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

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



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

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

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



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



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



PART 3: OVERALL SAFETY SCORE

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



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Fault Number	Identified Fault	Hazard	Risk - Likelihood	Risk - Consequences	Risk Rating	Risk Control	Fault Rectification	Comments on Fault	Standards/Legislation	Estimated Cost	Funding Source	Estimated Completion Date	Progress	Progress Comments
1.1	Equipotential Bonding - No evidence that metallic objects greater than 100mm in size are earthed.	Electricity	Rare	Severe	Medium	Eliminate	Undertake review to determine if handrails, lane rope anchor points, deck sockets, shade structures and light poles are earthed and rectify if required.	Included in the scope of works for the pool refurbishment	* Section 2.43 - Code of Practice. * AS/NZS 3000:2000	\$15,000 - \$20,000	LRCIF	30/08/2022	In progress	Contractor selected. Date of works to be confirmed. Estimated date 29 July.
						Procedures and PPE	Maintain documentation as evidence of equipotential bonding. Records to include; * Electrical Compliance Certificate * Regular inspection of equipotential bonding * Regular testing and tagging and RCD testing.	* Develop register of regular inspections required. * Related documents to be saved in Synergy.	NA	\$0.00	Operational budget - staff wages	30/08/2022	Not started	Requires completion of Equipotential Bonding works.
1.2	Chlorine automatic shutdown system is not functional	Chemical hazard	Unlikely	Severe	High	Eliminate	Service and repair automatic shutdown mechanism.	To be inspected as part of the annual filter system service which is now due.	* Section 4.09 - Code of Practice * AS 2927:2019	\$5,000.00	Operational budget - maintenance	30/08/2022	In progress	Commercial Aquatics investigate Cl2 issue when they do the annual filter service. Recommended services occurs after pool works.
2.1	Exits signs are not properly illuminated / reflective.	Emergency safety	Possible	Minor	Medium	Control / Modify		Externally illuminated exit signs should only be used in area that have means for automatically exhausting or excluding smoke.		\$0.00		30/06/2022	In progress	
	Control / Modify					Install reflective exit signage on the external gates pictured in report (x2).	* Section 2.33 - Code of Practice * AS 2293.3	\$50.00	Operational budget - Other Expenses	30/06/2022	In progress	Getting quotes. Requiring additional information to ensure signs meet safety standards.		
2.2	No specific 'Emergency Exit' signage at side gate.	Chemical hazard	Possible	Major	High	Control / Modify		System not operating due to optidrive requiring replacement. Optidrive from pump 2 has been temporarily placed on pump 1 however can not operate to the same capacity and other systems had to be turned off to ensure pump operation. Chemicals are being manually dosed.	*Section 3.16 - Code of Practice	\$0.00	Operational budget - maintenance	30/05/2022	Complete	System working again as Optidrive has been repaired.
	Control / Modify					Automated chlorine gas and soda ash autososing system non-operational (undergoing repairs).								
2.3	Optipower system non-operational.	Mechanical	Almost certain	Moderate	High	Control / Modify	Replace optidrive.	Optidrive on pump 1 broken and is awaiting replacement. Optipump from pump 2 temporarily put on pump 1 to allows main pumps to operate, however can not operate to same capacity.		\$4,317.50	Operational budget - maintenance	30/05/2022	Complete	Optidrive on pump 1 replaced.
	Control / Modify					No wind direction indicators installed	Emergency safety	Unlikely	Minor	Low	Install windsack / wind indicator where chlorine containers are connected for use.	* Section 4.12 - Code of Practice. * AS 2927:2019	\$300.00	Operational budget - maintenance
2.4	Current gate entry to chlorine gas storage area cannot be secured open.	Entrapment	Possible	Moderate	Medium	Control / Modify	Fit all hinged doors with a device that will secure door open when a person is inside the storage area.		* Section 4.22 - Code of Practice * AS 2927:2019	\$100.00	Operational budget - maintenance	14/06/2022	In progress	Works request done.
						Procedures and PPE	Install signage indicating door must be kept open while a person is inside should be displayed and visible when door is in open position.		\$100.00	Operational budget - maintenance	30/06/2022	In progress	Getting quotes. Requiring additional information to ensure signs meet safety standards.	
2.5	No "Chlorine Gas" warning placard signage in place to entry to chlorine gas storage area.	Chemical hazard Emergency Safety	Possible	Moderate	Medium	Control / Modify	Install Chlorine Gas placard on external fence.	Likely was removed during works to realign fencing in the garden area.	* Section 4.35 - Code of Practice * Dangerous Goods Safety (Storage and Handling on Non-explosives) Regulations.	\$150.00	Operational budget - maintenance	30/06/2022	In progress	Getting quotes. Requiring additional information to ensure signs meet safety standards.
2.6	Minimal Watch Around Water Signage	Environmental hazard	Likely	Minor	Medium	Control / Modify	Review parental supervision signage and resources and consider additional strategies promoting supervision policies.		* Section 7.08 - Code of Practice	\$0.00	Operational budget - staff wages	30/06/2022	Not started	
2.7	There is no appropriate 'Rules of Play' signage displayed near or at the point of entry of the inflatable device. Not clear at the time of assessment that the spray pad had a drain diversion connection.	Plant and equipment	Possible	Severe	High	Control / Modify	Develop 'Rule of Play' Signage and display near or at the point of entry to the inflatable when in use.	The Shire has previously had this signage, however appears to have been thrown out and not replaced. Maybe record of previous signage which can be ammended rather than recreated.	* Section 8.37 - Code of Practice	\$500.00	Operational budget - maintenance	30/06/2022	In progress	Design and rules created in CANVA. Waiting to be approved and made into a sign.
2.8		Biological hazard	Possible	Major	High	Control / Modify	Review current drainage system to ensure it incorporates a meand to divert all spray pad water for discharge to waste when not operating.	2017 audit noted the facility was compliant.	* Section 12.13 - Code of Practice.	\$500.00	TBA. Pending outcome of review.	31/08/2022	Not started	To be completed once the Splash Part has been fixed.
3.1	Document site map attached to wall is not up to date.	Emergency safety	Unlikely	Minor	Low	Procedures and PPE	Review current location map. Refer to report for items to be included.		* Section 1.02 - Code of Practice * AS 3745: Section 3.5.1 and GSPO Eergency Planning 4.16.4, 4.16.5 and 4.16.7	\$0.00	Operational budget - staff wages	31/12/2022	Not started	

3.2	Operators have not been appropriately trained in chemical storage and handling in the last 3 years.	Chemical hazard	Possible	Major	High	Procedures and PPE	Training to be included on staff training matrix Staff to undertake training in handling hazardous substances.	*RLSWA sent out survey after visit to assess the industry needs in relation to this as many pools appear to be non-compliant in this area. * 2 staff members have completed training as part of pool operations training in the past 12 months. 1 staff member has left since audit undertaken. Only 1 staff member requiring training.	* Section 4.10 - Code of Practice * AS 2927:2019	\$0.00	Operational budget - staff wages	30/06/2022	Not started	
3.3	No updated chemical manifest sighted at time of assessment No evidence that a risk assessment has been completed for the storage and handling of chlorine gas cylinders.	Chemical hazard	Possible	Major	High	Procedures and PPE	Develop and appropriately store a chemical manifest. Copy retained in a remote location, as well as on site.		*Section 4.28 - Code of Practice	\$0.00	Operational budget - staff wages	30/06/2022	In progress	Training providers identified. All are Perth based so book training when staff are going to Perth for other training.
3.4	Operations manual has not been reviewed in the past 12 months.	Manual tasks Plant and equipment Chemical hazard	Likely	Moderate	High	Procedures and PPE	Undertake a risk assessment for the storage and handling of chlorine gas cylinders.	* Hazardous substance risk assessment available in the WHS Sharepoint page (Risk Assessments).	* Section 4.42 - Code of Practice	\$0.00	Operational budget - staff wages	31/05/2022	In progress	Lisa conducting an audit and will complete Manifest Jackson completing
3.5	Emergency Action Plan (EAP) is not specific for a major chemical leak.	Emergency safety	Unlikely	Severe	High	Procedures and PPE	EAP should be developed which includes procedures for scenarios outlined in the report.	* Operations manual to be maintained in hard copy at pool office and electronically on Sharepoint. * Some procedures may be available in the EAP LGIS has developed for the Administrations buildings. * EAP to be in hard copy in office and electronically on Sharepoint.	* Section 7.18 - Code of Practice * Section 7.19 - Code of Practice	\$0.00	Operational budget - staff wages	31/12/2022	In progress	Procedures being updated as new ones are created.
3.7	No record EAP is being practiced.	Emergency safety	Unlikely	Minor	Low	Procedures and PPE	Practice key elements of the EAP on an annual basis.	Team has been doing monthly practices of aspect of EAP. Clarifying if the activities they are undertaking meet requirements. Team has been doing monthly practices of aspect of EAP. Clarifying if the records they have meet requirements.	* Section 7.20 - Code of Practice	\$0.00	Operational budget - staff wages	30/06/2022	In progress	Checking with RLSWA on requirements
3.8	The facility doesn't have an evacuation kit prepared.	Emergency safety	Unlikely	Minor	Low	Procedures and PPE	Document the process used and outcomes of review are documented Set up an evacuation kit outlining the items outlined in the report.		* Section 7.21 - Code of Practice	\$500.00	Operational budget - Other Expenses	30/06/2022	Not started	Dependent on EAP being updated (3.6). Any items needed to be purchased should be done this financial year.
3.9	No user manual present for inflatable devices.	Plant and equipment	Possible	Moderate	Medium	Procedures and PPE	Obtain user manual and certification for all inflatable devices.	* 2x devices * Online version available for most recent device	* Section 8.26 - Code of Practice	\$0.00	Nil required	1/06/2022	Complete	
3.10	Centre has not completed a risk assessment for inflatable devices and their intended use	Plant and equipment	Possible	Moderate	Medium	Procedures and PPE	Incorporate into the facilities Operation Manual Undertake a risk assessment for all inflatable devices.	* 2x devices. * Hazards to be considered listed in report.	* Section 8.27 - Code of Practice. * AS 3533.3.5:2017	\$0.00	Operational budget - staff wages	1/06/2022	Complete	
3.11	Air pumps used for inflatable devices are not secured / tethered when in use.	Plant and equipment	Possible	Minor	Medium	Procedures and PPE	Review current air pumps used for inflatable devices and ensure they are tethered in place during use.		* Section 8.35 - Code of Practice.	\$0.00	Operational budget - staff wages	30/06/2022	In progress	Request completed for the works.
3.12	No user manual and/or certification present for water spray ground equipment sighted at time of assessment	Plant and equipment	Possible	Minor	Medium	Control / Modify	Guarding should be provided to ensure air volume to the intake of the blower can not be affected by foreign debris.		* AS 3533.3.5:2017	\$0.00	Operational budget - staff wages	30/06/2022	In progress	Suggestion - to have a cage around the blower to protect from debris, usually when the inflatable is in use we barricade the area off with tables and bolards.
						Procedures and PPE	Obtain copy of manufacturer's user manual and certification for all spray ground features.		* Section 12.01 - Code of Practice.	\$0.00	Operational budget - staff wages	31/08/2022	In progress	Have discussed with supplier who is working on providing these along with replacement parts.
						Procedures and PPE	Incorporate information regarding inspections, cleaning etc into the facilities Operation Manual		* Section 12.01 - Code of Practice.	\$0.00	Operational budget - staff wages	31/07/2022	Not started	

7.4 RANGER SERVICES PROCEDURES

File Number: 7014

Author: Robert Paull, Manager Development Services

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Advocacy

SUMMARY

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

DISCLOSURE OF ANY INTEREST

Nil by author and Responsible Officer.

BACKGROUND

Ranger Services have responsibility to assist with matters such as:

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

STATUTORY ENVIRONMENT

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

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

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

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

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

POLICY IMPLICATIONS

None known

FINANCIAL IMPLICATIONS

None known

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

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

CONSULTATION

None proposed or anticipated.

COMMENT

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

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

VOTING REQUIREMENT

Simple majority

ATTACHMENTS**1. Draft Ranger Procedures****COMMITTEE RESOLUTION AC55/22****Moved: Cr Peter McCumstie****Seconded: Cr Keith Bedford****That with respect to Ranger Services Procedures the Audit Committee recommend that Council:**

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

In Favour: Crs Geoff Haerewa, Keith Bedford, Peter McCumstie, Pat Riley and Andrew Twaddle**Against: Nil****CARRIED 5/0**



Ranger Procedures

May 2022

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



Dog & Cat Registration

OBJECTIVE

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

SCOPE

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

BACKGROUND

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

PROCEDURE

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

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



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



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



Keeping more than the Prescribed Amount of Dogs on a Property

OBJECTIVE

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

SCOPE

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

BACKGROUND

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

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

PROCEDURE

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

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



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



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



Dangerous Dog Declaration

OBJECTIVE

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

SCOPE

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

BACKGROUND

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

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

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

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

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

(ii) To threaten to attack; or

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

PROCEDURE

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

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



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



Attachment 1

**OUR REF: CS
DATE:**

Full name
Address
Address

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

Full Name

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

Name of Dog:
 Sex of Dog:
 Current Dog Registration No: Expiry
 Microchip:
 Dog Breed:
 Premise or Property Address:
 That on behalf of the Shire Derby/West Kimberley in accordance with the *Dog Act 1976 Section 33E* (the Act) this dog a dangerous dog (Declared).

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

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

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

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

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



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

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



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

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

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

A warning sign must —

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



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

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

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

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

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

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



Shire of Derby / West Kimberley

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

GENERAL INFORMATION:

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

YOU ARE HEREBY REQUIRED:

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

I,

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

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

Signed _____ **Dated** _____

Dangerous Dog Declaration served by:

Name _____

Signed _____ **Dated** _____

Position _____



Attachment 2

Declared Dangerous Dog / Restricted Breed Fencing Inspection & Check List

Initial Inspection Reinspection

Date: _____ CSR #: _____ Date of Declaration served: ____/____/____

Dog owners name: _____

Residential address: _____

Name of Dog: _____ 1 Year Registration # _____ Age: _____

Breed: _____ Microchip # _____ Male / Female

Changed Registration to yearly. Yes / No

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

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

Is the Dangerous / Restricted Breed Sterilised. Yes / No

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

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

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

Location of all Dangerous Dog Signs.

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

Gates:

RHS Height: _____ Type: _____ Restricted access to children: Yes / No

LHS Height: _____ Type: _____ Restricted access to children: Yes / No

Fences:

Rear Height: _____ Type: _____ Restricted access to children: Yes / No

RHS Height: _____ Type: _____ Restricted access to children: Yes / No

LHS Height: _____ Type: _____ Restricted access to children: Yes / No

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



Back yard: Large Medium Small

Containment problems:

Fencing inspection, approved and suitable:

Yes / No

Reinspection date: ___/___/___

Officer's name: _____ **Officer's signature:** _____ **Date:** ___/___/___

Customer's name: _____ **Dog owner signature:** _____ **Date:** ___/___/___



Dog Nuisance Complaint (Barking Dog)

OBJECTIVE

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

SCOPE

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

BACKGROUND

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

PROCEDURE

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

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

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



4. If there is not previous history of nuisance barking, contact the dog owner and organise a time for the Ranger to attend the property,
 - a. Advise the owner of the complaint and the times outlined by the complainant
 - b. Discuss the dogs barking habits and any issues the owner may be aware of and suggest ways to reduce the nuisance barking
 - c. Speak to other neighbours to seek further information of the barking dog
 - d. Contact the complainant a week after contact has been made with the dog owner and find out if the problem has been resolved

5. If this is not the first nuisance complaint from the complainant for this property, or the barking problem has not been resolved in the week, advise the complainant that evidence will be required. A Barking Dog Diary (BDD) is to be completed and returned to Rangers, within four (4) weeks of the diary being issued, and seven (7) consecutive days must be recorded. The BDD is to include dates and times the barking starts, the duration of the barking, and the reason, if any, for the barking. A Form 7 (Dog Regs) must be completed and returned with the BDD.

6. When a BDD is issued to the complainant, a letter must also be sent to the dog owner advising a complaint has been made and the complainant is completing a BDD.
 - a. The dog owner may record their own diary of times and dates they notice their dog bark, the duration, the reason for the barking and when the dog is not at the property.

7. When the BDD has been completed and returned to Ranger Services, the Ranger is to;
 - a. Review the BDD along with their evidence taken while sitting off the property
 - b. Make a copy of the BDD and black out all of the complainants details / or, re-type the information recorded
 - c. Review the BDD with the dog owner along with the Rangers notes

8. If the evidence gathered shows the dog to be a nuisance;
 - a. The owner is required to put measures in place to reduce the nuisance barking. This may take some time to correct as this is a behavioral issue. It may be required that one or more of the following conditions apply;
 - i. The dog owner seeks professional assistance
 - ii. The amnesty is for a specified period of time
 - iii. Special conditions be agreed to e.g. a curfew on the dog
 - iv. The complainant is kept informed of the dog's progress
 - v. Legal action proceeds concurrently with a treatment program
 - vi. The complainant may also be required to control situations that may exist in aggravating the dog (e.g. their cat wandering at large, or other actions that may incite the dog)

9. After one week, the Ranger is to contact the complainant for an update on any changes, improvements etc. If the barking has;
 - a. Improved and is no longer an issue, advise the dog owner of the outcome, update the CSR and close the request.



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



Dog Attack

OBJECTIVE

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

SCOPE

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

PROCEDURE

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

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



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



Seizure and Impoundment of Dogs

OBJECTIVE

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

SCOPE

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

BACKGROUND

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

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

PROCEDURE

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

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



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



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



Surrender of an Animal

OBJECTIVE

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

SCOPE

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

PROCEDURE

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



Shire of Derby / West Kimberley

Attachment 1

DOG ACT 1976

SURRENDER FORM

SURRENDER OF ANIMAL FOR REHOMING OR EUTHANIZING

I _____

Of (Address) _____

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

Declare that;

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

Reason for surrender:

Officer notes:

- | | |
|----------------------------|----------------------------|
| 1) Breed: _____ | 2) Breed: _____ |
| Sex: _____ | Sex: _____ |
| Description: _____ | Description: _____ |
| Microchip: _____ | Microchip: _____ |
| Registration: _____ | Registration: _____ |

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

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

Signed _____ Date _____

Authorised Officer (witness)

Name _____ Signed _____ Date _____



Shire of Derby / West Kimberley

Attachment 2

CAT ACT 2011

SURRENDER FORM

SURRENDER OF ANIMAL FOR REHOMING OR EUTHANIZING

I _____

Of (Address) _____

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

Declare that;

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

Reason for surrender:

Officer notes:

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

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

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

Signed _____ Date _____

Authorised Officer (witness)

Name _____ Signed _____ Date _____



Fostering and Rehoming of Animals

OBJECTIVE

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

SCOPE

This procedure applies to Ranger Services employees.

BACKGROUND

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

PROCEDURE

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



**Shire of Derby /
West Kimberley**

(Attachment 1)

SHORT TERM - FOSTER CARE AGREEMENT

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

I _____ of _____
Name Address

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

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

TERMS AND CONDITIONS

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



Shire of Derby / West Kimberley

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

Signature of Foster Carer _____ Date: _____

Mobile Contact Number _____

Witnessed: _____

Signed:
Senior Ranger, Shire of Derby/West Kimberley



Fire Break & Hazard Reduction Inspections

OBJECTIVE

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

SCOPE

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

BACKGROUND

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

PROCEDURE

Preseason

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

Fire Break Inspection

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



Shire of Derby / West Kimberley

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

Crown Land

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



(Attachment 1)

Contractors List

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

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

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



Litter

OBJECTIVE

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

SCOPE

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

BACKGROUND

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

PROCEDURE

Dumping Rubbish or litter

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



Unauthorised Camping within the Shire

OBJECTIVE

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

SCOPE

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

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

BACKGROUND

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

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

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



PROCEDURE

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



Shire of Derby / West Kimberley

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



Abandoned Vehicles

OBJECTIVE

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

SCOPE

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

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

BACKGROUND

Abandoned Vehicle

PROCEDURE

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

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



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




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



Shire of Derby / West Kimberley

Attachment 1.

0229



SHIRE OF DERBY WEST KIMBERLEY
 30 Loch Street Derby, WA, 6728
 Telephone: (08) 9191 0999 Email: sdwk@sdwk.wa.gov.au
 PO Box 94 Derby, WA, 6728
 Facsimile: (08) 9191 0998 Web: www.sdwk.wa.gov.au
 ALL COMMUNICATIONS TO BE ADDRESSED TO THE CHIEF EXECUTIVE OFFICER

24 HOUR NOTICE TO REMOVE

Date Notice Served; Time;

To the owner of this vehicle,

Vehicle description;.....

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

(Date) (Time) am/pm

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


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

Authorised Officer;

The True Kimberley



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



Government of Western Australia
Department of Transport

E38
Government Authorities
Disclosure of Information Request
Section 14 Road Traffic (Administration) Act 2008

When blank, this form is classed as OFFICIAL, when completed, this form is classed as OFFICIAL SENSITIVE

This form must be completed and submitted via the following email link: releaseofinformation@transport.wa.gov.au SUBMIT

REQUEST DETAILS	GENERAL ENQUIRY/ MANUAL SEARCH
<p>FAMILY NAME</p> <p>I, <input style="width: 100%;" type="text"/></p> <p>FIRST NAME/OTHER NAMES</p> <input style="width: 100%;" type="text"/> am a person nominated by the Chief Executive Officer <p>DEPARTMENT NAME</p> <input style="width: 100%;" type="text"/> <small>(pursuant to Section 14 Road Traffic (Administration) Act 2008 and Regulation 7 (2) Road Traffic (Administration) Regulations 2014.</small> <p>I request this information for the purpose of administering the following legislation.</p> <p>LEGISLATION TITLE</p> <input style="width: 100%;" type="text"/> RELEVANT SECTION/REGULATION/BY-LAW <input style="width: 100%;" type="text"/> I understand and confirm that the information disclosed to me will only be used in connection with administering the above mentioned written law. I understand that the information provided by Driver and Vehicle Services cannot be used for a purpose other than the authorised purpose for which it was disclosed. <p><small>Any inappropriate use of the information provided by Driver and Vehicle Services that is contrary to Australian Federal and/or Western Australian legislation, policies or local by-laws may result in legal action. Charges may be preferred under the Corruption and Crime Commission Act 2003, the Public Sector Management Act 1994 and/or the Criminal Code.</small></p>	<p>Complete relevant information known</p> <p>FAMILY NAME</p> <input style="width: 100%;" type="text"/> FIRST NAME/OTHER NAMES <input style="width: 100%;" type="text"/> DATE OF BIRTH <input style="width: 100%;" type="text"/> DRIVER'S LICENCE/LEARNER'S PERMIT NUMBER <input style="width: 100%;" type="text"/> VEHICLE PLATE NUMBER <input style="width: 100%;" type="text"/> MAKE/MODEL COLOUR <input style="width: 100%;" type="text"/> VIN/CHASSIS <input style="width: 100%;" type="text"/> OFFENCE/ENQUIRY DATE (COMPULSORY) <input style="width: 100%;" type="text"/> DESCRIBE ENQUIRY/REQUIREMENT IN FULL <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
<p style="text-align: center; background-color: #0070C0; color: white; padding: 2px;">ELECTRONIC VEHICLE SEARCH</p> <p><input type="checkbox"/> Text file attached</p>	
<p style="text-align: center; background-color: #0070C0; color: white; padding: 2px;">CERTIFICATE EVIDENCE</p> <p><input type="checkbox"/> Section 110 of the Road Traffic (Administration) Act 2008 Certificate Evidence (for Court)</p> <p><input type="checkbox"/> Driver <input type="checkbox"/> Vehicle</p> <p>ACCUSED FAMILY NAME</p> <input style="width: 100%;" type="text"/> ACCUSED FIRST NAME/OTHER NAMES (IN FULL) <input style="width: 100%;" type="text"/> OFFENCE DATE <input style="width: 100%;" type="text"/> DRIVER'S LICENCE/LEARNER'S PERMIT NUMBER <input style="width: 100%;" type="text"/> VEHICLE PLATE NUMBER <input style="width: 100%;" type="text"/> MAKE/MODEL COLOUR <input style="width: 100%;" type="text"/> COURT/DUE DATE (COMPULSORY) <input style="width: 100%;" type="text"/> NAME OF COURT <input style="width: 100%;" type="text"/>	

Last updated: 15.01.2021



Ranger Vehicles

OBJECTIVE

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

SCOPE

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

BACKGROUND

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

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



PROCEDURE

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



8. Refueling is to be done at either Derby or Fitzroy Crossing depot.
 - a. The fuel pumps must be turned on by depot staff as the switch is in the garden shed. The fuel pump is generally available from 6.00am to 2.00pm, Monday to Friday.
 - b. The fuel tab allocated to each vehicle is to be used and these are not to be used for other vehicles or personal use.
 - c. The fuel tab is to be held over the reader, touching the two metal prongs until the LCD display requires the odometer reading, then prompts for a pin code (1234).
 - d. The pump will then engage.
 - e. Once refueling has completed and the fuel nozzle has been placed back on the bowser, the pump will continue to run for a short period. This is normal and will turn off by itself.
9. The Senior Ranger shall be issued with a fuel card for after hours and when the Shire fuel is not available. This card can be used for all Ranger Service Vehicle; however when a vehicle is re-fueled, the registration number of the vehicle is to be placed on the fuel receipt and handed to account for adjustment to the correct vehicle.
10. Rangers are required to ensure vehicle fuel levels are maintained above $\frac{1}{4}$ tank minimum within a 10km radius of Derby or Fitzroy Crossing town sites. If required to attend anywhere outside of this radius, the Ranger is to ensure the fuel tank is filled to the full level prior to exiting the area.
11. If you are required to drive out of this 10km radius from town, you are required to advise the Senior Ranger, or in their absence, the Manager of Development Services. You are required to advise the following;
 - a. Where you are going
 - b. When you arrive
 - c. Expected return time
 - d. When you have returned within the 10km radius or when you have arrived at your destination i.e. Broome or Fitzroy Crossing
 - e. Advise when you have returned



Firearms

OBJECTIVE

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

SCOPE

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

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

BACKGROUND

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

PROCEDURE

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



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

Storage

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



Firearms Register

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

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

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

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

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

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

Training

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

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



The effective danger range for projectiles, may generally be:

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

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

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

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



Infringement Notices

OBJECTIVE

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

SCOPE

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

BACKGROUND

PROCEDURE

Rangers

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

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

Rangers

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

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



Attachment 1

FINAL DEMAND

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

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

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

SETTLEMENT OPTIONS

BEFORE THE DUE DATE YOU MUST EITHER:

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

OR

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

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

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

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

Signature _____ MANAGER OF DEVELOPMENT SERVICES Date: _/ /__

REFER OVERLEAF FOR SETTLEMENT OPTIONS A OR B



Shire of Derby / West Kimberley

PLEASE PRINT CLEARLY USING BLOCK LETTERS

A. PAYMENT OF AMOUNT CURRENTLY DUE

I _____ of

(Address) _____

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

Date: ____/____/____

Signature: _____

X.....

PAYMENT CAN BE MADE BY POST TO: OR

IN PERSON AT:-

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

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

Friday)

OR

BY ELECTRONIC FUNDS TRANSFER

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

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

(Please do not send cash through the mail)

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

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

I _____ of

(Address) _____

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

Signature: _____ Date: ____/____/____



Receiving Complaints

OBJECTIVE

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

SCOPE

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

BACKGROUND

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

PROCEDURE

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

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



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

5. Creating a Customer Service Request in Synergy

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



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

7.5 COMPLIANCE REPORTS - COUNCIL MINUTE MANAGEMENT

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

SUMMARY

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

DISCLOSURE OF ANY INTEREST

Nil

BACKGROUND

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

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

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

Nil

VOTING REQUIREMENT

Simple majority

ATTACHMENTS**1. Council Minute Management - June 2022****COMMITTEE RESOLUTION AC56/22**

Moved: Cr Peter McCumstie

Seconded: Cr Geoff Haerewa

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

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

Against: Nil

CARRIED 5/0

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

Meeting	Officer/Director	Section	Subject
Council 26/08/2021	Dexter, Amanda Dexter, Amanda	Executive Services	Aboriginal Empowerment Strategy
RESOLUTION 84/21			
Moved: Cr Geoff Davis			
Seconded: Cr Rowena Mouda			
That Council:			
<ol style="list-style-type: none"> 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. 			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
CARRIED 8/0			
<p><i>10 Sep 2021 - 4:12 PM - Sarah Smith</i> Action reassigned to O'Halloran, Amanda by: Smith, Sarah for the reason: Sarah Tobias is an external consultant</p> <p><i>16 Mar 2022 - 11:30 AM - Amanda Dexter</i> Amanda will arrange advertising to progress the appointment of a Organisation/ Consultant to assist with the Development of a Strategy and/ or high level priorities in order to get this program up and running over the next few months.</p> <p><i>16 Mar 2022 - 11:34 AM - Amanda Dexter</i> Revised Target Date changed by: Dexter, Amanda From: 9 Sep 2021 To: 31 May 2022 Reason: This item has not been resourced adequately and higher prioritisation has been allocated to ensure that it progresses over the next few months</p> <p><i>9 Jun 2022 - 4:02 PM - Amanda Dexter</i> Revised Target Date changed by: Dexter, Amanda From: 31 May 2022 To: 30 Jul 2022 Reason: This project has unfortunately not progressed due to resourcing issues, it has been reallocated in the 2022/23 Budget and the CEO's Exec Team will progress the project once the once the budget is approved.</p>			

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

Outstanding	Division:	Date From:
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Neate, Wayne

RESOLUTION 28/22

Moved: Cr Andrew Twaddle
Seconded: Cr Linda Evans

That Council;

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

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

Against: Nil

CARRIED 8/0

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

RESOLUTION 27/22

Moved: Cr Paul White
Seconded: Cr Peter McCumstie

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

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

Against: Nil

CARRIED 8/0

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

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

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: 16 June 2022 2:47 PM</p>
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1. **APPROVES** a contribution of \$7,500 (ex GST) be made to the Boab Festival at Derby Inc. as contribution to the Mardi Gras and Get Ya Bounce on events subject to:

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

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

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

Against: Nil

CARRIED 9/0

Meeting	Officer/Director	Section	Subject
Council 24/02/2022	Hartley, Neil Dexter, Amanda	Executive Services	Derby Port Precinct - Boat and Trailer Storage Areas and Licences
RESOLUTION 06/22			
Moved: Cr Andrew Twaddle			
Seconded: Cr Paul White			
That Council:			
<ol style="list-style-type: none"> 1. Endorse the principle of controlled boat/trailer parking at the Derby Port; 2. Endorse the indicative plan for the Derby Port Boat/Trailer Parking Area as outlined in the attachment to this report; 3. Endorse the attached draft User Agreement for the Derby Port Boat/Trailer Parking Area (and authorise the CEO to make minor amendments as deemed required to ensure they remain effective and contemporary); 4. Authorise the use of up to \$10,000 of existing Derby Port budget funds to be allocated to site-works/levelling at the area defined in (2) above; and 5. Notes that each Licence will be advertised to meet the requirements of S. 3.58 of the Local Government Act prior to their original issue (with a Council report to be presented for its consideration on any occasion where a public submission is forthcoming). 			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie			

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Against: Nil

CARRIED 7/0

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

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

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

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

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

Against: Nil

CARRIED 9/0

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

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

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

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

Against: Nil

CARRIED 9/0

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

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

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

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

RESOLUTION 71/22

Moved: Cr Paul White
Seconded: Cr Linda Evans

That Council by Absolute Majority:

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

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4. Resolves to proceed with the transaction as modified;

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

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

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

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

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

Against: Nil

CARRIED 9/0 BY ABSOLUTE MAJORITY

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

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: 16 June 2022 2:47 PM</p>
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<p>in Certificate of Title Volume 2037 Folio 326) described as Areas 2 and 10 and on the attached Airport Lease Area Plan (inclusive of part of the existing KAS Helicopters Lease Area 3 site, to Dunning's Fuel);</p> <p>(c) Endorses the lease period for both Areas 2 and 10 are to be 10 + 10 years and a commencement lease fee for each individual area of a minimum of \$16,500pa for an up to 1,000m² lease is to apply (proportionately more if the eventual area is above 1,000m²);</p> <p>(d) Authorises the Chief Executive Officer to finalise the lease documentation for both Dunning's Fuel leases, and any required modifications to the KAS Helicopters lease, and authorises the President and Chief Executive Officer to execute the necessary documentation and apply the Shire's Common Seal (if required); and</p> <p>2. In regard to KAS Helicopters leases (lease areas 3 and 5):</p> <p>(a) Endorse 10 year lease extensions over lease areas 3 and 5 on the same terms and conditions of the existing leases, with both leases now due to expire on 11 September 2031, and if sought by KAS prior to the extension being legally formalised, an assignment to an alternative lease ownership structure;</p> <p>(b) Notes that there may be a lease fee reduction for Lease Area 3, but only if the new area of Lease Area 3 reduces such that the valuation calculation in (1c) above requires a reduction to below the current annual lease fee of \$27,096.76; and</p> <p>(c) Authorise the President and Chief Executive Officer to execute the necessary documentation and apply the Shire's Common Seal (if required).</p> <p><u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Andrew Twaddle, Rowena Mouda, Keith Bedford and Peter McCumstie</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;">CARRIED 7/0</p> <p><i>31 Mar 2022 - 2:31 PM - Neil Hartley</i> Revised Target Date changed by: Hartley, Neil From: 10 Mar 2022 To: 15 Apr 2022 Reason: Assignment and lease extension documentation prepared and ready for execution.</p> <p><i>3 May 2022 - 1:44 PM - Neil Hartley</i> Revised Target Date changed by: Hartley, Neil From: 31 May 2022 To: 31 May 2022 Reason: 1. BP Australia advised that its submission was noted; 2. KAS Helicopters Lease Area 3 site modified and new lease and assignment executed; 3. Leases for Areas 2 and 10 finalised and awaiting signatures from the parties.</p> <p><i>3 Jun 2022 - 10:28 AM - Neil Hartley</i> Revised Target Date changed by: Hartley, Neil From: 31 May 2022 To: 30 Jun 2022 Reason: Awaiting return of executed documents from Dunnings.</p>

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

Meeting	Officer/Director	Section	Subject
Council 26/05/2022	Hartley, Neil Dexter, Amanda	Corporate Services	Budget Adjustment
THE ITEM WAS NOT FOUND (BOOKMARK: PDF2_ReportName_10881)			
CHECK THE INTEGRITY OF THE ITEM IN THE MINUTES DOCUMENT			
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Resolution not found			

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

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Moved: Cr Peter McCumstie
Seconded: Cr Linda Evans

That Council:

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

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

CARRIED 9/0 BY ABSOLUTE MAJORITY

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

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Local Government Act);

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

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

Against: Nil

CARRIED 7/0 BY ABSOLUTE MAJORITY

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

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

COMMITTEE RESOLUTION AC28/22

Moved: Cr Peter McCumstie
Seconded: Cr Keith Bedford

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

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

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

Against: Nil

CARRIED 3/0 BY ABSOLUTE MAJORITY

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

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

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: 16 June 2022 2:47 PM</p>
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<p><u>In Favour:</u> Crs Chris Kloss, Pat Riley, Rowena Mouda and Keith Bedford</p> <p><u>Against:</u> Crs Paul White, Geoff Davis, Andrew Twaddle and Steve Ross</p>	<p>LOST 5/4</p> <p>Determined by Presiding Member's Casting Vote</p>
<p>Moved: Cr Chris Kloss</p> <p>Seconded: Cr Geoff Davis</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the change in valuation method for Kimberley Meat Company (Dampier Location 210) to now be Gross rental Valuation (from Unimproved Valuation); 2. Seek the Minister for Local Government's determination on the method of valuing the land (in accordance with the provisions of S6.28 of the Local Government Act); 3. Authorises the CEO to take the necessary actions to progress and implement the valuation change; and 4. Confirms that on balance, there is insufficient justification to warrant the phasing in of the valuation, or to grant a concession, on this occasion. 	
<p><u>In Favour:</u> Crs Paul White, Geoff Davis, Andrew Twaddle, Steve Ross and Rowena Mouda</p> <p><u>Against:</u> Crs Chris Kloss, Pat Riley and Keith Bedford</p>	<p>CARRIED 5/3</p>
<p><i>4 Mar 2021 - 11:26 AM - Neil Hartley</i> Revised Target Date changed by: Hartley, Neil From: 11 Mar 2021 To: 31 Mar 2021 Reason: Minister advised of the Council's decision. Awaiting response and eventual Gazettal.</p> <p><i>8 Apr 2021 - 3:05 PM - Neil Hartley</i> Revised Target Date changed by: Hartley, Neil From: 31 Mar 2021 To: 30 Jun 2021 Reason: Submission made the Department of Local Government. Awaiting response.</p> <p><i>5 Jul 2021 - 8:17 AM - Neil Hartley</i> Revised Target Date changed by: Hartley, Neil From: 30 Jun 2021 To: 30 Jul 2021 Reason: Awaiting response from Minister for Local Government.</p> <p><i>9 Aug 2021 - 12:03 PM - Neil Hartley</i> Revised Target Date changed by: Hartley, Neil From: 30 Jul 2021 To: 30 Sep 2021 Reason: Awaiting response from Minister for Local Government.</p>	

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

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

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Revised Target Date changed by: Hartley, Neil From: 12 Nov 2020 To: 28 Feb 2021
 Reason: Progressing. First property to be referred to February 2020 Council Meeting. Assessment of others is ongoing (as they are located).
1 Feb 2021 - 5:08 PM - Neil Hartley

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

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

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

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

<p>Outstanding</p> <p>Action Sheets Report</p>	<p>Division:</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From:</p> <p>Date To:</p> <p>Printed: 16 June 2022 2:47 PM</p>
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Revised Target Date changed by: Hartley, Neil From: 31 Oct 2021 To: 31 Dec 2021
 Reason: Awaiting advice from WALGA.
15 Dec 2021 - 9:50 AM - Neil Hartley

Revised Target Date changed by: Hartley, Neil From: 31 Dec 2021 To: 28 Feb 2022
 Reason: No proposals from WALGA forthcoming. Will attempt to draft a version suitable for SDWK, at least as a short term measure.
7 Feb 2022 - 7:26 AM - Neil Hartley

Revised Target Date changed by: Hartley, Neil From: 28 Feb 2022 To: 31 Mar 2022
 Reason: Awaiting WALGA model document. Other work related priorities have limited time availability for this project.
8 Mar 2022 - 5:09 PM - Neil Hartley

Revised Target Date changed by: Hartley, Neil From: 31 Mar 2022 To: 30 Apr 2022
 Reason: Other priorities have delayed this project. Hopefully to be a task for the new Governance Officer to assist with.
3 May 2022 - 2:07 PM - Neil Hartley

Revised Target Date changed by: Hartley, Neil From: 30 Apr 2022 To: 30 Jun 2022
 Reason: Awaiting appointment of new Governance Officer to progress.

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

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

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

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

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

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

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

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

Against: Nil

CARRIED 9/0

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

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

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

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

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

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

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Meeting	Officer/Director	Section	Subject
Council 25/06/2020	Neate, Wayne Dexter, Amanda	Technical Services	Fitzroy Crossing - Low level Crossing
RESOLUTION 111/20			
Moved: Cr Geoff Davis			
Seconded: Cr Paul White			
That Council;			
<ol style="list-style-type: none"> 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. 			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Steve Ross, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
CARRIED 9/0			
<p><i>5 Feb 2021 - 3:18 PM - Amanda Dexter</i> This project is ongoing, further advice is being sought from Main Roads in regards to structural integrity and funding is being sought to implement the social infrastructure.</p> <p><i>5 Feb 2021 - 3:19 PM - Amanda Dexter</i> Revised Target Date changed by: O'Halloran, Amanda From: 9 Jul 2020 To: 31 Mar 2021 Reason: This project is ongoing</p> <p><i>4 Jun 2021 - 3:33 PM - Sarah Smith</i> Revised Target Date changed by: Smith, Sarah From: 31 Mar 2021 To: 30 Jun 2021 Reason: This project is ongoing</p> <p><i>16 Mar 2022 - 12:25 PM - Wayne Neate</i> Revised Target Date changed by: Neate, Wayne From: 30 Jun 2021 To: 01 Jun 2022 Reason: Beginning to explore options for post this wet season to place bollards on old Crossing</p>			

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

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

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2. Advise the Western Australian Country Health Service of the intention to convert the grassed areas to garden beds.

3. Instruct the Chief Executive Officer to work with the Derby Landcare group to undertake planting of the verge areas with local native plants suitable to not cause sight issues for traffic entering or exiting the various hospital entries.

4. Instruct the Chief Executive Officer to develop Parking Local Laws as part of the overall review of Local Laws.

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

Against: Nil

CARRIED 8/0

12 May 2021 - 1:33 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 8 Apr 2021 To: 30 Jun 2021
 Reason: Landcare group will be wirtten to along with Hospiatl around verge lanting and management.

13 Sep 2021 - 8:37 AM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 30 Jun 2021 To: 01 Dec 2021
 Reason: Local Laws for Parking are being progressed. Awaiting design of planting from Derby Landcare Group.

19 Dec 2021 - 1:03 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 1 Dec 2021 To: 11 Feb 2022
 Reason: Planting plan has been submitted to Derby Ops Manager for approval.

16 Mar 2022 - 12:26 PM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 11 Feb 2022 To: 01 Jun 2022
 Reason: WACHS - Have given approval to plan. Rocks have been ordered and pants and retic being sourced.

17 May 2022 - 8:25 AM - Wayne Neate
 Revised Target Date changed by: Neate, Wayne From: 1 Jun 2022 To: 01 Jul 2022
 Reason: Works underway

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

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RESOLUTION 78/21

Moved: Cr Geoff Davis

Seconded: Cr Rowena Mouda

A motion was moved that Council suspend standing orders.

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

Against: Nil

CARRIED 6/0

RESOLUTION 80/21

Moved: Cr Rowena Mouda

Seconded: Cr Geoff Davis

That Council:

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

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

Against: Nil

CARRIED 6/0

19 Jul 2021 - 3:51 PM - Philip Gehrman

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

Reason: Awaiting feedback from Horizon Power on next steps.

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

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

RESOLUTION 81/21

Moved: Cr Paul White
Seconded: Cr Geoff Davis

That Council:

- Supports the location of a Horizon Power Solar Farm at Derby Airport;**
- Agrees to lease the required land to Horizon Power for \$500 p.a., utilising the attached lease document (under confidential cover at Attachment "B"), noting that the CEO is authorised to make any necessary modifications to ensure the Shire's interest are suitably protected; and**
- Notes that Horizon Power is an exempt body as that relates to the Shire being otherwise required to progress through the Local Government Act's S 3.58 (Disposing of Property) provisions.**

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

CARRIED 6/0

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19 Jul 2021 - 3:51 PM - Philip Gehrman
 Revised Target Date changed by: Gehrman, Philip From: 8 Jul 2021 To: 27 Aug 2021
 Reason: Awaiting feedback from Horizon Power on next steps.

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

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

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

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

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

Meeting	Officer/Director	Section	Subject
Council 9/12/2021	Neate, Wayne Dexter, Amanda	Development Services	Proposed new Parking Local Law

RESOLUTION 167/21

Moved: Cr Paul White
Seconded: Cr Linda Evans

That Council;

1. In accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, State wide and local public notice be given stating that;
 - (a) It is proposed to make a Shire of Derby/West Kimberley Parking Local Law, and a summary of its purpose and effect;
 - (b) Copies of the proposed local law may be inspected at the Shire offices and website;
 - (c) Submissions about the proposed local law may be made to the Shire within a period of not less than six weeks after the notice is given;
2. In accordance with s3.12(3)(b) of the Act, as soon as the notice is given, a copy of the proposed local law be sent to the Minister for Local Government;

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3. In accordance with s3.12(3)(c) of the Act, a copy of the proposed local law be supplied to any person requesting it; and

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

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

Against: Nil

CARRIED 8/0

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

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

Meeting	Officer/Director	Section	Subject
Council 25/06/2020	Neate, Wayne Dexter, Amanda	Executive Services	Allocation of Curtin Airport Donga's
RESOLUTION 105/20			
Moved: Cr Rowena Mouda			
Seconded: Cr Paul White			
That Council;			
1. Advertise notice of intention to dispose of the ex-Curtin Accommodation Block 3 to the Friends of Wharfinger House in accordance with section 3.58 of the <i>Local Government Act 1995</i>, subject to the relevant approvals being gained;			
2. Advertise notice of intention to dispose of the ex-Curtin Accommodation Block 4 to the Derby Enduro Club in accordance with section 3.58 of the <i>Local Government Act 1995</i>, subject to the relevant approvals being gained;			
3. Advertise notice of intention to dispose of the ex-Curtin Accommodation Block 5 to the Derby Golf Club in accordance with section 3.58 of the <i>Local Government Act 1995</i>, subject to the relevant approvals being gained;			
4. Advertise notice of intention to dispose of the ex-Curtin Security Block to the Derby Regional Hospital in accordance with section 3.58 of the <i>Local Government Act 1995</i>, subject to the relevant approvals being gained;			

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

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

Against: Nil

CARRIED 9/0 BY ABSOLUTE MAJORITY

3 Sep 2020 - 2:29 PM - Wayne Neate

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

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

28 Oct 2020 - 10:34 AM - Wayne Neate

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

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

5 Feb 2021 - 3:17 PM - Amanda Dexter

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

5 Feb 2021 - 3:18 PM - Amanda Dexter

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

Reason: As per comments

8 Apr 2021 - 2:46 PM - Wayne Neate

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

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

13 Sep 2021 - 8:38 AM - Wayne Neate

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

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

18 Oct 2021 - 3:53 PM - Wayne Neate

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

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

19 Dec 2021 - 1:07 PM - Wayne Neate

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

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

16 Mar 2022 - 12:24 PM - Wayne Neate

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

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

17 May 2022 - 8:33 AM - Wayne Neate

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

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

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

Meeting	Officer/Director	Section	Subject
Council 25/03/2021	Paull, Robert Martin, Stuart	Development Services	Policy H2 - Traders and Stall Holders Permits (revised)
RESOLUTION 24/21			
Moved: Cr Rowena Mouda			
Seconded: Cr Paul White			
That Council:			
<ol style="list-style-type: none"> 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. 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. 			
<u>In Favour:</u> Crs Geoff Haerewa, Paul White, Geoff Davis, Chris Kloss, Andrew Twaddle, Rowena Mouda, Pat Riley and Keith Bedford			
<u>Against:</u> Nil			
CARRIED 8/0			
<p><i>17 May 2021 - 3:49 PM - Robert Paull</i> Further report to Council on outcome of advertising <i>10 Sep 2021 - 4:14 PM - Robert Paull</i> Report to be prepared for the 28 October 2021 Council meeting.</p>			

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

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

That the Audit Committee:

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

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

Against: Nil

CARRIED 5/0

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

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

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

Dexter, Amanda
COMMITTEE RESOLUTION AC23/22
Moved: Cr Peter McCumstie
Seconded: Cr Keith Bedford
That the Audit Committee recommends Council RECEIVES the Monthly Financial Management Report incorporating the Statement of Financial Activity for the period ending 28th February 2022.
<u>In Favour:</u> Crs Keith Bedford, Peter McCumstie and Andrew Twaddle
<u>Against:</u> Nil
CARRIED 3/0

Meeting	Officer/Director	Section	Subject
Audit Committee 24/03/2022	Thornton, Alan Dexter, Amanda	Reports	Long Term Financial Plan - 2022-23 to 2036-37
COMMITTEE RESOLUTION AC24/22			
Moved: Cr Peter McCumstie			
Seconded: Cr Keith Bedford			
That the Audit Committee recommend that Council:			
<ol style="list-style-type: none"> Endorse the Long Term Financial Plan 2022/23 – 2036/37 per attachment to this report for Council’s on going consideration. 			
<u>In Favour:</u> Crs Keith Bedford, Peter McCumstie and Andrew Twaddle			
<u>Against:</u> Nil			
CARRIED 3/0			

Meeting	Officer/Director	Section	Subject
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Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: 16 June 2022 2:47 PM

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

7.6 COMPLIANCE REPORTS - COUNCILLOR MEETING ATTENDANCE

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

SUMMARY

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

DISCLOSURE OF ANY INTEREST

Nil

BACKGROUND

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

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

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

2.25. Disqualification for failure to attend meetings

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

Nil

VOTING REQUIREMENT

Simple majority

ATTACHMENTS**1. Council Meeting Attendance Table - 21/22****COMMITTEE RESOLUTION AC57/22**

Moved: Cr Peter McCumstie

Seconded: Cr Geoff Haerewa

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

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

Against: Nil

CARRIED 5/0



MEETING ATTENDANCE

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

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

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8 NEW BUSINESS OF AN URGENT NATURE

9 NEW AND EMERGING ITEMS FOR DISCUSSION

10 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (CONFIDENTIAL MATTERS)**COMMITTEE RESOLUTION AC58/22****Moved: Cr Geoff Haerewa****Seconded: Cr Keith Bedford**

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

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

Against: Nil

CARRIED 5/0**10.1 SUNDRY DEBTORS MAY 2022**

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

COMMITTEE RESOLUTION AC59/22**Moved: Cr Peter McCumstie****Seconded: Cr Keith Bedford****That the Audit Committee:**

Recommends that Council receives the information contained in the report detailing Sundry Debtors as at 31 May 2022.

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

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

Colleen Boldison entered the meeting at 4:18pm.

10.2 RATES OUTSTANDING MAY 2022

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

COMMITTEE RESOLUTION AC60/22

Moved: Cr Peter McCumstie

Seconded: Cr Keith Bedford

That the Audit Committee recommends that Council:

- 1. Receives the report on outstanding rate and service charge debt by financial year to the end of May 2022.**

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

Against: Nil

CARRIED 5/0

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

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

COMMITTEE RESOLUTION AC61/22

Moved: Cr Geoff Haerewa

Seconded: Cr Peter McCumstie

That the Audit Committee recommends Council:

Declines the ratepayer's request to deactivate interest accruals on their outstanding balance over the course of their payment arrangement. Instruct Shire officers to inform the ratepayer that they can lodge an application under the Shire of Derby/West Kimberley Financial Hardship policy to request a suspension or waiver of interest charges provided the ratepayer meets the Financial Hardship Criteria.

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

Against: Nil

CARRIED 5/0 BY ABSOLUTE MAJORITY

COMMITTEE RESOLUTION AC62/22

Moved: Cr Geoff Haerewa

Seconded: Cr Peter McCumstie

That Council moves out of Closed Council into Open Council.

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

Against: Nil

CARRIED 5/0

11 DATE OF NEXT MEETING

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

12 CLOSURE OF MEETING

The Presiding Member closed the meeting at 4:22pm.

These minutes were confirmed at a meeting on

.....

Signed:

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

Date:

REPORTS

11 EXECUTIVE SERVICES

11.1 WA GRANTS COMMISSION SUBMISSION - CHANGE OF DISTRIBUTION METHODOLOGY

File Number: 5205

Author: Neil Hartley, Director - Strategic Business

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Advocacy

SUMMARY

This report proposes (following Kimberley Region Group feedback) to seek consideration from the WA Grants Commission of an improvement to the methodology for the calculation of Western Australian local government General Purpose Grants, to achieve a fairer distribution methodology. The suggested submission is attached.

The Shire requests that a “no further disadvantage floor” be inserted into the methodology, to sit at the other extremity of the existing minimum grant guarantee provided via the 30% population base calculation. The no further disadvantage floor will protect the most disadvantaged local governments, providing a fairer system which will enable districts with disadvantaged levels above the average, to stabilise there district from further receding into unsustainability and suffering even greater levels of disadvantage. The result will be that (federal government funding allocations permitting) no local government will be more disadvantaged year on year, than that of the average of all of the local government districts of Western Australia. The methodology change sought is that:

The 70% proportion of the grant funding is allocated so that the districts with a higher than average need, can operate (funds permitting) to a standard not lower than the average standard of other local government bodies in Western Australia. A prioritised “bottom up” style of funding needs to be implemented, with funding being set at \$1 in grant funds for every \$1 of the district’s equalisation requirement until funds are exhausted.

DISCLOSURE OF ANY INTEREST

Nil by Author.

BACKGROUND

The Commonwealth Local Government (Financial Assistance) Act 1995 outlines the mechanism for the federal government to provide financial assistance for local government. It requires that each state and territory has a Grants Commission and establishes National Principles for the distribution of those funds, and which the State Commissions must comply.

The National Principles for the distribution of funds are based on the objective of full horizontal equalisation which is defined in section 6(3)(a) of the Act as:

“...a basis that ensures that each local governing body in the State is able to function, by reasonable effort, at a standard not lower than the average standard of other local government bodies in the State”.

A copy of the WA Grants Commission Methodology is attached and the basis of the submission is that the WA Grants Commission does not in fact meet that legislatively required principle that ...each local governing body in the State is able to function, by reasonable effort, at a standard not lower than the average standard of other local government bodies in the State.

The Shire’s grant allocation for 2021/22 was \$4,487,555 (not including road grant funds). The Fiscal Equalisation calculation for the district (as calculated by the WA Grants Commission) is \$10,260,325, which is \$5,772,770 more than the actual funding received (although it should be noted just for technical background that the Grants Commission uses several year averaging for its grant calculations, which results in there being less volatility with grant variations – only the annual figures however have been quoted within this report).

The Shire’s fiscal equalisation requirement calculation of \$10,260,325 is the highest in Western Australia. The state average is \$0 with the most “sustainable” local government being Perth at - \$58,443,139. The average of all local governments with a positive fiscal equalisation requirement is \$2,470,581.

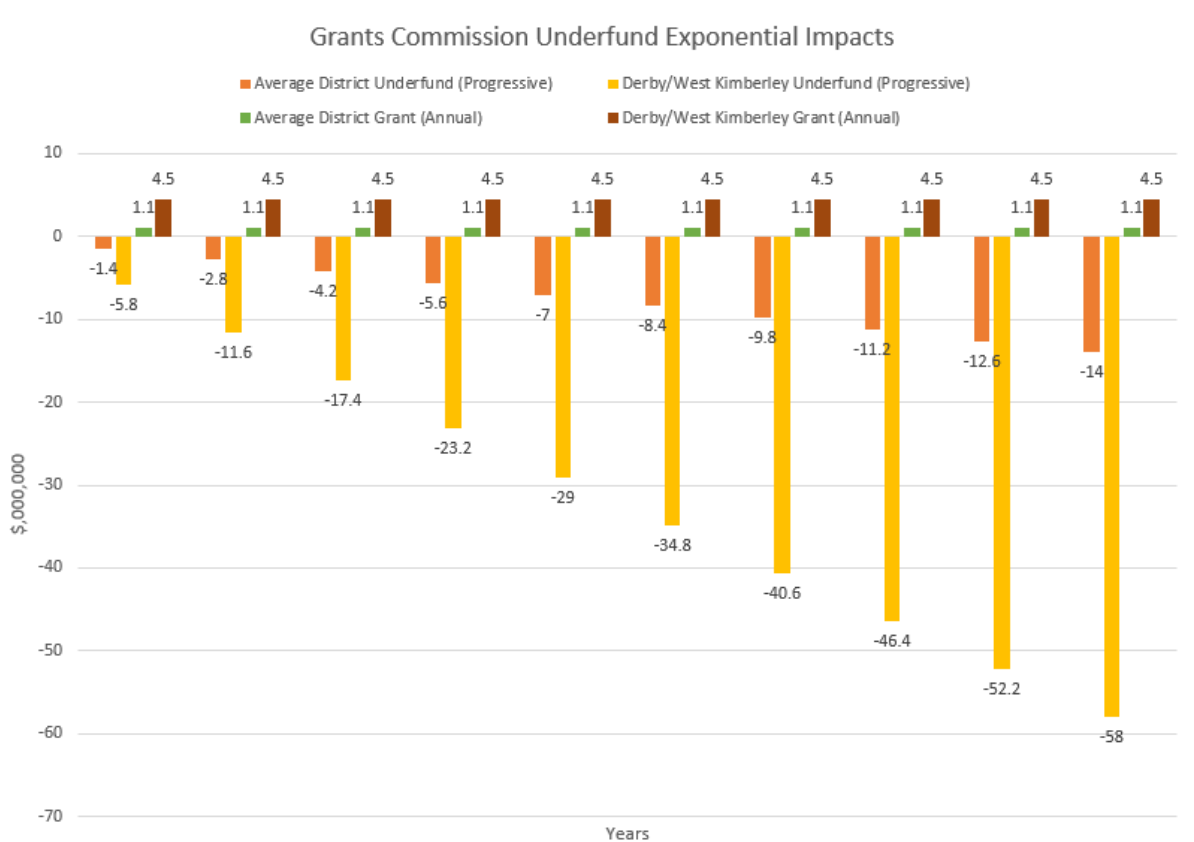
Excluding the Shire of Derby/West Kimberley, the Kimberley Region’s total equalisation calculation (Broome @ \$2,681,004 + Wyndham-East Kimberley @ \$4,772,593 + Halls Creek @ \$6,263,585) is \$13,717,182 and its average, is \$4,572,394.

Because the Federal Government does not fund 100% of the fiscal equalisation sum (the 2021/22 ratio was 44% for our district based on the Shire of Derby/West Kimberley’s population and “adjustor” factors) and that there is a component of the grant that provides some funding for even those local governments with negative fiscal equalisation requirements (e.g. the City of Perth received \$314,948 in 2021/22) it means that those local governments with the positive equalisation requirements slip further behind every other community, every year. This exponential disadvantage gap can be seen in the below graph which shows four components:

- the average local government grant of those local governments that have a positive fiscal equalisation requirement (\$1.1m);
- the Shire of Derby West Kimberley’s annual grant (\$4.5m);
- the average local government’s progressive funding gap per annum (\$1.4m); and
- the annual progressive funding gap for the Shire of Derby West Kimberley (\$5.8m).

The additional exponential disadvantage being suffered by the district of the Shire of Derby West Kimberley grows at approximately \$5.8m/annum (and \$4.4m above the average) as is highlighted by the growing difference between the relevant (orange/yellow) bars below. It is this graph that is hoped to convince the Grants Commission that the principle that each local governing body in the

State is able to function, by reasonable effort, at a standard not lower than the average standard of other local government bodies in the State is not being equitably met.



The proposed submission suggested that a “floor” needs to be inserted into the methodology, similar to the floor provided by the population calculation (where there is a provision in the legislation that requires that a local government’s General Purpose Grant cannot be less than 30% of what it would have received if the Grant was calculated on a per capita basis). This provision will protect the most disadvantaged local governments by requiring that those local government districts that have the largest positive equalisation calculation requirements receive a suitable funding priority. The alternative methodology proposal is that:

The 70% proportion of the grant funding is allocated so that the districts with a higher than average need, can operate (funds permitting) to a standard not lower than the average standard of other local government bodies in Western Australia. A prioritised “bottom up” style of funding needs to be implemented, with funding being set at \$1 in grant funds for every \$1 of the district’s equalisation requirement until funds are exhausted.

This would enable districts with the highest disadvantaged levels to stabilise there district from further receding into unsustainability and arrest the slide that is currently occurring. Importantly, the change would result in no local government being more disadvantaged year on year, than at least that of the average of the state’s local government districts that also have positive equalisation requirements.

Unless additional federal government funding is “added” to the Western Australian allocation, funding to meet the above methodology change will come from those local governments that sit above the level of having a \$0 income equalisation requirement and the Shire’s proposal will mean that a number of local governments will move from receiving a component of the 70% grants commission adjustor factor allocation, to now being “minimum grant local governments”, receiving only the dedicated 30% population component.

STATUTORY ENVIRONMENT

Local Government Act 1995 S 2.7(2)(b) Role of Council - outlines that one of the roles of Council include to:

- governs the local government’s affairs;
- be responsible for the performance of the local government’s functions; and
- oversee the allocation of the local government’s finances and resources.

POLICY IMPLICATIONS

Nil applicable.

FINANCIAL IMPLICATIONS

The Shire’ Federal Assistance Grant allocation for 2021/22 was \$4,487,555 (not including road grant funds) much less than the fiscal equalisation calculation for the district (\$10,260,325). This funding deficit severely impacts upon the Shire’s capacity to operate in a relevant fashion for its district and exponentially penalises the shire and its community more than any other in Western Australia.

If it is possible to secure the change, the Shire’s Federal Assistance Grant will increase substantially.

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
Financial: If a change in grant allocation methodology cannot be achieved, other budget allocations will need to be reviewed to ensure	Likely	Severe	Extreme	Pursue Grants Commission submission and also maintain constant vigilism to a cost effective Shire operation.

district sustainability can be maintained.				
--	--	--	--	--

CONSULTATION

The proposal has previously been presented to a Council Workshop in May 2022 for discussion and feedback.

No community consultation is considered to be required on this occasion.

The Director Strategic Business met with officers of the Department of Local Government’s Grants Commission in Perth on 25 May 2022. The purpose of the meeting was to seek its feedback on the proposal presented to a recent Councillors Workshop, so it could be finalised for formal presentation to this 30 June Council meeting.

The Grants Commission welcomed the Shire making a submission, and outline that no similar proposition had been previously put to the Commission (but of course just because no similar proposal had previously been lodged is not a guarantee of success!).

As this proposal will challenge the Grants Commission’s historic grant distribution calculations and practices, it would benefit from having broader support than just the Shire of Derby/West Kimberley. It is therefore suggested that we seek further input and support from Kimberley Region Group’s local governments, prior to lodgement with the Grants Commission. Once that input has been received, the CEO can then make any modifications required, and subsequent to that, forward the finalised submission to the Grants Commission.

COMMENT

In light of the Shire’s fiscal equalisation requirement calculation of \$10,260,325 being the highest in Western Australia, and the average of all local governments with a positive fiscal equalisation requirement being \$2,470,581 this is effectively saying that the Shire of Derby/West Kimberley is four times more disadvantaged that the average of those local governments that have a positive fiscal equalisation requirement. Even when just considering Kimberley local government area examples, the Shire of Derby West Kimberley’s assessed financial disadvantage position is the highest by far of the Kimberley local governments, and more than twice the Kimberley average of the other three local governments (vis. \$4,572,394 - Broome is \$2,681,004; Wyndham-East Kimberley is \$4,772,593; and Halls Creek is \$6,263,585).

The Shire of Derby/West Kimberley is well managed and operates with good levels of accountability and diligence, but its Federal Assistance Grant allocation for 2021/22 was only \$4,487,555 (not including road grant funds) \$5,772,770 less than the fiscal equalisation calculation for the district (\$10,260,325). This funding deficit therefore severely impacts upon the Shire’s capacity to operate in a relevant fashion for its district and exponentially penalises the shire and its community more than any other in Western Australia. Essentially as Derby/West Kimberley has

the highest disadvantage in the state, it is slipping behind at the fastest rate of every other local government in Western Australia.

If it is possible to secure the change, the Shire's Grants Commission assessed disadvantage level will not alter, but our actual grant will substantially increase. Even if we are successful, the Shire's Grants Commission grants will not change until 2023/24. That said, and even with a higher grant, the Shire will be no better off than any local government funded at the minimum grant level. It is considered that this outcome only serves to reinforce that the methodology ought to change as suggested, as the needs of the range of local governments that are exponentially underfunded now by comparison, will still with the change proposed, be no better off than any local government funded at the minimum grant level.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Grants Allocation Methodology** [↓](#) 
2. **Grants Commission Submission (Draft)** [↓](#) 

RECOMMENDATION

That Council:

1. **Endorse the draft WA Grants Commission submission;**
2. **Supports the principal that the Shire and the Kimberley Region would benefit from other Kimberley local governments also having input and lodging complimentary submissions to the Grants Commission, and requires that the CEO refer the submission to the Kimberley Regional Group for its input and support; and**
3. **Authorises the CEO to modify the report following any feedback from the Kimberley Regional Group's members, and subsequent to that, forward the finalised submission to the Grants Commission for its consideration.**



Methodology for the Distribution of Commonwealth Financial Assistance Grants to Local Governments in Western Australian

WA Local Government Grants Commission

September 2021

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WA Local Government Grants Commission
Methodology for the Distribution of Commonwealth Financial Assistance Grants to Local
Governments in Western Australia
September 2021
Reference: E2170787

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Foreword

The WA Local Government Grants Commission (the Commission) has now completed its fourth iteration of the Methodology and Principles handbook, updated to reflect some minor changes to the methodology since the completion of the full review in 2012.

The Commission has produced this guide to assist local governments in understanding how the different components of their Financial Assistance Grants are calculated.

The Commission aims to update this document as required, however changes to the methodology can be found in the Commission's Annual Report between iterations.

The Road Grant methodology remains unchanged, given the wide acceptance of the Asset Preservation Model. The Commission is aiming to expand the amount of road calculation information available through its website to increase transparency and sector understanding of the grant allocations.

Achieving a balanced and fair methodology is a challenging task given Western Australia's varied location, geography and demographics across 137 local governments. However the Commission is confident it has a methodology that equitably allocates Financial Assistance Grants and adheres to the horizontal equalisation principle.

The Commission is receptive to and encourages local governments to make submissions if they believe there are unique circumstances that are not recognised or if there is an area that should receive a greater focus.

I encourage you to contact the staff of the Commission for advice on any of the information contained in this guide.

Hon Fred Riebeling AM JP

CHAIRPERSON
WA LOCAL GOVERNMENT GRANTS COMMISSION

Commissioners

Hon Fred Riebeling AM JP (Chairperson)
Mr Luke Stevens (Deputy Chairperson)
Mr Colin Cameron (Metropolitan Member)
Dr Wendy Giles (Country Urban Member)
Ms Melinda Prinsloo (Country Rural Member)

Deputy Commissioners

Ms Darelle Merritt (Deputy to the Deputy Chairperson)
Mayor David Goode (Deputy Metropolitan Member)
Cr Deborah Botica (Deputy Country Urban Member)
Cr Chris Mitchell (Deputy Country Rural Member)

Officers

Mr Shannon Wood – A/Manager Executive Support
Ms Chloe Papasergio – A/Senior Strategy and Research Officer
Ms Samantha Thompson – A/Strategy and Research Officer
Dr Chris Berry – Roads Consultant

General Purpose Grants Methodology

The Balanced Budget methodology used by the Commission for calculating General Purpose Grants has been in place since the 1980s, albeit with numerous modifications to the existing standards and cost adjustors arising from a major review in 1994 and subsequent changes. In 2008, the Commission decided that the appropriate means of addressing issues raised by local governments was to undertake a comprehensive review of the methodology. The primary objectives of the review were to simplify the methodology and introduce a greater degree of transparency as part of the grants determination process.

A number of unfavourable equalisation trends were identified in the old methodology and the Commission considered that these needed to be addressed. It was recognised that the functions and circumstances of local governments have changed significantly over the years and a new methodology was needed to reflect these changes. The Commission targeted simplification of the methodology and also the need to use accurate and timely data for calculating the General Purpose Grants. The Commission decided that the new methodology would place greater emphasis on growth, location and socio-economic disadvantage. The review was completed in time for the 2012-13 grant determinations. The methodology in its current state is a reflection of ongoing refinement to the cost adjustors and revenue standards.

Equalisation Component

It is a legislative requirement that Financial Assistance Grants are distributed on the basis of full horizontal equalisation. Horizontal equalisation requires *that 'every local government in the State has the ability to function, by reasonable effort, at a standard not lower than the average standard of other local governments in the State'*.

Horizontal equalisation recognises the differences in each local government's capacity to raise the revenue and expenditure (not capital) required to perform their expected functions. While it is acknowledged some local governments may have no capacity shortfall, there is a provision in the legislation that requires that a local government's General Purpose Grant cannot be less than 30% of what it would have received if the Grant was calculated on a per capita basis.

The national pool of funding available for distribution is usually adjusted each year in line with the Consumer Price Index and population growth. While the Commonwealth requires distribution of the Grants to local government on an equalisation basis, the Commonwealth Government allocates general purpose funding between the states solely on the basis of population.

Local Roads Component

In addition to the General Purpose Grants, local governments also receive Road Grants from the Financial Assistance Grant pool. These funds are untied and have been distributed by the Commission since 1991-92. Previously the funds were tied and distributed by Main Roads WA. The funds are separately identified in the grant determinations.

When the Commission assumed responsibility for distributing road funds it decided to continue with the existing grant distribution arrangements. Seven per cent of the road funding is allocated to fund roads servicing Indigenous communities (one-third) and for bridge works (two-thirds).

The remaining 93% is distributed according to the Asset Preservation Model. This model is used to assess the cost of maintaining a local government's road network and takes into account annual and recurrent maintenance costs and the costs of reconstruction at the end of a road's useful life.

The *Local Government (Financial Assistance) Act 1995* (the Act) states that road funds must also be distributed in accordance with principles that are approved by the Commonwealth Minister for Local Government.

Legislation

Local Government (Financial Assistance) Act 1995 – Commonwealth

The Act provides financial assistance for local government by means of grants to the states and the territories. The Act requires that each state and territory has a Grants Commission as a prerequisite for the continuance of Commonwealth funding. It also establishes National Principles for the distribution of funds with which the State Commissions must comply. These principles are based on the objective of full horizontal equalisation which is defined in section 6(3)(a) of the Act as:

“...a basis that ensures that each local governing body in the State is able to function, by reasonable effort, at a standard not lower than the average standard of other local government bodies in the State”.

Local Government Grants Act 1978 – Western Australia

The *Local Government Grants Act 1978* provides for the establishment and membership of the Commission. It also requires that:

- the grant recommendations made by the Commission are made in accordance with the requirements of the Commonwealth Act and any relevant principles of allocation approved under that Act
- the Commission makes recommendations to the Minister regarding the amount of Commonwealth funds that should be allocated to each local government as soon as practicable in the financial year
- the Commission may require any local government to supply information.

There is a requirement that the Act be reviewed every five years.

Approval of Grants

Under the *Local Government Act 1995*, local governments are required to have their budgets adopted by 31 August of each year. However, the Commission does not receive confirmation of the final estimated grant pool from the Commonwealth until July, although a preliminary figure is available in the Commonwealth Budget released in May.

The Commission undertakes a notional grant calculation based on the May grants figure. This allows the Commission to provide informal advice to local governments on request as to their expected grant allocation.

The grants remain notional until the Commission receives notification of the final estimate of the allocation to the State. Once the final estimate is received, the grant allocations are updated to reflect the amount available for distribution.

This is provided to the State Minister for approval, who then provides the final grants to the Commonwealth Minister for Local Government for approval. The Minister may approve the grant recommendations or request the Commission review all or part of the recommendations.

National Principles for the Allocation of General Purpose and Local Road Grants

The National Principles relating to the allocation of General Purpose Grants payable under section 9 of the *Local Government (Financial Assistant) Act 1995* among local governing bodies are as follows:

TABLE 1: National Principles for the Allocation of General Purpose Grants

Principle	Description
Horizontal Equalisation	General Purpose Grants will be allocated to local governing bodies, as far as practicable, on a full horizontal equalisation basis as defined by the Act. This is a basis that ensures that each local governing body in the state/territory is able to function, by reasonable effort, at a standard not lower than the average standard of other local governing bodies in the State. It takes account of differences in the expenditure required by those local governing bodies in the performance of their functions and in the capacity of those local governing bodies to raise revenue.
Effort Neutrality	An effort or policy neutral approach will be used in assessing expenditure requirements and revenue capacity of each local governing body. This means as far as practicable, policies of local governing bodies in terms of expenditure and revenue effort will not affect the grant determination.
Minimum Grant	The minimum General Purpose Grant allocation for a local governing body in a year cannot be less than the amount to which the local governing body would be entitled if 30% of the total amount of General Purpose Grants to which the state/territory is entitled (under section 9 of the Act) in respect of the year, were allocated among local governing bodies in the state/territory on a per capita basis.
Other Grant Support	Other relevant grant support provided to local governing bodies to meet any of the expenditure needs should be taken into account using an inclusion approach.
Aboriginal Peoples and Torres Strait Islanders	Financial assistance shall be allocated to local governments in a way that recognises the needs of Aboriginal peoples and Torres Strait Islanders within their boundaries.

Council Amalgamation	<p>Where two or more local governing bodies are amalgamated into a single body, the General Purpose Grant provided to the new body for each of the four years following amalgamation should be the total of the amounts that would have been provided to the former bodies in each of those years if they had remained separate entities.</p> <p>The Commission has a policy where it applies the Council Amalgamation Principle for five years.</p>
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The National Principle relating to the allocation of the amounts payable under section 12 of the Act (the identified road component of the Financial Assistance Grants) among local governing bodies is as follows:

TABLE 2: National Principles for the Allocation of Road Grants

Principle	Description
Identified Road Component	The identified road component of the Financial Assistance Grants should be allocated to local governing bodies as far as practicable on the basis of the relative needs of each local governing body for roads expenditure and to preserve its road assets. In assessing road needs, relevant considerations include length, type and usage of roads in each local governing area.

The Balanced Budget

Please note the following data pertaining to the revenue and expenditure standards, cost adjusters and road calculations are from the calculation of the 2021-22 Financial Assistance Grants.

Local governments throughout the State have the responsibility of meeting the needs of the community through providing various services and facilities. The cost of providing services will vary between local governments. The aim of the Balanced Budget is to provide local governments with a General Purpose Grant that gives them the capacity to provide an average range of services at an average standard.

The equalisation requirement of each local government is calculated by assessing the revenue raising capacity and expenditure need of each local government.

This equalisation requirement forms the basis of a local government's General Purpose Grant.

The Road Grant is assessed using the Asset Preservation Model and does not form part of the Balanced Budget calculation, other than being offset against the Transport Standard.

Put simply, the equation is:

$$\text{Equalisation Requirement} = \text{Assessed Expenditure} - \text{Assessed Revenue}$$

The General Purpose Grant is calculated as follows:

- An assessment of each local government's revenue raising capacity is made. An average standard is calculated based on actual revenues in five revenue categories, and then applied to key data to generate revenue assessments for each local government. These represent the Commission's assessment of the revenue capacity of each local government, assuming an average rating effort.
- Standard or average expenditure needs are then assessed for each local government. This is the cost (non-capital) of providing a standard or average range of services to the local community. A separate standard is calculated for each of the six expenditure categories. The standardised assessments for each local government are adjusted by cost adjusters which recognise the additional costs that individual local governments experience in the provision of services due to growth, location etc.
- State total revenue is then scaled back to match state total expenditure, establishing an overall 'Balanced Budget'. This step has been included as the Commission's assessments of revenue were in total larger than the assessed expenditures (as not all categories of local government expenditure are included in the Commission's model). This was causing a number of local governments to be assessed as having higher revenue capacity than what could be expected. Matching these sides corrects the imbalance.

- For each local government, the horizontal equalisation requirement is obtained by subtracting the total assessed revenue capacity from the total expenditure need. This is referred to as the preliminary equalisation requirement.
- The preliminary equalisation requirement is averaged with the previous years' equalisation requirements (to provide a measure of stability). This is done over a six-year period by removing the highest and lowest years and averaging the four remaining years.
- The minimum General Purpose Grant a local government can receive is not to be less than what the local government would be entitled if 30% of the total amount of funds for the State were allocated on a per capita basis.

Data Sources

TABLE 3: Data Sources

Data Type	Source
Accessibility Remoteness Index of Australia ++ (ARIA++)	National Centre for Social Applications of GIS (GISCA)
Socio Economic Indexes for Area (SEIFA)	ABS
Population, Population forecast	ABS 3218.0 - Regional Population Growth as of 30 March 2021, Department of Planning – Western Australia Tomorrow 2015
Population Dispersion	ABS Quick Stats
Regional Centres	Determined by the Commission
Indigenous Population	ABS Quick Stats
Terrain	Department of Home Affairs and Environment - Biophysical Attributes of Local Government
Cyclone	Australian Building Standards for Cyclone Prone Areas
Off-road Drainage Data	Road Information Returns, Main Roads WA
Interest Expenditure/ Investment Revenue	WA Treasury Corp, Information Returns
Valuations, Area, Assessments	Landgate (Valuer General)
Actual revenue and expenditure data	WA Local Government Grants Commission Information Returns
Average mean max temperature Average mean rainfall Average number of rain days	Bureau of Meteorology

Calculating the Standards

The assessed revenue capacity and assessed expenditure need are measures of each local government’s ability to function at the average standard. Subtracting the total of the assessed revenue capacity from the total expenditure need produces the equalisation requirement for each local government. For the majority of local governments, revenue capacity is less than expenditure, however for some local governments (most often metropolitan) the assessed revenue capacity is greater than the assessed expenditure need. Local governments in this position have a negative equalisation requirement and are referred to as minimum grant local governments under the Minimum Grant Principle established under the *Local Government (Financial Assistance) Act 1995*.

Natural Weighting occurs when total actual revenue and expenditure matches assessed revenue and expenditure.

Natural Weighting ensures that the Commission bases its calculations on actual revenue and expenditure incurred by the local government industry. This means that actual and assessed revenues and expenditure will match after cost adjustors are calculated.

To implement Natural Weighting into the Balanced Budget, the cost adjustors are calculated prior to the preliminary standard, creating the following equation:

$$\begin{aligned} \text{\$Total Actual Expenditure} &= \text{\$Total Assessed Expenditure} = \\ &\text{\$Preliminary Standard} + \text{\$Cost adjustors} \end{aligned}$$

The equations applied by the Commission are derived from statistical analysis. Some standards are simple averages; others are derived from regression analysis.

For example, when a regression approach is applied to key data in the residential, commercial and industrial rates categories, it produces the following:

$$\text{Standard} = (\$0.0426 \times \text{valuations}) + (\$751.82 \times \text{assessments})$$

This equation produces a weighting of 4.26c in the \$ of Gross Rental Valuation, plus \$751.82 per rate assessment. If the Shire of XYZ has a total RCI GRV of \$331,344,503 and 17,202 assessments, its RCI Standard would be calculated as follows:

$$(\$0.0426 \times 331,344,503) + (\$751.82 \times 17,202) = \$27,078,493$$

The regression approach often provides the starting point for the Commission however the Commission can use its discretion to adjust weightings on each of the variables to produce a more equitable outcome across local governments.

The Commission also uses simple averages to calculate some Standards. For example, the Community Amenities Standard is calculated by dividing total expenditure by the number of assessments. This figure is then multiplied by each local government’s number of assessments to determine their standard.

Wherever possible, the data used by the Commission in the calculation of standards, is sourced from authoritative third parties such as the Valuer General and the ABS.

Grant Movement Restrictions

The Commission assesses the equalisation and road funding needs of each local government, however they do not receive the full equalisation amount. This is because the funding allocated to the State by the Commonwealth Government is less than the assessed total equalisation requirements of all the 137 local governments.

Where a local government is decreasing, the Commission will implement a maximum decrease for each year to ensure local governments can budget for reductions.

While in the past, limits have been applied to increases, the Commission has more recently tried to pass on increases as quickly as possible to local governments, so has removed the grant increase cap. Local governments furthest from their grant equalisation need will as a result receive the largest increase.

Indian Ocean Territories

The Commission also provides advice to the Indian Ocean Territories Administration on the Financial Assistance Grant requirements for the Shires of Christmas and Cocos (Keeling) Islands. The payments to these local governments do not come out of the WA grant pool but are a direct allocation by the Commonwealth. However, the grant requirements of the territory local governments are assessed in the same manner as mainland local governments, using the principles and methods outlined in this guide.

Revenue Standards

The Revenue Standards are mathematical formulae used to assess the revenue earning capacity of each local government. The Commission calculates the following Revenue Standards:

- Residential/Commercial/Industrial Rates
- Agricultural Rates
- Pastoral Rates
- Mining Rates
- Investment Income.

There are no cost adjustors applied to the Revenue Standards.

An explanation of each of the revenue standards is included below.

Residential, Commercial and Industrial Rate Standard

An estimate of the Residential, Commercial and Industrial (RCI) rate capacity is calculated for each local government using valuations, assessments and rating data. Gross Rental Values (GRVs) used in calculations are three-year averages using the most recent years data that is available.

The RCI Standard is the most significant Standard in the methodology as this revenue source contributes approximately 88% of total local government rate revenue. As a result, it is important that the methodology accurately reflects the rate raising capacity of all Western Australian local governments as it significantly influences grant outcomes. If a local government is assessed as having higher revenue raising capacity relative to other local governments, its level of grant need is reduced.

The Valuer General (VG) provides data on the number of assessments and valuations in each local government to the Commission. The Commission's view is that the two data sets are appropriate to assess local government's revenue capacity.

In recent years, there has been significant mining activity in Western Australia. This has amongst other things resulted in increased property valuations in many areas. This is not the only factor that affects local government's financial capacity, as higher valuations do not necessarily translate to increased capacity to raise rates.

Conversely, decreases in valuations do not necessarily reduce rate income. This is why the number of assessments is used by the Commission to complement the use of valuation data.

RCI data for all local governments is used to calculate a state total, which then forms the basis to create a regression formula that attempts to determine the most equitable fit for all local governments.

The following GRV categories are used from the VG data for valuations and number of rateable properties:

• GRV - Commercial
• GRV - Industrial
• GRV - Miscellaneous
• GRV - Residential
• GRV - Vacant Land
• GRV - Farming
• GRV - No Property Use
• UV – Commercial
• UV – Industrial
• UV – Residential
• UV – Miscellaneous
• UV – Vacant land
• UV - Rural Residential

This data is used in combination with the rates levied from the following categories:

<ul style="list-style-type: none"> • GRV Residential • GRV Commercial • GRV Industrial • GRV Shopping Centre • GRV Mining • GRV Community • GRV Rural • GRV Tourism • GRV Townsite • GRV Unimproved • GRV Vacant Residential • GRV Vacant Commercial • GRV Vacant Industrial • GRV Residential Broadacre Developed • GRV Residential Unimproved Broadacre • GRV Residential Rural 	<ul style="list-style-type: none"> • GRV Residential Unimproved Rural • GRV Small Holding • GRV Special Use • GRV Large Commercial, Industrial and Caravan Parks • GRV Mass Accommodation • GRV Other • Special Rural GRV • UV Residential • UV Commercial • UV Industrial • UV Tourism • UV Townsite
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It should be noted, that while these are broadly how the categories are allocated, the Commission will make judgement decisions on land use and may at times need to manually adjust what revenue standard the Valuer General data best fits.

In assessing this Standard, the following factors were taken into consideration:

- Valuations, three-year average
- Assessments, three-year average

Residential/Commercial/Industrial Rates Standard

Formula = \$751.82 x assessments + \$0.0426 x valuations

Agricultural Rates Standard

Western Australia has a diverse agricultural industry. This diversity impacts on valuations for agricultural assessments.

Since the introduction of the Balanced Budget, this Standard has been calculated using a variety of techniques and variables such as the gross value of rural production, net value of rural production, unimproved valuation, improved valuation and Commission judgement.

In assessing the agricultural rate capacity of a local government, the following variables continue to be used:

- Total number of agricultural rate assessments
- Total valuations
- Agricultural area (ha)

The following rateable categories are sourced from the VG.

- Rural Unimproved Valuations
- Urban Unimproved Valuations

The VG's data includes the area of land available for agricultural production for each local government in the State. Adjustments have been made for 'waste' area (i.e. salt and rock) to reflect its limited value.

The unimproved valuations are assessed by the Office of the Valuer General and are based on an ongoing analysis of property sales.

The Commission uses the rates levied from the following categories to create its agricultural formula.

- UV Primary Production
- UV Rural
- Minimum Rates - UV Primary Production
- Minimum Rates - UV Rural

The following categories are also often used:

- UV Rural Residential
- UV Rural Improved
- UV Rural Vacant
- UV Special Rural

- UV Urban Farmland
- UV Small Holding

If they do not fit the Agricultural standard for a local government, such as where the primary use is for residential purposes, they will be considered as part of the Residential, Commercial and Industrial Standard.

A regression formula is created based on the information provided by the Valuer General to assess each local government's agricultural rate capacity.

Agricultural Rates Standard

Formula = \$901.05 x assessments + \$0.00272 x valuations + \$3.30 x area (ha)

Pastoral Rates Standard

Pastoral rates are levied on pastoral stations. The Commission uses regression analysis to determine the formula to assess the pastoral rating capacity of local governments. The Commission uses three year averages of the valuation of pastoral land, area (Ha) and number of rateable properties. This is linked to rates levied by a local government.

The Commission uses the Rural Improved – Pastoral rateable category sourced from the VG for valuation, area (Ha) and rateable properties data. Rates levied data is based on UV Pastoral and Minimum Rates UV Pastoral information provided in the information return.

Pastoral Rates Standard

Formula = \$1,643.42 x assessments + \$0.022 x Valuations + \$0.01552 x Area (ha)

Mining Rates Standard

A local government that has a mining valuation is assessed by the Commission for mining rates, as it is viewed as having the capacity to raise mining revenue.

The information provided by the Valuer General provides information on rateable mining assessments (assessments, valuations and area) in each local government. This includes:

- Coal Mining Lease
- Exploration Licence
- General Purpose Lease
- Geothermal Exploration Permit
- Gold Mining Lease
- Mineral Claim
- Mineral Lease
- Mining Lease
- Petroleum Exploration Permit
- Petroleum Production Licence

- Prospecting Licence
- Retention Licence
- General Purpose State Agreement
- Mining Lease State Agreement

The following data is used to determine the Mining Rates Standard is:

- Total Number of Mining Assessments;
- Total Valuations;
- Total Mining Valuation Area and
- Total Mining Rates Levied.

Rates levied data is based on Information Return categories of UV Mining, UV Mining Improved and UV Mining Vacant. Exploration leases are also included in this category.

The Commission has found that there were a number of local governments that do not raise mining rates even though they had rateable assessments. This discrepancy occurred due to the low valuations of the mining assessments and the local government's decision not to rate due to the cost involved. It has been noted that some local governments also have only one UV rate, so where mining activity is low, these rates have sometimes been included in other categories. To ensure there is effort neutrality, the Commission assesses all local governments with mining assessments, based on the information provided by the Valuer General.

Mining Rates Standard

Formula = $\$613.08 \times \text{assessments} + \$0.0556 \times \text{area} + \$0.1302 \times \text{valuations}$

PLEASE NOTE: Due to the significant influence the Shire of Ashburton's rates were having in influencing the Commission's formula, the formula was calculated without their input data. This improved a number of over-assessment issues for other local governments.

This formula used for Ashburton in 2021-22 was:

$\$896.38 \times \text{assessments} + \$0.78 \times \text{area} + \$0.1831 \times \text{valuations}$

Investment Income Standard

The assessment of each local government's investment income has always been somewhat problematic due to the level of policy influence on a local government's investment activities. The review found that creating an investment base to assess each local government's income investment capacity, resulted in an inequitable assessment.

The Commission's previous methodology did not recognise interest expenditure, the majority of which was paid to Western Australian Treasury Corporation (WATC). To more fully provide for equalisation and be consistent with a recommendation made by the Commonwealth Grants Commission, the Commission now includes interest expenditure. The Commission acknowledges that borrowings are an essential part of a local government's financial operations and the assessment of this expenditure produces a more equitable assessment of a local government's investment income.

The methodology recognises interest paid on borrowings from WATC averaged over the past three years. The Commission nets state investment revenue against state interest expenditure. The total state investment revenue is greater than the total state interest expenditure. The net figure is then divided by the total state population to produce a per capita amount which is then applied to a local government's population.

The formula is as follows:

$$\frac{[(\text{Total State Investment Revenue} - \text{Total State Interest Expenditure}) / \text{State Population}] \times \text{Local Government's population}}$$

*State = all WA local governments

Investment Income Standard

$$\text{Formula} = (\$24.24 \times \text{LG Population})$$

Expenditure Standards

The Commonwealth legislation requires that the differences in expenditure for local governments across the State are considered. The expenditure standards are mathematical formulae used to assess the expenditure need of each local government. The Commission uses the following expenditure standards:

- Recreation and Culture;
- Governance;
- Community Amenities;
- Education, Health and Welfare;
- Law, Order and Public Safety; and
- Transport.

In some areas of local government operations, user fees and charges allow local governments to recover a portion of the costs associated with the provision of those services, such as Recreation and Culture. Previously the Commission calculated separate revenue and expenditure standards to account for this, but the Commission now deducts the revenue generated by each local government in the above functions directly from the expenditure.

To comply with the Other Grants Support Principle, the Commission includes other grants received by local governments. These grants are included with other revenues and are netted from expenditure. This reduces the expenditure total of each function by the total amount of available grants.

Consistent with natural weighting, the Commission's assessments are scaled to the actual amount of total revenue and total expenditure. To achieve this on the expenditure side, it requires that the cost adjustors are calculated prior to the expenditure Standard.

Therefore:

Actual Expenditure = Cost Adjustors + Preliminary Standard = Assessed Expenditure

Governance Standard

Governance includes:

- Expenditure and income directly associated with elected members e.g. travel, accommodation, conference fees, entertainment of dignitaries and visitors, meeting attendance, extraordinary meetings, naturalisation ceremonies, mayoral and presidential allowances
- Costs associated with employing staff, accommodation and administration required to service the operation of the Members of Council. These may include audit fees, conferences and staff training, consultant fees, and salaries and wages of those staff directly involved in supporting the Members of Council.

The Commission previously used adjusted population in the calculation of this standard. Following submissions from local governments, the Commission moved to a combination of adjusted population and rating assessments. Because of the methodology review, and given the difficulties in obtaining reliable data, the governance standard is now calculated solely with a per assessment variable.

To calculate the Governance Standard, all local government's governance expenditure is totalled to create a "state total". The amount allocated to the governance standard through cost adjustors is deducted from this. Then the remaining total is divided by the total number of rateable assessments to derive an average \$ per assessment figure. The Commission's view was that the number of rateable assessments was the appropriate determinant for the Governance Standard.

Governance Standard

$$\text{Formula} = (\$185.15 \times \text{Assessments})$$

Cost adjustors applied to the standard are:

- Location
- Socio-economic disadvantage
- Regional Centres
- Aboriginality

Law, Order and Public Safety Standard

The Law, Order and Public Safety (LOPS) standard includes expenditure and income associated with:

- Administration, promotion, support and operation of fire prevention services
- Contributions to volunteer fire brigades, payments to fire brigade boards, roadside clearing operations and other fire prevention costs
- Control of animals, beach inspectors and park rangers, lifesaving and beach patrols, contributions to state and voluntary emergency services and the enforcement of local laws.

In the past, the Commission used as many as four categories for assessing law, order and public safety expenditure requirements. This approach is no longer used, with one standard now applying to all local governments.

The process of calculating the LOPS Standard is very similar to the Governance Standard, whereby total net expenditure is calculated, cost adjustors removed and then the remaining amount divided by the State total number of rateable assessments to create a state average. This is then multiplied by each local government's total number of rateable assessments to determine their LOPS assessed expenditure requirement.

The Commission considers that the use of assessments provides a more equitable result compared to the former methodology which used dwellings and adjusted population. The Commission felt that the number of rate assessments is a better measure, recognising that services would be provided not only to homes and individuals but to businesses as well, through services such as security patrols.

Law, Order and Public Safety Standard

Formula = (\$69.99 x Assessments)

Cost adjustors which apply to this classification are:

- Location
- Socio-economic Disadvantage
- Population Dispersion
- Fire Mitigation
- Cyclone
- Aboriginality
- Special Needs

Education, Health and Welfare Standard

This Standard includes income and expenditure associated with:

- preschools, nurseries and other educational institutions
- operating school bus services, student hostels and migrant education centres
- the provision of infant health care, immunisation programmes, meat inspection services, health inspection services (including the employment of a medical health officer), other community health services such as ambulance services and nursing care
- pest control such as the eradication of mosquitoes and flies, and other preventative services, such as school health programmes
- care of families and children, such as the provision of crèches, child minding centres and emergency home help
- aged and disabled services, such as senior citizens' centres, meals on wheels, aged persons' homes
- other welfare services such as the employment of social and welfare workers, drop in centres for the unemployed, women's refuge centres and related institutions.

Local government feedback to the Commission supports population as the key driver for Education, Health and Welfare expenditure.

The Education, Health and Welfare Standard is calculated using the total state revenue and expenditure in this function. Revenue is subtracted from the expenditure, resulting in a net expenditure figure. The total of applicable cost adjustors is removed. This figure is

then divided by the State population to derive a per capita figure. This figure is then multiplied by each local government's population.

Education, Health and Welfare Standard

$$\text{Formula} = (\$46.09 \times \text{LG Population})$$

Cost adjustors which apply to this classification are:

- Location
- Population Dispersion
- Socio-economic Disadvantage
- Aboriginality
- Regional Centres
- Medical Facilities.

Community Amenities Standard

This Standard includes expenditure and income associated with:

- administration, inspection, support, operation etc. of town planning and regional development services. These include the preparation of town planning development schemes, zoning and rezoning either by consultants or local government staff, the purchase and resumption of land for public open space, community facilities etc. and any other expenditure incurred by a local government with respect to such activities. Excluded are town planning development schemes where the owners of land within particular schemes are responsible, on a contributory basis, for land development costs incurred by local governments in the scheme areas
- lining and barrelling of creeks, provision of open and deep drainage systems, flood mitigation works, such as construction and maintenance of levee banks, dredging of rivers and diversion channels. Drainage associated with road works is excluded from this classification as it is included in the asset preservation model.
- beach restoration, foreshore protection, removal of dead animals, debris, abandoned vehicles and other environmental programmes
- sanitation – Household - Administration and operation of general refuse collection and disposal services
- sanitation – Other - Operation of sanitary services other than for general refuse collection and disposal services.

Unlike other expenditure standards, Community Amenities has a large revenue component, mainly through sanitation (waste management charges). While previously the Commission had excluded sanitation and refuse revenue and expenditure from the Balanced Budget, in response to a number of submissions, the Commission has reintroduced sanitation to improve the integrity of the calculation of the Community Amenities Standard.

The standard is calculated using the three year average of net Community Amenities expenditure. The total has the applicable cost adjustors removed and is then divided by the number of assessments. The average is then multiplied by each local government's number of rating assessments.

Community Amenities Standard

$$\text{Formula} = (\$144.40 \times \text{Assessments})$$

Cost adjustors which apply to this classification are:

- Location
- Growth
- Socioeconomic Disadvantage
- Population Dispersion
- Regional Centres
- Off-Road Drainage Allowance
- Aboriginality
- Special Needs.

Recreation and Culture Standard

This Standard includes expenditure and revenue associated with:

- Swimming pools and other swimming areas on rivers and beaches and associated facilities
- Indoor and outdoor sporting facilities
- Recreational areas such as parks and gardens, public halls, function rooms, civic and community centres
- Cultural facilities such as libraries, performing arts, museums and art galleries, orchestras, art historical projects, presentation of festivals, exhibitions, anniversary and centenary celebrations, etc.

The calculation of the standard is based on the premise that all local governments provide a range of services based on the policy decisions of the individual local government. This is in line with the Commission's 'effort neutral' principle. A range of variables have been considered by the Commission in the past when calculating the standard, including, population, adjusted population, dwellings and the number of rate assessments.

Historically, Recreation and Culture revenue was calculated separate to the expenditure standard. This was primarily because the recreation and culture revenue raising capacity of local government, in the form of user pays fees or charges, is significant. However, recreation and cultural facilities are only partly funded by user fees. The Commission now calculates the Recreation and Culture Expenditure Standard net of revenue.

Recreation and Culture Standard

$$\text{Formula} = (\$299.59 \times \text{LG Population})$$

Cost adjustors which apply to the standard are:

- Location
- Growth
- Population Dispersion
- Socioeconomic Disadvantage
- Regional Centres
- Aboriginality
- Climate.

Transport

The Transport Expenditure Standard related to roads and bridges, footpaths, laneways, street lighting and aerodromes.

Road needs are assessed by the Asset Preservation Model, described in detail later in this publication. To assess all transport needs, the Asset Preservation Model was expanded to include the asset preservation needs of footpaths (including crossovers), laneways, aerodromes and street lighting. The expanded model provides a preliminary Transport Standard for every local government.

The treatment of aerodromes includes allowances for local government airstrips, airstrips servicing Aboriginal communities and airstrips on pastoral stations. Airstrips that have regular passenger services are deemed to be commercial operations and receive an allowance as if they were an emergency strip only.

The assessment for each local government under the preliminary Transport Standard is then discounted to exclude all road preservation grants.

The Commission, in recent years, has scaled back the total standard for the State to equal the total amount actually spent on road preservation by local government. The rationale for this is to prevent transport expenditure from exerting too large an influence on the Balanced Budget.

Transport Standard

Formula = Factored Back Transport Needs - Road Preservation Grants

Cost Adjustors

The Commission recognises that there are many potential influences on local government expenditure, many of which are beyond a local government's control. The Commission recognises these influences through the application of cost adjustors.

Cost adjustors are determined through a combination of data specific to the cost adjustor as well as a population component. This approach ensures that a local government's population needs are considered and small local governments do not receive excessive assessments (and vice versa).

Allocations and assessments can be seen in the annual release of the Balanced Budget made available on the Grants Commission's website, following the approval of the final grants by the Commonwealth Minister for Local Government.

The cost adjustors in order of significance as determined by the Commission are as follows:

1. Location
2. Socio-Economic Disadvantage
3. Population Dispersion
4. Climate
5. Aboriginality
6. Growth
7. Regional Centres
8. Fire Mitigation
9. Off-Road Drainage
10. Medical
11. Cyclone
12. Special Needs

Location

Applied to: Recreation and Culture, Community Amenities, Governance, Law, Order and Public Safety, Education, Health and Welfare

Data Used: Accessibility Remoteness Index of Australia ++ (ARIA++) Town Score (GISCA)

Purpose: The Location Cost Adjustor recognises the higher operating costs a local government faces due to its location. ARIA++ is used in the calculation of the Location Cost Adjustor.

The Location Cost Adjustor is applied to all expenditure standards except the Transport Standard. The Commission considers location to be the most significant issue impacting on the costs of a local government.

The formula uses the ARIA++ index (previously ARIA+) which was developed by the National Centre for Social Applications of GIS (GISCA) at the University of Adelaide. It assesses the remoteness of a town/location based on access via road networks to six different categories of service centres. Under ARIA++ a local government can receive a maximum score of 18. The Commission uses the administration centre ARIA++ score however the Commission has excluded Serpentine-Jarrahdale on the basis that it is classified as a metropolitan local government by the Commission. Simply stated, localities that are more remote have less access to these service centres and consequently face higher costs.

Socio-Economic Disadvantage

Applied to: Recreation and Culture, Community Amenities, Governance, Law, Order and Public Safety, Education, Health and Welfare

Data Used: Socio Economic Indexes for Area [SEIFA] (ABS)

Purpose: The Socio-Economic Disadvantage Cost Adjustor recognises the socio-economic circumstances of local governments and the impact on their operating costs.

The Commission recognises that local governments with higher proportions of disadvantaged people in their population incur higher operating expenditures in the delivery of services.

Under the methodology, the Commission uses the Socio Economic Index of Disadvantage. Only local governments below the mean SEIFA score of 1000 will receive a cost adjustor assessment that recognises their socio-economic circumstances. As the SEIFA is based on all areas of Australia, the Commission has used only Western Australian local governments and ranked them relative to each other. This is then used to compare local governments in Western Australia, rather than using the index based on all local government areas.

Growth

Applied to: Recreation and Culture, Community Amenities

Data Used: Western Australia Tomorrow 2015 (Western Australian Planning Commission), ABS population change from the last 5 years

Purpose: The Growth Cost Adjustor recognises growth over two periods; past, and future. An assessment is calculated based on a local government's growth during these time periods.

The Growth Cost Adjustor recognises local governments growing at a rate higher than the average and the associated demand for service delivery.

The cost adjustor takes into account two-time periods:

- The actual population change from the last 5 years (ABS data)
- The estimated change in population for the current/future 5-year period (WAPC data).

Every determination will have the periods updated to ensure the past 5 years and current/future 5-year period is included. The time period used in the current/future period is dependent on the data available in the WAPC WA Tomorrow publication at that time.

The Commission identifies each local government's population growth in each of these periods. Each period is weighted equally when determining the final allocation cost adjustor allocation for a local government. The Commission considers both the local government's percentage growth and the increase in the number of people. If the local government is above the state average for either of these, either in percentage growth or the average number of people growth, then they will receive a cost adjustor for that time period.

Population Dispersion

Applied to: Recreation and Culture, Community Amenities, Law, Order and Public Safety, Education, Health and Welfare

Data Used: Number of townsites, distance from town centre, State Suburb townsite populations (collected from Information Return and verified through the ABS and Google maps)

Purpose: The Population Dispersion Cost Adjustor recognises the costs of having to provide services to multiple towns/population sites.

The cost adjustor recognises the cost burden on a local government to provide services to a townsite other than the main service centre.

For a local government to receive recognition under the population dispersion cost adjustor, the Commission will first assess the appropriateness of recognising the townsite. This will include identifying whether the geographic area in question fits the Commission's view of a townsite.

This may include consideration of (but is not limited to) the existence of a main street, local government and non-local government facilities and the number of dwellings.

Once the Commission establishes a townsite exists and for a local government to receive recognition, the townsite will need to be:

- Further than 25km from the main service centre; and
- Have a population of more than 50 people.

The Commission may exercise judgement on any of the criteria where it believes it to be appropriate.

It is not the intention of the Commission to recognise suburbs. It is the intention to recognise standalone townsites.

The Commission has placed a cap on population, only providing recognition for a population of up to 2,000. If the population of a satellite town exceeds this amount, the population will be capped at 2,000.

Indigenous communities are not included in the Commission's calculation of the Population Dispersion Cost Adjustor.

The Commission uses information provided in the Information Return to determine the additional population centres. This information is cross referenced with the ABS 2016 Census information to verify the population for the town sites and Google Maps is used to ensure the road distances provided in the Information Return are accurate.

Climate

Applied to: Recreation and Culture

Data Used: Average Mean Maximum Temperature, Mean Rainfall, Number of Rain Days (Bureau of Meteorology)

Purpose: The Climate Cost Adjustor recognises the impact of climate on a local government's operating costs particularly those associated with water consumption and electricity charges.

The Commission recognises that Climate impacts on local government operating costs. The aforementioned meteorological data is used to derive a measure of the relative impact. The largest portion of these costs relate to the Recreation and Culture Standard as a result of the increased need for water for recreational spaces. Those local governments with low rainfall, low rain days and high temperatures are assessed as experiencing the greatest disadvantage. Due to the recognition of temperature, the Commission believes that electricity costs for cooling in warmer regions is also recognised.

The Climate Cost Adjustor uses four components in determining the Climate Cost Adjustor:

- Population
- Mean Maximum Temperature
- Mean Rainfall
- Rain Days.

A local government's share of each of the totals of population, mean maximum temperature, mean rainfall and rain days are calculated and are then used to determine a share of the overall Climate Cost Adjustor allocation.

Aboriginality

Applied to: Recreation and Culture, Community Amenities, Governance, Law, Order and Public Safety, Education, Health and Welfare.

Data Used: Aboriginal Population (ABS)

Purpose: The Aboriginality Cost Adjustor is included to comply with the National Principles under the *Local Government (Financial Assistance) Act 1995*. The cost adjustor recognises that local governments with proportionately higher aboriginal populations have potentially higher costs as a result of responding to the needs of aboriginal people.

To calculate the cost adjustor, each local government's aboriginal population is calculated as a percentage of the state's aboriginal population and also as a percentage of the local government's population. This is then compared to the State average.

If the local government is higher than the State average for either of the two categories, it will qualify for a cost adjustor allowance.

This factor only applies to those local governments that have a higher than state average number of Indigenous persons or above state average percentage of Indigenous persons.

Regional Centres

Applied to: Recreation and Culture, Community Amenities, Governance, Law, Order and Public Safety, Education, Health and Welfare.

Data Used: The Commission exercises its discretion on which local governments qualify as a regional centre.

Purpose: The Regional Centres Cost Adjustor recognises that local governments incur additional costs for the provision of services and facilities on a recurrent basis because of population inflow from other local governments.

The Regional Centres Cost Adjustor recognises the additional cost incurred by local governments providing services to non-residents. These non-resident populations can impact on all areas of local government expenditure.

The Commission applies the following definition to a regional centre:

A town site with a relatively large population within its region, providing most essential state and local government services. Consisting of a large diverse employment base and acting as a transport hub for major road networks to connect surrounding settlements to services that are beyond the boundary of the local government.

The Commission acknowledges the following local governments as regional centres:

Category A - Perth

Category B - Albany, Bunbury, Greater Geraldton, Kalgoorlie-Boulder

Category C - Armadale, Busselton, Carnarvon, Collie, Esperance, Joondalup, Katanning, Mandurah, Manjimup, Merredin, Narrogin, Northam, Swan.

Category C local governments are allocated a relativity of 2, Category B local governments are allocated a relativity of 5 and the City of Perth is allocated a relativity of 10. These relativities in combination with population share are used to calculate the Regional Centres Cost Adjustor.

Fire Mitigation

Applied to: Law, Order and Public Safety

Data Used: Biophysical Attributes of Local Government (Department of Home Affairs and Environment)

Purpose: The Fire Mitigation Cost Adjustor recognises that some local governments incur greater costs in bush fire prevention and control due to topographic conditions.

The cost adjustor assesses a local government's fire risk using the following data:

TABLE 4: Terrain Categories

Terrain	Relief
Undulating terrain	relief in 1km ² less than 50m
Rolling terrain	relief in 1km ² greater than 50m, less than 100m
Hill terrain	relief in 1km ² greater than 100m, less than 200m
Mountain terrain	relief in 1km ² greater than 200m

The cost adjustor recognises that terrain is a significant factor in managing and fighting bush fires.

A score is calculated for each local government based on their terrain profile. This score is then used to determine a relative share of the State's terrain. A population share is also calculated as part of the overall assessment.

Off-Road Drainage

Applied to: Community Amenities

Data Used: Modelling is based on existing infrastructure.

Purpose: The Off-Road Drainage Cost Adjustor relates to urban off-road drainage needs, as opposed to road drainage needs included in the Asset Preservation Model. A model is used to assess the cost of maintaining open drains and channels, natural watercourses, pumps, pipe drains and drainage sumps.

The Commission's model assesses the cost of maintenance of off-road drainage based on existing infrastructure. Adjustments are made to the data periodically to ensure costs

are accurately reflected. This cost adjustor remains unchanged from the former methodology.

The costs are assessed as follows:

TABLE 5: Off-Road Drainage Allowances

Off-Road Drainage Cost	
Storm water drains	\$2,461 - \$4,184 per km
Open drains and channels	\$2,675 - \$4,548 per km
Creeks that require maintenance	\$1,873 - \$3,183 per km
Basins	\$0.32 - \$0.55 per m2
Sumps	\$0.64 - \$1.82 per m2
Levee banks	\$1,498 - \$3,321 per km

The costs are increased for the northern regions.

Medical Facilities

Applied to: Education, Health and Welfare

Data Used: Medical Expenditure (Information Return)

Purpose: The Medical Facilities Cost Adjustor recognises the costs incurred by local governments in assisting with the costs of employing a doctor and nurse practitioners.

The Commission recognises that some local governments provide funding assistance to employ doctors. This is regarded as an essential service for which there is no other alternative. Expenditures by local governments on doctors (not capital) will be recognised when calculating the cost adjustor.

The cost adjustor uses net figures. Any revenues received by a local government for the provision of medical services will be offset against expenditures. Local governments receive an allowance from the Commission which recognises a percentage of their costs. The maximum allowance is capped at \$85,000. The cost adjustor does not recognise the full cost of the employment of a doctor, to provide a degree of effort neutrality and ensure that the cost adjustor is apportioned with some degree of equity. Local governments receiving the maximum cost adjustor were calculated first with the remaining local governments receiving a cost adjustor based on a percentage.

The Commission consider expenditure relating to salary/retainer, car, housing, surgery rent and surgery administrative staff.

The Commission does not recognise depreciation, loan interest, insurance, computer equipment/internet, "future services provisions", capital expenditure or office expenses. While requested in the past, at this time, dentists, paramedics, physiotherapists, general nurses and other medical professionals are not considered under this cost adjustor.

Cyclone

Applied to: Law, Order and Public Safety

Data Used: Australian Building Standards

Purpose: The Cyclone Cost Adjustor recognises local governments that incur pre-cyclone clean-up costs, planning costs and increased insurance costs.

Local governments are given a score according to risk with the highest given a score of 3 and the lowest a score of 1. These scores are then used to allocate a share of the total cost adjustor. The local governments considered at risk from cyclones are as follows:

3 - Category / Zone D (Severe Cyclones):

Applies to Ashburton, Carnarvon, Exmouth, Port Hedland, Roebourne

2 - Category / Zone C (Tropical Cyclones):

Applies to Broome, Derby/West Kimberley, Wyndham-East Kimberley

1 – Commission Discretion

Applies to Christmas Island, Cocos (Keeling) Islands, East Pilbara, Shark Bay and Halls Creek.

Special Needs

Applied to: Law, Order and Public Safety, Community Amenities

Data Used: Submission by local government

Purpose: The Special Needs Cost Adjustor recognises local governments in unusual circumstances.

The Special Needs Cost Adjustor recognises that a local government may experience special circumstances which result in extraordinary costs that are not captured by the existing cost adjustors. The calculation of any cost adjustor in these circumstances is at the discretion of the Commission. Currently the only local governments to receive a special needs allowance are Gingin and Murchison.

Indian Ocean Territory Specific Cost Adjustors

Indigenous

The Indigenous cost adjustor is not applied in the same manner as the mainland. Rather than using Indigenous population the Commission uses ancestry data. This recognises Malay, Indonesian and Javanese heritage of the people for Cocos (Keeling) Islands and Chinese and Malay people for Christmas Island. Using the different ancestries reflects the cultural diversity of the Shires and the difficulties faced in catering for a number of different ethnicities.

Special Needs

Applied to: Governance

Data Used: Submission by local government

Purpose: The Special Needs Cost Adjustor recognises local governments in unusual circumstances.

A special needs cost adjustor allocation has been made to reflect the special needs associated with high insurance premiums on residential properties on Home Island (Shire of Cocos (Keeling) Island).

Both local governments receive an allocation of funding due to the need to print their own newspaper to remain compliant with legislative requirements.

Asylum Seeker

Applied to: Governance

Data Used: Submission by local government

Purpose: Recognises the impact of asylum seekers on the Shire's facilities and services and reflects the Commonwealth Government's direct responsibility for asylum seekers.

Human Resources

Applied to: Governance

Data Used: Submission by local government

Purpose: The Human Resource Allowance seeks to recognise the additional impost of undertaking staff training and development and recruiting and retaining staff.

Sanitation

Applied to: Community Amenities

Data Used: Submission by local government

Purpose: The Special Sanitation allowance recognises additional costs associated with the difficulty in containment of residential, commercial and industrial waste products.

Special Function

Applied to: Governance

Data Used: Submission by local government

Purpose: The Special Functions allowance recognises the additional civic type functions performed by the Shire that are typically performed elsewhere by other levels of government such as:

- Providing a point of enquiry for residents about government services.
- Requirement to host a particularly large extraordinary number of civic receptions resulting from many special visitors to the island.
- Language translation.

Roads

The Commission has used an Asset Preservation Model to distribute Commonwealth road funds to local governments in Western Australia since 1991-92. This section describes the current version of the Asset Preservation Model.

The original Asset Preservation Model¹ was developed by Main Roads WA and local government in 1989-90 and was first used in 1990-91 for distributing Commonwealth local road funds. It was derived from a theoretical model developed by the Australian Road Research Board².

The Commission assumed responsibility for the distribution of Commonwealth local road funds in 1991-92, following the decision of the Special Premiers Conference in October 1990 to untie these funds. Although the funds were untied, the Commonwealth Government agreed to continue identifying the funds for roads. This meant that these funds would continue to be distributed in accordance with road needs.

When the Commission took over responsibility for distributing the identified Commonwealth road funds, it undertook a comprehensive review of the Asset Preservation Model and modified and refined it.

Principles for Distribution of Road Funds

The National Principle relating to the allocation of the identified road component of the Financial Assistance Grants under section 12 of the Commonwealth *Local Government (Financial Assistance) Act 1995* is as follows:

“The identified road component of the Financial Assistance Grants should be allocated to local governing bodies as far as practicable on the basis of the relative needs of each local governing body for roads expenditure and to preserve its road assets. In assessing road needs, relevant considerations include length, type and usage of roads in each local governing area.”

The following additional policies, developed in consultation with the Commonwealth are also applied.

1. Seven percent of the funds will be reserved for special projects: two-thirds for bridges and one-third for roads servicing Indigenous communities.
2. The remaining 93 percent of funds will be distributed according to Asset Preservation Needs as determined by the Western Australian Model.
3. The Asset Preservation Needs will be adjusted to provide for minimum standards as determined by the Western Australian model.

¹ Working Party for the distribution of Federal Local Road Funds, 1990, 'Distribution of Federal Local Road Funds among Local Government Authorities', Main Roads Western Australia, Perth.

² Australian Road Research Board, 'Study into Assessment of Inherent L.G.A. Cost Disabilities for Roads', P J Mulholland, ARRB, Melbourne

4. All roads that are the responsibility of local government will be used in assessing asset preservation needs.

Road Funding

In accordance with the above policies seven percent of the Commonwealth road funds are allocated for Special Projects and the remaining 93 percent distributed according to Asset Preservation Needs.

Two thirds of the seven percent for Special Projects is allocated for preservation of bridges. A committee, comprising representatives of the WA Local Government Association (WALGA), Main Roads WA (MRWA) and the Commission, recommends allocations for bridges. The Committee is advised by Main Roads WA, which assesses priorities in accordance with its bridge management program.

One third of the Special Project Funds are allocated to roads servicing remote Indigenous communities. A committee, comprising representatives from the WALGA, DLGSC, MRWA, Department of Planning, Lands and Heritage and the National Indigenous Australians Agency recommends allocations for roads servicing remote Aboriginal communities. The Committee has established funding criteria based on factors such as the population and the distance of a community from a sealed road. The aim of the criteria is to better meet the needs of Aboriginal communities.

In addition to the Commonwealth Special Project funds, MRWA contributes a third of the cost of all projects funded under the Special Projects Program. This contribution of state funds is subject to the condition that local governments spend the special project funds on the project for which they were allocated.

An Overview of the Asset Preservation Model

The Asset Preservation Model assesses the average annual cost of maintaining each local government's road network. It takes into account:

- Annual and recurrent maintenance costs; and
- Reconstruction at the end of the road's useful life.

The model recognises the different needs of urban and rural roads, and the different levels of development of these roads. Thus the needs of sealed, gravel and formed roads are each treated according to their particular needs.

The model calculates annual asset preservation expenditure needs for each work based on the following formula:

Unit cost per km x frequency factor x road length = Annual expenditure need

For example, the annual expenditure need for resealing for a local government that has 10 kilometres of road sealed 6 metres wide would be:

\$43,955 (Unit Cost per KM) x 1/15 (Frequency Factor) x 10 (Length) = \$29,303

The frequency factor refers to how often the work is carried out. In this example, resealing is carried out every 15 years.

The annual cost of all relevant road work activities is calculated in this way for each local government, to obtain its total asset preservation expenditure needs.

The Commission's Asset Preservation Model has the facility to equalise road standards through minimum standards. These standards help local governments that have not been able to develop their road systems to the same degree as the more affluent ones.

The model requires comprehensive road statistics, costs and work standards. These are discussed in the following sections of this document.

Road Statistics

WA's road classification has three categories – commonwealth roads, state roads and local government roads.

Statistics for all local government roads are used in assessing a local government's needs. These exclude private roads and National Park and Forestry roads that are the responsibility of the Department of Biodiversity, Conservation and Attractions.

Road statistics are obtained from MRWA in March each year. These represent a snapshot of the road inventory at the time they are provided by MRWA.

Built up areas are separately identified by the Commission because roads within them generally involve greater expenditure than roads in non-built up areas. This is because roads in built up areas:

- Have high traffic volumes;
- Have large numbers of intersections, necessitating intersection treatments, pavement markings, signs, etc;
- Require kerbing for traffic control and or drainage;
- Require an asphalt surface where traffic volumes are high, or where noise reduction is important;
- Require underground drainage because surface drainage is impractical;
- Involve high cost of service alterations during reconstruction;
- Involve high costs because road works have to be carried out under heavy traffic.

The following definition is intended to limit built up areas to localities where the above conditions prevail.

Residential localities, which have lots with areas less than 0.45 ha, and commercial and industrial areas that meet the following criteria are classed as built up:

- At least half the blocks are developed
- Existing roads have a minimum standard of a gravel road for old subdivisions and a sealed road for new subdivisions.

Areas servicing sporting complexes, schools and caravan parks are classed as built up where:

- They are located in an area which is developed as residential; or
- The existing roads servicing these facilities are already sealed and kerbed.

A road connecting two built up areas is classed as a road in a built-up area where the connecting road is less than 300m in length.

The road statistics used in the model are shown below:

TABLE 6: Road Classes and Statistics used in the Model

	Roads In Built Up Areas	Roads Outside Built Up Areas
Road Classes	Residential streets Local industrial and distributor roads	Local Roads
Statistics	Aggregate seal (L) x (W) Asphalt seal (L) x (W) Gravel (L) Kerbing (L) Longitudinal piped drainage (L) Bridges (A)	Aggregate seal (L) x (W) Gravel (L) Formed (L) Unformed (L) Bridges (A) River crossings (A)
(L = length in kilometres, W = width in metres, A = area in square metres)		

Sealed roads have many different widths. To simplify the model, the sealed road lengths are converted to lane kilometres with a standard width of 3.5 metres. One lane kilometre = 3,500 square metres.

Widening of Highways and Main Roads through Country Cities and Towns

In country cities and towns, MRWA are responsible for the through lanes on highways and main roads, and local governments are responsible for any widening required for local traffic and parking. To make allowance for local government responsibility on these roads, the widened sections of highways and main roads through country cities and towns are classed as local roads.

Roads Servicing Remote Aboriginal Communities

Aboriginal access and internal community roads are included in the statistics used in assessing asset preservation needs, provided that they are public roads included in local government road inventories and are regularly maintained by local governments.

Local governments have accepted responsibility for maintaining about 6,000 kilometres of access roads and these are included in the road statistics used in distributing road funds.

Unsealed Roads Carrying High Volumes of Traffic

The Commission makes allowances for unsealed roads carrying higher traffic volumes than they could carry efficiently.

Equivalent Average Annual Traffic [EQ AADT], based on the equivalence factors in the table below are used as the measure of traffic. For example, a class 12 Triple Road Train will attract a weight of 26 per vehicle compared to Class 1 vehicle.

TABLE 7: Equivalence Factors for Trucks on Gravel Roads

Vehicle	Number of axles	Equivalence Factor
Classes 1 and 2		1
Class 3 truck	2	4
Class 4 truck	3	6
Class 5 truck	4	8
Class 6	3	6
Class 7	4	8
Class 8	5	10
Class 9 semi-trailer	6	12
Class 10 B double	8	16
Class 11	8	16
Class 12 Triple road train	6-19	26

The equivalence factors apply to unsealed roads only.

Gravel or formed roads with an EQ AADT of 75 or greater qualify for an allowance.

The allowance for traffic is made by increasing the allowances provided in the Asset Preservation Model. The allowances are set out in the table below. The maximum of \$9,189 per km is equivalent to the allowance for a road sealed 7.0 metres wide.

TABLE 8: Allowances for Traffic on the Cost of Maintaining Gravel Roads (per kilometre) \$ per Year

EQ AADT	Allowance per km 2021/22 (\$)
Less than 75	3,683
75 to 99	5,020
100 to 149	6,294
150 to 200	8,000
Greater than 200	9,189

Local governments receive only 13.5 percent of these allowances because the available Commonwealth grants are 13.5 percent of assessed road preservation needs.

Local governments on minimum standards will not be eligible for an allowance because these local governments are already receiving higher road grants than they would receive in recognition of their road needs.

Gravel and formed roads that meet the criteria in the table below will be deemed to qualify for sealing, and these will be taken into account in setting minimum standards.

TABLE 9: Intervention Levels for Sealing Gravel Roads

Traffic EQ AADT	Seal Width
75 - 300	6.0 m
> than 300	7.0 m

Two traffic counts are required at each location, one taken during peak traffic such as wheat carting and one in the off peak period. The EQ AADT is estimated by weighting the counts using estimated periods of peak and non-peak traffic.

Bridges

The Asset Preservation Model makes provision for annual bridge maintenance, but not for major maintenance and replacement of bridges. The reason for this is that the Commission makes Special Project grants for major maintenance and replacement of bridges. These grants are matched with a one third contribution from MRWA.

The allowance for annual maintenance is based on deck area.

Traffic Control Devices

Provision for annual maintenance of traffic control devices is included in the allowance for road maintenance.

Growth in the Road Network

The different rates at which local governments’ road networks grow, are taken into account through updated road statistics that are used every year.

Road Costs

The reliability of the Asset Preservation Model depends on realistic unit costs and work standards.

The State is divided into 21 regions to properly reflect the main cost differences within the State. They were identified using the Commission’s cost adjustors, which take into account the effect of location, climate and terrain; and a report Environmental Regions of Australia³ which divided the State into regions based on climate, landform, lithology, soils etc.

Costs for each region were reviewed in 2019-20 with information provided by local governments. The costs currently used by the Commission are based on 2019 prices, adjusted in subsequent years using the ABS road and bridge construction price Index for WA. This ensure that the road costs used in the model each year are kept current and reflect inflationary movements.

³ ‘Environmental Regions of Australia’, Department of Home Affairs and Environment, 1983, AGPS, Canberra.

Cost Adjustors

The regional costs reflect regional factors such as isolation and climate that influence road costs. For example, the costs obtained from the Kimberley shires reflect the cost of labour, plant and transporting bitumen to the region. However, there are differences within a region that affect standards and costs, such as the distance that gravel has to be carted and terrain.

Four cost adjustors have been included in the model to take these differences into account. These factors are:

- The distance that gravel has to be carted for re-sheeting gravel roads and reconstructing sealed roads
- Soil conditions which affect the thickness of sealed pavements
- Terrain
- Salt.

Each of these cost adjustor factors has been calculated, using quantitative data. They are discussed in the next section.

Cost of Pavement Materials for Sealed Roads

The cost of pavement materials varies considerably depending on whether they are bought from a supplier or obtained from a local government controlled gravel pit.

The distance that pavement materials are carted has a big impact on road costs. The distance varies from 5 km to 50 km. These distances and the amounts paid for the materials were obtained from a questionnaire sent to all local governments. A model was developed to estimate the cost per cubic metre of sub base and base course materials delivered and placed on the road for every local government.

It was found that in the metropolitan area pavement material costs depend on individual contractual arrangements rather than geographical factors. Average costs were therefore used for the metropolitan region. Elsewhere, however, individual costs were used for each local government.

Pavement Thickness for Sealed Roads

Pavement thickness has a significant influence on reconstruction costs. Evaluating pavement thickness requires data on soil strengths and traffic volumes.

Data on soil types was obtained from the report 'Biophysical Attributes of Local Government Areas'⁴. The soil types were based on agricultural classifications rather than their suitability as a road subgrade. The Main Roads Materials Engineering Branch estimated design Californian Bearing Ratios (CBR) for each of these agricultural classifications, using CBR records which were available for many of the soil types in WA.

⁴ 'Biophysical Attributes of Local Government Areas', Department of Home Affairs and Environment, 1983, AGPS, Canberra.

The CBR is a measure of the bearing capacity of a soil obtained from a standard soil penetration resistance test.

The Materials Engineering report⁵ identified four ranges of design CBRs.

1. CBRs less than 5
2. CBRs between 5 and 10
3. CBRs between 10 and 15
4. CBRs greater than 15

The design CBRs take rainfall and drainage conditions into account. The Equivalent Standard Axles (ESAs) in the table below were used to calculate pavement thicknesses. The ESAs were estimated from information supplied by local governments and Main Roads. They were based on small samples and will require refinement in the future. However, as fairly large changes in ESAs are required to make an appreciable change to pavement thickness, the ESAs in the table below can be used with reasonable confidence.

TABLE 10: Equivalent Standard Axles for Local Government Roads

Road Type	Equivalent Standard Axles (ESA)	
	Metropolitan	Country
Roads in Built Up Areas		
Residential Streets	60 000	30 000
Local Industrial and Distributor Roads	2 000 000	800 000
Roads Outside Built Up Areas		
Local Roads	400 000	400 000

Pavement thicknesses were calculated using Australian Road Research Board report ARR 150⁶, and Main Roads Engineering Road Note No. 9⁷.

Terrain

Information on terrain, obtained from a report ‘Physical Attributes of Local Government Areas’, gave the percentage of each local government area in each of four terrain categories - plains, undulating, rolling and hilly.

Analysis of the questionnaires on road costs indicated the effect of terrain on the costs of forming a road would be:

⁵ Materials Engineering Report No, 92/25 M. ‘An Estimation of Subgrade Soil Strengths of all Local Government Authorities in Western Australia’, 1992, Main Roads Western Australia, Perth.

⁶ Research Report ARR150 ‘Structural Design Guide for Residential Street pavements; Preliminary Draft’, 1987, P J Mulholland, ARRB, Melbourne.

⁷ Engineering Road Note No. 9, ‘Procedure for Thickness Design of Flexible Pavements’ 1988, Main Roads Western Australia, Perth.

TABLE 11: Effect of Terrain on Road Costs

Terrain	Effect on Costs
Flat	1.0
Undulating	1.2
Rolling	1.4
Hilly	1.6

Based on this information, cost adjustor factors for terrain were calculated. The cost adjustor factors vary between 1.0 in shires that are predominantly flat to 1.3 in Shires that have extensive hilly areas. These were applied to the cost of formation in the reconstruction of sealed roads.

Salt

It is well known that roads built in salt affected areas cost more to maintain and do not last as long as roads elsewhere, but there is no quantitative information available to the Commission as to the increased costs and how long salt affected roads will last. Some local governments estimate that the presence of salt reduces road life by up to half. Discussions with MRWA and local government engineers resulted in agreement that a reduction of a third would be more realistic, and this reduction has been used in determining a cost adjustor factor. The estimated effect of salt is shown in the table below.

TABLE 12: Effect of Salt on Road Life

	Normal Life (Years)	Life in Salt Affected Areas (Years)
Unsealed gravel pavements	12	8
Sealed gravel pavements	45	30
Seal	15	10

Cost adjustor factors were calculated for each local government using data obtained in 2002 from the Department of Land Administration – Land Monitor Project. The project measured the area affected by salt using satellite imagery. Currently some 1.2 million hectares are affected and the projections are that the affected area will double in the next 15 to 25 years and will double again before equilibrium is reached. The Department of Primary Industries and Regional Development is currently updating the state-wide data and it is anticipated that this will enable an updated adjustment factor to be applied by the Grants Commission.

The cost adjustor factors were applied to all gravel and sealed roads.

Work Standards in the Model

Road works which have the largest effect on asset preservation needs are reconstruction and resealing of sealed roads, regravelling of gravel roads and reforming formed roads. Work standards for these operations were based on road engineering practice and were

adopted after discussions with local government and MRWA engineers. These work standards are set out below:

Resealing - Aggregate Seals

A resealing frequency of 15 years was used throughout the State, except in the Pilbara and Kimberley Regions where 12 years was used.

Resealing - Asphalt Seals

The thickness and frequency of asphalt reseals are shown in the table below.

TABLE 13: Standards for Resealing Asphalt Roads

Category	Thickness (mm)	Frequency (Years)
Residential Streets	25	25 ⁽¹⁾
Local Industrial and Distributor Roads	30 ⁽²⁾	20

⁽¹⁾ In the Pilbara and Kimberley the frequency for residential streets was reduced to 20 years.

⁽²⁾ Outside the metropolitan area a thickness of 25mm was used for local distributor roads.

Regravelling of Gravel Roads

The model recognises that part of the gravel pavement is lost each year through the wear of traffic, road grading and wind and water erosion, and makes provision for periodic replacement of the gravel. Estimates of how frequently regravelling is necessary, varied from about 6 years to 25, depending mainly on traffic. The model provided for all gravelled roads to be regravelled every 12 years to a thickness of 100mm.

Gravel and formed roads in pastoral and mining areas and on the fringes of the agricultural area are of a low standard. In order to provide for improvement of the standard of these roads, the allowance for regravelling was increased by 30 percent in pastoral and mining areas and 10 percent on the fringes of the agricultural area.

Reformation of Formed Roads

Formed roads lose their shape through traffic and repeated road grading and eventually reach the condition where the side drains are filled with material graded off the running surface. Roads in this condition present drainage problems and are difficult to maintain. Reformation is the process of restoring the raised formation and side drains. The Model provided for all formed roads to be reformed every five years.

As with the gravel roads, the allowance for reformation was increased by 30 percent in pastoral and mining areas, and 10 per cent in the fringe areas to allow for improvement of the standard of formed roads.

Reconstruction of Sealed Roads

Extensive consultation with Main Roads and local government engineers led to the adoption of the following road life criteria for sealed roads:

1. 45 years for sealed local government roads outside built up areas.
2. 45 years for local distributor roads.
3. 45 years for residential streets outside the Metropolitan area.
4. 55 years for residential streets within the Metropolitan area.

The longer life for residential streets in the Metropolitan area is because these streets carry very little heavy traffic and have very high standards of construction. The residential streets outside the Metropolitan area also have little heavy traffic but have been built to lower standards.

Minimum Standards

An earlier criticism of the Asset Preservation Model was that it favoured local governments with highly developed road networks and discriminated against those which were not able to develop their roads adequately.

The Commission addressed this criticism by using minimum standards that were assigned to each road type. Local governments that fell below the minimum standard had their asset preservation assessed on the minimum standards, while those above the minimum standards had their asset preservation assessed on their actual standards.

There are two sets of minimum standards, one for roads inside built up areas, and one for roads outside built up areas.

Minimum Standards for Roads within Built up Areas

Residential streets and other local roads in built up areas generally have similar functions throughout the State, so it is possible to set state-wide minimum standards for these roads. For example, if 97% of residential streets in the metropolitan area are kerbed, it would be reasonable to set a standard that 97% of all residential streets in the State should have kerbing.

Using this principle for roads inside built up areas, the average standards for the inner metropolitan area were used as the minimum standard throughout the State. The average width and the percentages in the table below were calculated for the inner metropolitan area. These were applied as a minimum standard for all gravel and sealed roads in built up areas throughout the State.

TABLE 14: Minimum Standards for Roads within Built Up Areas - Residential Streets

Type of Road	Standard
Seal	100%
Minimum Seal Width	7.4m
Asphalt Seal	90%
Kerbing	97%
Longitudinal Drainage	65%

In the case of local distributor roads no attempt was made to specify a minimum width, because the variations in traffic volumes are so great on these roads that the appropriate width could vary from a single 6 metre carriageway to dual 11 metre carriageways. The model is based on existing widths.

Minimum Standard for Local Roads outside Built up Areas

Roads outside built up areas vary from quite heavily trafficked sealed roads to tracks servicing isolated Indigenous communities and farms. Ideally traffic volumes are needed to define minimum standards. As traffic volumes are not universally available an alternative method was used.

For the purpose of determining minimum standards, the State was divided into regions, each composed of local governments with similar characteristics and development. In doing this, population density and geographical factors were taken into account. Percentages for the five road types, shown in the table below were calculated for each region and applied as minimum standards for that region.

TABLE 15: Criteria used in Applying Minimum Standards to Local Roads outside Built Up Areas, South West Region

Type of Road	Percentages are calculated for each region
Sealed roads - narrower than 4.6 m	0.65%*
Sealed roads - wider than 4.6 m	47.3%*
Gravel roads	40.9%*
Formed roads	3.6%*
Unformed roads	1.6%*

*Percentages vary between each region

The Commission is conscious of the subjective nature of the minimum standards for roads outside built up areas. A more objective method of defining minimum standards would be based on traffic volume, except for very lightly trafficked roads where soil conditions, and not traffic volumes, dictate standards. However, little progress can be made until comprehensive information on traffic volumes becomes available.

Distribution of Funds

The Commonwealth road funds (other than the seven percent allocated to special projects) are distributed among local governments in proportion to their asset preservation needs.

In 2021/22, \$116.146 million was allocated in accordance with road asset preservation needs. The total asset preservation needs for WA were \$755.920 million, which meant that local governments received 14.2 percent of their assessed asset preservation requirement.

Transparency

One of the Commonwealth Government’s requirements was that the method of distributing the funds should be ‘transparent’ to local government. This requirement is met by providing every local government with a simple statement showing how its asset preservation needs were calculated. This statement allows local governments to work

through the assessments for their local governments, and make submissions to the Commission if they feel that their needs have not been correctly assessed.

Consultation

Public Hearings

In accordance with the *Local Government (Financial Assistance) Act 1995*, the Commission undertakes public hearings with local governments. The hearings consist of a formal presentation about the operations of the Commission. During the hearing, local governments are given the opportunity to present submissions to the Commission on their grant determination and any issues relevant to the grants determination process.

The hearings facilitate discussion between councillors, staff, members of the public and the Commission. The Commission holds public hearings with each local government at least once every five years.

Through these hearings, the Commission can gain a greater understanding of the issues affecting local governments and their capacity to provide services and facilities to their communities.

Special Hearings

In addition to public hearings, local governments can request a special hearing with the Commission. This allows local governments to present their case for amendments to the grant methodology.

Submissions

Local governments in Western Australia are given the opportunity to highlight to the Commission any cost adjustors they face in the provision of local government services which may result in a higher cost of delivering local government services. The Commission then decides on whether the circumstance warrants further recognition in the methodology. Additionally, if a local government feels an improvement can be made to the methodology, this can also be suggested through submissions.

Submission Guidelines

Local governments may prepare a submission to the Commission for consideration for the following year's grant determination. This may be presented during the Commission's scheduled visiting program or posted/emailed to the Commission for consideration.

Submission Structure

Before making a submission, local governments should give consideration to:

- i. **Balanced Budget Detailed Calculations**
This document contains all the equations, key indicator variables and cost adjustor weightings used in the calculation of revenue and expenditure standards in the determination of equalisation grants.
- ii. **Principles and Methodology Publication**
This Report explains in detail the complete methodology of grant determinations for each Standard, including descriptions of recognised cost adjustors.
- iii. **The Commission's Annual Report.**
The Annual Reports detail changes made to the grants determination methodology since the publication of the Principles and Methods Report.
- iv. **Calculation of a local government's asset preservation needs.**
This data sheet is prepared to show how asset preservation needs are calculated. It itemises road statistics, costs and minimum standards for each local government, and can be requested from the Commission.

Publications are available from the Commission's website or Commission staff can be contacted to receive the most recent publications.

The following submission structure is suggested as a guideline.

Part A – Cover Page

Cover page with:

- Name of Local Government
- Name of Chief Executive Officer
- Date submission lodged.

Part B – Specific Cost Adjustor Claims

Part B should detail the local governments claim.

This section will include full documentation supporting each specific claim and is expected to include financial and non-financial information supporting the claim.

- a) The local government may make a claim regarding the Commission's revenue or expenditure standards.
- b) The local government may claim a cost adjustor currently not recognised within the Balanced Budget method.
- c) Claims for amendments to cost adjustor values or new cost adjustors must be justified with supporting figures. Cost adjustors apply where local governments have inherent problems that cause, or could cause, revenue to be lower than, or expenditure to be higher than, an average standard of revenue and expenditure.

The local government must clearly identify the issue it is seeking recognition/amendment of with as much information as possible provided to support the claim. Particularly for claims of new cost adjustors, this includes identifying a state-wide available data set. It is

up to local governments to provide sufficient evidence or reason for the Commission to investigate an issue.

Expenditure in excess of or revenue below the standard level of provision of service does not necessarily imply a cost adjustor. A local government may have a policy to provide a below-average standard service (the rate imposed is less) or an above-average standard of service (higher expenditure level). Thus, where possible, quantification of a cost adjustor should include evidence of the cause of the problem.

For example, a local government may have a very high level of expenditure in some areas because it has a significant number of houses owned by non-residents who use them on a seasonal basis. The additional seasonal population could impact on expenditure classifications such as Governance, Law Order & Public Safety, Community Amenities, Transport, etc. A local government in this situation should quantify the number of houses owned by non-residents and calculate the additional cost to local government of servicing these dwellings for each standard where it is thought to impact.

Submission on Local Roads Funding

There is no formal structure for Submissions on the local roads funding component.

Where a local government wishes to raise an issue, general comments are sufficient, provided that the claims are supported with statistics and verifiable data. For example, if the local government considers that a particular unit cost in the model used by the Commission is inadequate, it should submit details of actual expenditures to back up its claim.

Information Provided to Local Governments

The Commission has a policy of transparency in its operations and in the provision of information used in the grants determination process. Each year copies of the Financial Assistance Grant outcomes are provided to each local government.

Any changes or proposed changes to the methods of grant determination are detailed in the Annual Report, and in subsequent editions of this publication. The Commission has a policy of consultation with local government where major changes to the methodology are being considered.



Disclaimer: The information and advice within this document is provided voluntarily by Department of Local Government, Sport and Cultural Industries as a public service. The information and advice is provided in good faith and is derived from sources believed to be reliable and accurate. No representation or warranty, express or implied, is made as to the accuracy, completeness or fitness for purpose of this document. The reader of this document should satisfy themselves concerning its application to their situation. The State of Western Australia, the Department of Local Government, Sport and Cultural Industries and their officers expressly disclaim liability for any act or omission occurring in reliance on this document or for any consequences of such act or omission. Current as at September 2021.

Western Australian Local Government Grants Commission Methodology for the Distribution of Commonwealth Financial Assistance to Local Governments in Western Australia is available for viewing and download from the Department of Local Government, Sport and Cultural Industries website: www.dlgsc.wa.gov.au

For more information, please contact:

Department of Local Government, Sport and Cultural Industries
Gordon Stephenson House, 140 William Street, Perth WA 6000
PO Box 8349, Perth Business Centre WA 6849
Telephone: (08) 6551 8700
Fax: (08) 6552 7300
Freecall: 1800 634 541 (regional WA callers only)
Email: grants.commission@dlgsc.wa.gov.au
Website: www.dlgsc.wa.gov.au
Translating and Interpreting Service (TIS) – Telephone: 13 14 50

WA Local Government Grants Commission
Department of Local Government, Sport and Cultural Industries
PO Box 8349, Perth Business Centre WA 6849

Email: grants.commission@dlgsc.wa.gov.au

Dear Sir,

Grants Commission Submission – Shire of Derby/West Kimberley

We seek consideration from the Commission of an improvement to the methodology for the calculation of Western Australian local government General Purpose Grants, to achieve a fairer distribution methodology. Our submission is attached, and summarised below.

The National Principles for the distribution of funds are based on the objective of full horizontal equalisation which is defined in section 6(3)(a) of the Commonwealth Local Government (Financial Assistance) Act 1995 as:

“...a basis that ensures that each local governing body in the State is able to function, by reasonable effort, at a standard not lower than the average standard of other local government bodies in the State”.

The basis of this submission is that the WA Grants Commission does not in fact meet that legislatively required principle.

The Shire requests that an *average standard floor* be inserted into the methodology, to sit at the other extremity of the existing minimum grant guarantee provided via the 30% population base calculation. The *average standard floor* will protect the most disadvantaged local governments, providing a fairer system which will enable districts with “cost adjustor” levels above the average, to stabilise there district from further receding into unsustainability and suffering even greater levels of disadvantage. The result will be that no local government will be more disadvantaged year on year, than that of the average of all of the local government districts of Western Australia. The methodology change recommended is that:

The 70% proportion of the grant funding is allocated so that the districts with a higher than average need, can operate (funds permitting) to a standard not lower than the average standard of other local government bodies in Western Australia. A prioritised “bottom up” style of funding needs to be implemented, with funding being set at \$1 in grant funds for every \$1 of the district’s equalisation requirement until funds are exhausted.

We would welcome the opportunity to discuss the above with the Commission, so it can give due consideration of our request.

Yours faithfully,

Amanda Dexter
Chief Executive Officer

Shire of Derby/West Kimberley

Amanda Dexter (CEO)

30 June 2022

This submission seeks the WA Grants Commission's consideration to a change in the allocation methodology so that:

The 70% proportion of the grant funding is allocated so that the districts with a higher than average need, can operate (funds permitting) to a standard not lower than the average standard of other local government bodies in Western Australia. A prioritised "bottom up" style of funding needs to be implemented, with funding being set at \$1 in grant funds for every \$1 of the district's equalisation requirement until funds are exhausted.

The Commonwealth Local Government (Financial Assistance) Act 1995 outlines the mechanism for the federal government to provide financial assistance for local government. It requires that each state and territory has a Grants Commission and establishes *National Principles* for the distribution of those funds, and which the State Commissions must comply.

The National Principles for the distribution of funds are based on the objective of full horizontal equalisation which is defined in section 6(3)(a) of the Act as:

"...a basis that ensures that each local governing body in the State is able to function, by reasonable effort, at a standard not lower than the average standard of other local government bodies in the State".

The basis of this submission is that the WA Grants Commission does not in fact meet that legislatively required principle.

The Shire's grant allocation for 2021/22 was \$4,487,555 (not including road grant funds). The *Fiscal Equalisation* calculation for the district (as calculated by the WA Grants Commission) is \$10,260,325, which is \$5,772,770 more than the actual funding received.

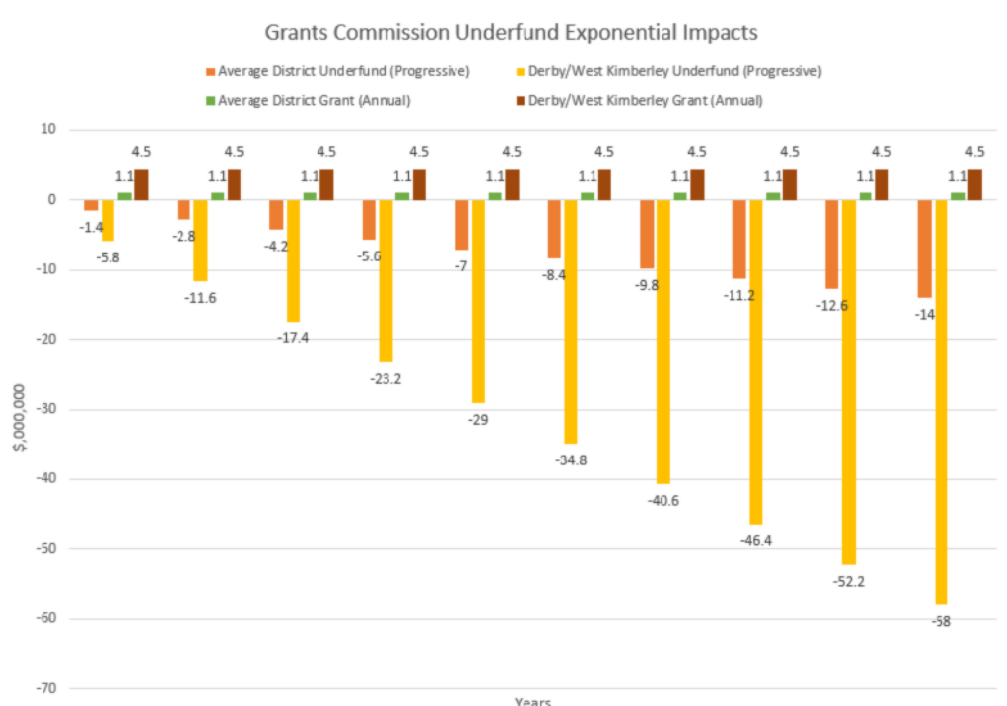
The Shire's *fiscal equalisation* requirement calculation of \$10,260,325 is the highest in Western Australia. The state average is \$0 with the most "sustainable" local government being Perth at -\$58,443,139. The average of all local governments with a positive fiscal equalisation requirement is \$2,470,581. This is effectively saying that the Shire of Derby/West Kimberley is four times more disadvantaged than the average of those local governments that have a positive fiscal equalisation requirement.

Excluding the Shire of Derby/West Kimberley, the Kimberley Region's total equalisation calculation (Broome @ \$2,681,004 + Whyndam-East Kimberley @ \$4,772,593 + Halls Creek @ \$6,263,585) is \$13,717,182 and its average, is \$4,572,394. This in effect converts to the Shire of Derby West Kimberley's assessed financial disadvantage position being the highest by far of the Kimberley local governments, and more than twice the Kimberley average.

Because the Federal Government does not fund 100% of the fiscal equalisation sum (the 2021/22 ratio was 44% for our district based on our population and disability factors) and that there is a component of the grant that provides some funding for even those local governments with negative fiscal equalisation requirements (e.g. the City of Perth received \$314,948 in 2021/22) it means that those local governments with the positive equalisation requirements slip further behind every other community, every year. And of course as Derby/West Kimberley has the highest disadvantage in the state, it is slipping behind at the fastest rate of every local government in Western Australia. This exponential disadvantage gap can be seen in the below graph which shows four components:

- the average local government grant of those local governments that have a positive fiscal equalisation requirement (\$1.1m);
- the Shire of Derby West Kimberley’s annual grant (\$4.5m);
- the average local government’s progressive funding gap per annum (\$1.4m); and
- the annual progressive funding gap for the Shire of Derby West Kimberley (\$5.8m).

The additional exponential disadvantage being suffered by the district of the Shire of Derby West Kimberley grows at approximately \$5.8m/annum and is clearly highlighted by the growing difference between the relevant (orange/yellow) bars below.



A floor needs to be inserted into the methodology, similar to the floor provided by the population calculation (where there is a provision in the legislation that requires that a local government’s General Purpose Grant cannot be less than 30% of what it would have received if the Grant was calculated on a per capita basis). This provision will protect the most disadvantaged local governments by requiring that those local government districts that have the largest positive equalisation calculation requirements receive a suitable funding priority. The way to secure compliance and assist very disadvantaged local governments would be to ensure that:

The 70% proportion of the grant funding is allocated so that the districts with a higher than average need, can operate (funds permitting) to a standard not lower than the average standard of other local government bodies in Western Australia. A prioritised “bottom up” style of funding needs to be implemented, with funding being set at \$1 in grant funds for every \$1 of the district’s equalisation requirement until funds are exhausted.

This would enable districts with the highest *cost adjustor* levels to stabilise there district from further receding into unsustainability and arrest the slide that is currently occurring. Importantly, the change would result in no local government being more disadvantaged year on year, than at least that of the average of the state’s local government districts that also have positive equalisation requirements.

The Shire of Derby/West Kimberley is well managed and operates with good levels of accountability and diligence, but its Federal Assistance Grant allocation for 2021/22 was only \$4,487,555 (not including road grant funds) \$5,772,770 less than the fiscal equalisation calculation for the district (\$10,260,325). This funding deficit severely impacts upon the Shire’s capacity to operate in a relevant fashion for its district and exponentially penalises the shire and its community more than any other in Western Australia.

It is appreciated that the funding to meet the above methodology change will come from those local governments that sit above the level of having a \$0 income equalisation requirement and the preferred option will in its simplest conclusion mean that a number of local governments will move from receiving a component of the 70% grants commission disability factor allocation, to now being “minimum grant local governments”, receiving only the dedicated 30% population component. It is considered that this outcome only serves to reinforce that the methodology ought to change as suggested, as the needs of the range of local governments that are exponentially underfunded now by comparison, will still with the change proposed, be no better off than any local government funded at the minimum grant level.

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12 CORPORATE SERVICES

12.1 WALGA 2022 ANNUAL GENERAL MEETING CONFIRMATION OF ATTENDEES AND VOTING DELEGATES

File Number: 4285

Author: Sarah Smith, Executive Services Coordinator

Responsible Officer: Amanda Dexter, Chief Executive Officer

Authority/Discretion: Advocacy

SUMMARY

The Western Australian Local Government Association (WALGA) has advised of the Local Government Convention and Annual General Meeting (AGM) are to be held at the Crown, Perth on Monday, 3 and Tuesday, 4 October 2022, with the Opening Welcome Reception being held on the evening of Sunday, 2 October.

This Agenda seeks to confirm Elected Member Attendance at the Convention requests Council give consideration to nominating two Voting Delegates and two Proxy Voting Delegates, for the 2022 WALGA Annual General Meeting to be held on Monday, 3 October 2022.

DISCLOSURE OF ANY INTEREST

Nil from Author.

BACKGROUND

The Annual WALGA Local Government Convention and AGM is an opportunity to network and build knowledge through engagement with other Councillors, CEO's, the trade exhibition and though presentations and seminars during the Convention.

In accordance with policy C2 – Elected Member and Employee Training and Professional Development, all Councillors are encouraged to attend the Annual WALGA Local Government Convention and AGM.

LEGISLATIVE IMPLICATIONS

Nil applicable

POLICY IMPLICATIONS

C2 – Elected Member and Employee Training and Professional Development

FINANCIAL IMPLICATIONS

Travel, Conference Registration, accommodation and associated disbursements will cost approximately \$3,000.00 per person.

STRATEGIC IMPLICATIONS

GOAL	OUTCOME	STRATEGY
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: Inability to exercise voting rights as Member Council of WALGA. Inability to contribute to decisions made at WALGA AGM.	Unlikely	Minor	Low	Appoint Voting Delegates and Proxy Voting Delegates by required deadline of Friday, 23 September 2022. Appointed Delegates attend AGM.
Reputation: Attendance at State Conference Annual General Meeting without the ability to vote.	Unlikely	Minor	Low	Council nominate voting delegates and proxies as recommended.

CONSULTATION

Nil

COMMENT

In accordance with policy C2 – Elected Member and Employee Training and Professional Development, all Councillors are encouraged to attend the Annual WALGA Local Government Convention and AGM. The Western Australian Local Government Association (WALGA) has advised of the Local Government Convention and Annual General Meeting (AGM) are to be held at the Crown, Perth on Monday, 3 and Tuesday, 4 October 2022, with the Opening Welcome Reception being held on the evening of Sunday, 2 October.

The theme for the 2022 WA Local Government Convention is *Embracing Change*. With increasing community expectations of Local Governments, legislative reform, and a rapidly changing economic, social and political environment, Local Governments must find new ways of serving and engaging with their communities, doing business and strengthening their influence. Agility, ingenuity, innovation and boldness will be required. This Convention will explore changes to the Local Government landscape over the coming years and how the sector can come together to inform, guide and embrace change.

Attendance at the Annual General Meeting can be undertaken by all representatives of the Shire. Voting delegates are required to be registered by Friday, 23 September 2022.

The Shire President and Deputy Shire President are generally the Council's nominated delegates to attend the conference and vote on motions on the Council's behalf, however if there are not enough Members available the Council can nominate its Chief Executive Officer or have the Chief Executive Officer as a proxy.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Notice of the WALGA Annual General Meeting 2022 [↓](#) 

RECOMMENDATION

That Council:

1. Endorse the following Elected Members attendance at the 2022 Western Australian Local Government Association's Annual General Meeting and Local Government Convention to be held in Perth on the 2,3 & 4 October 2022:

- a) President (Voting Delegate);
- b) Deputy President (Voting Delegate);
- c) Cr _____; (Proxy Voting Delegate);
- d) Cr _____; (Proxy Voting Delegate); and

2. Endorse the Chief Executive Officer (or her delegate) to attend the 2022 Western Australian Local Government Association's Annual General Meeting and Local Government Convention and endorse as a proxy should it be required.



Notice
of
Annual General Meeting
and
procedural information
for submission of motions

Crown Perth
Monday, 3 October 2022

Deadline for submission of motions:
Friday, 12 August 2022



2022 Local Government Convention and AGM general information

WALGA Annual General Meeting

The Annual General Meeting (AGM) for the Western Australian Local Government Association (WALGA) will be held from 9:00am on **Monday, 3 October 2022**. The formal Agenda will begin at 11:30am after a short morning tea break. The AGM should be attended by up to two Voting Delegates from all Member Local Governments. Lunch will be provided at the conclusion of the meeting.

Cost for attending

Attendance at the AGM is **free of charge** to all Elected Members and staff from Member Local Governments. Voting Delegates and Proxies must register their attendance in advance. Please use the registration form provided at the end of this document. Observers (non-voting) are also welcome to attend the AGM, but registration is essential via our website.

Submission of Motions

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the AGM. Motions should be submitted in writing to the Chief Executive Officer of WALGA. A template motion can be found on our website [here](#).

The closing date for submission of motions is **5:00pm Friday, 12 August**.

*Please note that any motions proposing alterations or amendments to the WALGA Constitution must be received by **5:00pm Friday, 22 July** in order to satisfy the 60-day constitutional notification requirement.*

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.



Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA President and Chief Executive Officer will determine whether motions abide by the following criteria:

Motions will be included in the Agenda where they:

1. are consistent with the objects of the Association (refer to clause 3 of the [Constitution](#));
2. demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws); or
5. Are clearly worded and unambiguous in nature.

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions as per the [Advocacy Positions Manual](#) (as the matter has previously been considered and endorsed by WALGA).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the determinations.

Enquiries relating to the preparation or submission of motions should be directed to Kathy Robertson, Executive Officer Governance on (08) 9213 2036 or krobertson@walga.asn.au.

Further information about the 2022 Local Government Convention can be found on our website at www.walga.asn.au.

Emergency Motions

No motion shall be accepted for debate at the AGM after the closing date unless the WALGA President determines that it is of an urgent nature, sufficient to warrant immediate debate, and Delegates resolve accordingly at the meeting. Please refer to the [AGM Standing Orders](#) for details.

President Cr Karen Chappel JP
WALGA President

Nick Sloan
Chief Executive Officer



EMAIL BACK

Voting Delegate Registration 2022 WALGA Annual General Meeting



All Member Councils are entitled to be represented by two voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Monday, 3 October 2022 at Crown Perth.

In the event one or both of the registered Voting Delegates is unable to attend, provision is made for two Proxy Voting Delegates to be registered.

Only registered Voting Delegates or Proxies will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Please complete, sign and return this form before **5:00pm Friday, 23 September**.

VOTING DELEGATES	PROXY VOTING DELEGATES
Name of Voting Delegates:	Name of Proxy Voting Delegates:
Delegate 1:	Proxy 1:
Delegate 2:	Proxy 2:
<p>Local Government: Shire/Town/City of</p> <p>Signature of Chief Executive Officer:</p> <p style="text-align: right;">Date:</p>	

**ON COMPLETION, PLEASE EMAIL TO: krobertson@walga.asn.au
Attention: Kathy Robertson, Executive Officer Governance**

Please Note:

- All Voting Delegates must present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) and identification tag to gain entry to the AGM.
- Observers (non-voting) are also welcome to attend the AGM, however registration is essential.
- Registration as a Voting Delegate is separate to any registration as a Convention Delegate.
- For further information or to register as an AGM Observer or Convention Delegate, please visit our website at www.walga.asn.au or contact Kathy Robertson on (08) 9213 2036.

www.walga.asn.au

12.2 ELECTED MEMBER REIMBURSEMENT 29 JUNE 2022 COUNCIL MEETING ATTENDANCE IN PERSON

File Number: .
Author: Jamie Bone, Senior Governance Officer
Responsible Officer: Amanda Dexter, Chief Executive Officer
Authority/Discretion: Executive

SUMMARY

This report is specific to the Ordinary Council Meeting being held on Wednesday 29 June 2022 at Wananami Remote Community School, Kupungarri Road, Wunaamin Milwundi Ranges and addresses the unforeseen expenses which may be incurred by Elected Members where remote travel is undertaken when participating in official business such as Council activities and/or meetings.

Post this report, future research in to be undertaken and a Policy is to be drafted and implemented, addressing endorsed Elected Members remote travel activities post 29 June 2022.

This report recommends Council accept the following:

- Approve the required process contained in this report for claiming any additional unforeseen expenses incurred while attending the Ordinary Council Meeting on Wednesday 29 June 2022 to the Wananami Remote Community School;
- Approve the development of a Policy to address Council Members claiming a reimbursement for unforeseen costs incurred as a result of travel to a remote location for the purposes of business related activities; and
- Accepts this report addresses travel to Wananami Remote Community School for Ordinary Council Meeting on 29 June 2022 only, and a Policy will be developed for future occurrences of remote travel.

DISCLOSURE OF ANY INTEREST

Nil applicable.

Note: Councillors are exempt from declaring interests (S. 5.63 - Some interests need not be disclosed) in decisions regarding Councillor costs reimbursements to endorsed Council activities.

BACKGROUND

The Shire of Derby West Kimberley (the Shire) is located in the North West of Western Australia. It has many remote areas within its over 100,000 square kilometres district.

Due to the unique and vast landscape of the Shire, individual Elected Members residential locations vary, where travel over a great distance is often required to attend to Council business, which includes Ordinary Council and Committee meetings. Often this travel is undertaken by Elected Members in their own personal motor vehicles, incurring expenses (fuel, insurance, maintenance etc) of which there is a process for reimbursement through completion of the 'Councillor Travel Allowance – Claim for Use of Own Vehicle on Official Business' document.

Travel by Elected Members when undertaken for official council endorsed business is often on sealed roads, although on occasions there may be instances where they are required to travel on

harsh and sometimes difficult unsealed roads, particularly when travelling to a remote location. As a result of this travel, additional unforeseen costs may be incurred by the Elected Members. A current example of when this may occur, is during travel to Wananami Remote Community School where the Ordinary Council Meeting if Wednesday 29 June 2022 is scheduled

Wananami Remote Community School is located in the Wunaamin Milwundi Ranges, Western Australia, approximately 300 kilometres from Derby, and some 350 kilometres from Fitzroy Crossing. Travelling to the Wananami Remote Community School can only be achieved via either the Gibb River Road, or a combination of Fairfield-Leopold Downs Road and the Gibb River Road.

The Gibb River Road is known for its rough and challenging drive and only to be travelled in a vehicle no less than a four wheel drive. It is possible that travel along this road may result in unforeseen travel events, which will result in a personal cost to the Elected Member.

This report will address the reimbursement of such costs to Elected Members traveling to the Wunaami Remote Community School on 29 June 2022. A Policy is to be researched and presented for Council consideration for future instances where remote travel on unsealed roads, is undertaken by Elected Members.

STATUTORY ENVIRONMENT

Local Government Act 1995 S. 5.98 (Fees etc. for council members)

- (2) A council member who incurs an expense of a kind prescribed as being an expense —
- (a) to be reimbursed by all local governments; or
 - (b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement, is entitled to be reimbursed for the expense in accordance with subsection (3).

Local Government Administration Regulations R.32. (Expenses that may be approved for reimbursement)

- (1) For the purposes of section 5.98(2)(b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are —
- (a) an expense incurred by a council member in performing a function under the express authority of the local government; and.....

Salaries and Allowances Act 1975 – section 7B (Determination as to Fees and Allowances of Local Government Councillors)

Part 8 (Expenses to be Reimbursed) as per current determination of the Salaries and Allowances Tribunal as at April 2020 stipulates the following:

- 8.1.2 (b) ...travel costs incurred by a Council member because of the Member's attendance at a Council Meeting or a meeting of a Committee of which he or she is also a member
- 8.2.4 The extent to which a Council Member of a regional Local Government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the Local Government (Administration) Regulations is **the actual costs** for the person to travel from the person's place of residence or work to the meeting and back

8.2.5 For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in s30.6 of the Local Government Officers' (Western Australia) Interim Award 2011 as at the date of this determination

s30 Local Government Officers (Western Australia) Interim Award 2011 (Travelling Expense Reimbursement) stipulates

30.2.1 Where an Officer is requested and authorised to use his/her own motor vehicle in the course of his/her duties, he/she shall be paid an allowance no less than that prescribed in the table set out hereunder

30.6 Rates of hire for use of an Officer's own motor vehicle on official business shall be as follows:

Engine displacement (in cubic centimetres)

	Over 2600cc	Over 1600cc to 2600cc	1600cc and under	
Metropolitan Area	93.97	67.72	55.85	cents per km
South West Land Division	95.54	68.66	56.69	cents per km
North of 23.5 Latitude	103.52	74.12	61.21	cents per km
Rest of State	99.01	70.87	58.37	cents per km

POLICY IMPLICATIONS

A new Policy is to be developed/existing Policy to be modified for future Council consideration.

FINANCIAL IMPLICATIONS

There is an existing budget for the reimbursement of Councillor expenses, but any additional costs reimbursed as a result of an incident involving an Elected Member's private vehicle when travelling to a remote location for official business does have the potential to increase that cost beyond historic levels. A thorough and accountable vetting process will be expected by all parties prior to a determination of any reimbursement being approved.

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	MITIGATION
------	------------	-------------	------	------------

			ANALYSIS	
Financial: Cost involved in any subsequent reimbursement	Likely	Minor	Medium	Minimise such events and develop Policy position on reimbursements
Community: Shire community perception when allocating financial resources for reimbursement	Possible	Minor	Medium	Consideration and future Policy to be developed

CONSULTATION

Nil

COMMENT

Elected Members currently have the statutory entitlement to be reimbursed for travel costs incurred which arise due to the Member’s attendance at a Council Meeting or a meeting of a Committee of which they are a member. The calculated cost of reimbursement for expenses incurred as a result of that travel is prescribed in *s30 of the Local Government Officers (Western Australia) Interim Award 2011 - Travelling Expense Reimbursement*.

For Elected Members in this Shire, the rate is calculated at the reimbursement cost for being north of the 23.5 Latitude. The current reimbursement value for Elected Member travel allowance when claiming for use of their privately owned vehicle on official business (which is based on a engine capacity fee/kilometre rate) will not change as a result of this report. That fee is designed to cover all vehicle travel costs (like capital depreciation, fuel, servicing, insurance, tyres, etc).

The purpose of this report, it is to determine what unforeseen expenses may be incurred by Elected Members when traveling to remote locations, and particularly when traveling on harsh and challenging roads when attending to official business, and whether any subsequent claim for travel costs are reasonable to be reimbursed.

The following list is an example of incidents which may occur, causing unforeseen expense/s to be incurred by Elected Members when travelling in their privately owned or leased vehicle (rather than a commercially hired vehicle or a shire provided vehicle) to reach a remote location for the purpose of attending to official business:

-
- Damage incurred as a result of impact with stray wildlife (Cattle/Kangaroo) etc.;
- Damage caused to windows (e.g.: rock damaged windscreen);
- Tyre damage/replacement;
- Breakdown / incident requiring vehicle to be recovered; and/or
- Damaged caused to equipment as a result of vehicle recovery

There is a statutory environment currently in place (vis. Local Government Administration Regulations R.32. (Expenses that may be approved for reimbursement)) to address unforeseen expenses incurred by Elected Members, but this requires a case by case assessment by the CEO. A

Policy is proposed to be developed to address the situation, outlining the process to be followed when claiming for such a reimbursement.

Until time can be allocated to and subsequent approval of a Policy addressing the matter, the following is suggested to be put in place for travel to Wananami Remote Community School on Wednesday 29 June 2022 by Elected Members for the Ordinary Council Meeting:

1. Elected members travelling in their private or leased vehicle (excluding commercially hired vehicles) must ensure the vehicle is licenced with current registration in place; and the driver holdd a valid driver's licence for their specific personal vehicle utilised for the travel;
2. Elected members ought to have comprehensively vehicle insurance in place, but for claims where that is not the case, a maximum \$500 will be considered for an insurable event claim;
3. During the journey and once transitioning from a sealed road onto a unsealed road, should any incident occur which was reasonably unavoidable given the circumstances, and the relevant Elected Member believes the result of such incident will incur a unforeseen expense as a result of the journey undertaken, they are to execute the following:
 - 3.1. Contact the CEO as soon as practicable to provide a briefing of the incident;
 - 3.2. Obtain relevant details (photographs/time etc) for the purposes of fulfilling their individual insurance requirements and make subsequent contact if required; and
 - 3.3. Deal with the incident as appropriate to the circumstances.
4. Within a reasonable time, the Elected Member is to provide receipts for the unforeseen expense which has been incurred, minus any deduction from relevant insurance policies;
5. CEO to liaise with the Elected Member and make a determination on total cost to be reimburse for the unforeseen expense incurred; and
6. Costs to be recorded in accordance with the Shire's appropriate financial processes.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

Nil

RECOMMENDATION

That Council:

- 1. Approve the required process contained in the comment section of this report for claiming any additional expenses incurred while attending in person the Wananami Remote Community School Ordinary Council Meeting on Wednesday 29 June 2022; and**
- 2. Requires that to address future situations of Council Member entitlement to claim a reimbursement for unforeseen costs incurred as a result of travel to remote locations for the purposes of Council endorsed business, a draft Policy be developed for Council consideration.**

13 TECHNICAL SERVICES

13.1 OUTCOME OF DISPOSAL OF PLANT FOR THE DERBY DEPOT

File Number: 8055

Author: Dean Wyber, Manager Assets and Projects

Responsible Officer: Wayne Neate, Director Technical and Development Services

Authority/Discretion: Administrative

SUMMARY

This item is to advise Council of the outcome of the Derby Depot Auction. These items were not included in the budget process for disposal.

DISCLOSURE OF ANY INTEREST

Nil from Author and Responsible Officer.

BACKGROUND

The items disposed of were plant and equipment made redundant due to replacement or end of life.

STATUTORY ENVIRONMENT

S. 3.58 (Disposing of property) of the **Local Government Act** sets out a defined process for the sale of property, which generally requires a public auction or tender; or separate local public notice of the proposed disposition.

Reg. 30(3) (a) (Dispositions of property excluded from Act s. 3.58) of the **Local Government (Functions and General) Regulations 1996** provides an exemption if the market value of property is less than \$20 000.

POLICY IMPLICATIONS

AF3 – Asset Management

FINANCIAL IMPLICATIONS

There is a potential benefit to remove some of these items from the Shires list of equipment. This benefit can come from a decrease in insurance costs, registration costs and ongoing maintenance costs. Additionally the net income received from the disposal of the assets can offset the costs of replacement capital items.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.1 Collaboration and partnership	1.1.2 Maximise local opportunities
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: Items being left unsold	Possible	Moderate	Medium	Not to set a reserve on the majority of items.
Financial: Not able to recoup cost	Possible	Moderate	Low	Not to set a reserve on the majority of items.

CONSULTATION

Advertisements were placed in the West Australian and the Broome Advertiser to notify of the Auction.

All works staff assisted to identify redundant and unused plant and equipment that was to be disposed of.

COMMENT

The Auction was coordinated by Pickles Auctioneers between May 19-23 and the total funds released was \$98,595.82. The Pickles total valuation of all items was \$33,876.00. There was one item with a reserve price of \$20,000 so it was advertised according to Local Government Act S3.58 prior to the Auction. This achieved significantly more than the auctioneers had estimated, validating the decision to offer state wide advertising and to follow the Local Government Act process for disposal of assets above \$20,000. Only one item was passed in. A list of the assets and realised values is attached.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Pickles Auction Report  
2. Sales Proceeds Pickles  

RECOMMENDATION

That Council:

1. Notes the outcome of the Pickles Auction between May 19-23 and the total funds released of \$98,595.82; and
2. Considers using these funds in the 2022/2023 Budget to assist in the purchase of new plant and equipment.



Pickles Auctions

ABN 32 003 417 650
Cnr Phoenix and Sudlow Rd Bibra Lake WA 6163 Australia PH: 08 6595 0777 FAX: 08 6595 0700

POST AUCTION REPORT

Sale Date From: 00/00/0000 To: 00/00/0000
 Sale: 4809 Online Trucks Machinery 19/05/2022
 Vendor: Shire of Derby West Kimberley
 Department: <All>

Lot No.	Description	Rego.	Valuation	Incl Reserve	Incl GST	Selling Price	Incl GST	Vendor Reference	Buyer Type	No. of Aucts	Load No.
Shire of Derby West Kimberley Vendor No: 26005278											
Sold Items											
15	09/95, International, ACCO 1850E, 6x4, Fuel Tanker, Diesel, Manual, 20,895 Kms (Showing On Odometer), Rego. No.:9JX746, Vin:6F2147800SDB11076. For Inquiries Contact Luke McCann 0490 428 463. 004 THIS LICENCE IS NOT TRANSFERABLE WITHOUT PRIOR APPROVAL OF DEPARTMENT OF TRANSPORT, DRIVER AND VEHICLE SERVICES. , 001. LICENCE TO BE CARRIED IN VEHICLE AT ALL TIMES, CONCESSIONAL LICENCE UPGRADE FEE APPLICABLE WHEN TRANSFERRING THIS VEHICLE, 1995 Holmwood Highgate Fuel Tank, Hose Reels, 5 Stud Spider Rims,	9JX746	\$30,000	\$20,000	<input checked="" type="checkbox"/>	\$46,250	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198637
19	10/09, Mitsubishi, Canter 7/800, 4 x 2, Tipper, Manual, Odometer Not Visible, White, Rego. No.:NP(1DGH370), Vin:JLFFE84DE0KJ00465, UNREGISTERED, PLEASE NOTE: ENGINE DISMANTLED, PARTS ONLY, 2009 Kevrek 700 Crane, Drop Down Sides, 1 Way Tailgate	1DGH370	\$5,000	\$1	<input checked="" type="checkbox"/>	\$9,500	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198631
55	, Kubota, F3560, Outfront Mower, Serial No.:20890, 2,551 Hrs (Showing On Odometer), Fitted With:72" Cut Deck, Canopy,		\$1,500	\$1	<input checked="" type="checkbox"/>	\$3,900	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198638
	Working Condition Unknown. UNREGISTERED., Rego. No.:NP()										
56	, Kubota, F3680, Outfront Mower, Serial No.:14166, 1,521 Hrs (Approximately), Fitted With:Canopy,		\$1,500	\$1	<input checked="" type="checkbox"/>	\$6,700	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198630
	PLEASE NOTE: WORKING CONDITION UNKNOWN< PARTS MAY BE MISSING. UNREGISTERED, Rego. No.:NP()										
57	, Kubota, R420S, Wheeled Loader, Serial No.:10169, 5,961 Hrs (Showing On Odometer), Fitted With:Canopy, Beacon,		\$4,000	\$1	<input checked="" type="checkbox"/>	\$15,600	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198628
	PLEASE NOTE: WORKING CONDITION UNKNOWN UNREGISTERED, Rego. No.:NP()										
58	, Kubota, ZD331, Zero Turn Ride On Mower, 1,537 Hrs (Showing On Odometer), Fitted With:Canopy, 72" Cutting Deck,	1DVG848	\$1,500	\$1	<input checked="" type="checkbox"/>	\$8,700	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198632
	PLEASE NOTE: WORKING CONDITION UNKNOWN, DID NOT START ON INSPECTION. UNREGISTERED., Rego. No.:NP(1DVG848)										
59	, Massey Ferguson, 4225, 4x4 Tractor, 4,908 Hrs (Approximately), Fitted With:PTO, 3 Point Linkage, Slasher Deck,		\$5,000	\$1	<input checked="" type="checkbox"/>	\$2,400	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198634
	DOES NOT RUN UNREGISTERED., Rego. No.:NP()										



Pickles Auctions

ABN 32 003 417 650
Cnr Phoenix and Sudlow Rd Bibra Lake WA 6163 Australia PH: 08 6595 0777 FAX: 08 6595 0700

POST AUCTION REPORT

Sale Date From: 00/00/0000 To: 00/00/0000
 Sale: 4809 Online Trucks Machinery 19/05/2022
 Vendor: Shire of Derby West Kimberley
 Department: <All>

Lot No.	Description	Rego.	Valuation	Incl Reserve	Incl GST	Selling Price	Incl GST	Vendor Reference	Buyer Type	No. of Aucts	Load No.
Shire of Derby West Kimberley Vendor No: 26005278											
Sold Items											
94	Circa 1995, Park Body Builders, Tandem Axle Fuel Tanker Trailer, Trailer, Vin: 6J9T24000S2EJ1001, Odometer Not Visible, Fitted With:Pintle Hitch, Tool Box, UNREGISTERED. , Rego. No.:NP()		\$3,500	\$1	<input checked="" type="checkbox"/>	\$1,000	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198633
99	04/00, Unknown, Trailer Mounted Chipper, Single Axle Trailer, Vin: 6T9T26WA1Y1AAK059, Odometer Not Visible, Fitted With:ATM 3950KG's, Morebark 2400 Chipper, Working Condition Unknown, Inspection Recommended. UNREGISTERED, Rego. No.:NP()		\$4,500	\$1	<input checked="" type="checkbox"/>	\$4,200	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198636
100	, Unknown, Single Axle Box Trailer, Odometer Not Visible, Fitted With:CONTENTS NOT INCLUDED UNREGISTERED, Rego. No.:NP(KW2285)	KW2285	\$250	\$1	<input checked="" type="checkbox"/>	\$28	<input checked="" type="checkbox"/>	Shire Of D erby	P	1	26198629
101	Circa 1983, Unbranded, Single Axle Plant Trailer, Chassis#: WCC63, Odometer Not Visible, Fitted With:Winch, Jockey Wheel, Ball Hitch CONCESSIONAL LICENCE UPGRADE FEE APPLICABLE WHEN TRANSFERRING THIS ITEM. , Rego. No.:6RJ797, Rego. Expiry:31/01/2023	6RJ797	\$750	\$1	<input checked="" type="checkbox"/>	\$159	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198635
111	3x Foggers & Stihl Chainsaw, Working Condition Unknown, Inspection Highly Recommended		\$200	\$1	<input checked="" type="checkbox"/>	\$63	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
113	6x Commercial Lighting Units, Working Condition Unknown, Inspection Highly Recommended		\$50	\$1	<input checked="" type="checkbox"/>	\$1	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
115	Auger & Compacter,, Stihl Auger, 2 Auger Attachments, Working Condition Unknown, Inspection Highly Recommended		\$500	\$1	<input checked="" type="checkbox"/>	\$72	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
116	Bomford Kite Flail Mower Attachment, Working Condition Unknown, Inspection Highly Recommended		\$500	\$1	<input checked="" type="checkbox"/>	\$1,050	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
120	Cigweld Transmig 165 Welder, Working Condition Unknown, Inspection Highly Recommended		\$75	\$1	<input checked="" type="checkbox"/>	\$1	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627



Pickles Auctions

ABN 32 003 417 650
Cnr Phoenix and Sudlow Rd Bibra Lake WA 6163 Australia PH: 08 6595 0777 FAX: 08 6595 0700

POST AUCTION REPORT

Sale Date From: 00/00/0000 To: 00/00/0000
 Sale: 4809 Online Trucks Machinery 19/05/2022
 Vendor: Shire of Derby West Kimberley
 Department: <All>

Lot No.	Description	Rego.	Valuation	Incl Reserve	Incl GST	Selling Price	Incl GST	Vendor Reference	Buyer Type	No. of Aucts	Load No.
Shire of Derby West Kimberley Vendor No: 26005278											
Sold Items											
123	Concrete Cutter, Powered By Honda 9.0 Motor, Working Condition Unknown, Inspection Highly Recommended		\$100	\$1	<input checked="" type="checkbox"/>	\$21	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
125	Deutscher Self Propelled Mower, Serial# 1417, Powered by Honda GXV340 Motor, Working Condition Unknown, Inspection Highly Recommended		\$350	\$1	<input checked="" type="checkbox"/>	\$650	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
129	Fire Fighting Unit, 300L Tank, Hose Reel, Powered By Honda GX160 Motor, Working Condition Unknown, Inspection Highly Recommended		\$650	\$1	<input checked="" type="checkbox"/>	\$700	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
130	Greenfield Under Belly Ride On Mower, Approx 531 Hours, Catcher Working Condition Unknown, Inspection Highly Recommended		\$300	\$1	<input checked="" type="checkbox"/>	\$800	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198639
131	Greenfield Under Belly Ride On Mower, 649 Hours Showing, Cutting Deck Included. Working Condition unknown, Inspection Highly Recommended		\$300	\$1	<input checked="" type="checkbox"/>	\$453	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198640
132	Honda HRU 216 Self Propelled Mower, Working Condition Unknown, Inspection Highly Recommended		\$100	\$1	<input checked="" type="checkbox"/>	\$61	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
133	Honda HRU 216 Self Propelled Mower, Working Condition Unknown, Inspection Highly Recommended		\$100	\$1	<input checked="" type="checkbox"/>	\$52	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627



Pickles Auctions

ABN 32 003 417 650
 Cnr Phoenix and Sudlow Rd Bibra Lake WA 6163 Australia PH: 08 6595 0777 FAX: 08 6595 0700

POST AUCTION REPORT

Sale Date From: 00/00/0000 To: 00/00/0000
 Sale: 4809 Online Trucks Machinery 19/05/2022
 Vendor: Shire of Derby West Kimberley
 Department: <All>

Lot No.	Description	Rego.	Valuation	Incl Reserve	Incl GST	Selling Price	Incl GST	Vendor Reference	Buyer Type	No. of Aucts	Load No.
Shire of Derby West Kimberley Vendor No: 26005278											
Sold Items											
134	John Deere 260 Backhoe Attachment, Spare Mud Bucket, Working Condition Unknown, Inspection Highly Recommended		\$500	\$1	<input checked="" type="checkbox"/>	\$850	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
135	Kevrek2012 700 Crane, Serial #3809, Working Condition Unknown, Inspection Highly Recommended		\$250	\$1	<input checked="" type="checkbox"/>	\$112	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
136	Megajet Workstation, Air Compressor, generator, Welder , Powered by Honda GX390 Motor. Working Condition Unknown, Inspection Highly Recommended		\$350	\$1	<input checked="" type="checkbox"/>	\$451	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
137	Mosquito Mister, Powered By Briggs & Startton 18HP Motor, Working Condition Unknown, Inspection Highly Recommended		\$250	\$1	<input checked="" type="checkbox"/>	\$3	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
138	Pallet of Assorted Filters, Working Condition Unknown, Inspection Highly Recommended		\$1	\$1	<input checked="" type="checkbox"/>	\$6	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
140	Pressure Cleaner, Powered By Honda Motor, Working Condition Unknown, Inspection Highly Recommended		\$100	\$1	<input checked="" type="checkbox"/>	\$1	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627



Pickles Auctions

ABN 32 003 417 650
 Cnr Phoenix and Sudlow Rd Bibra Lake WA 6163 Australia PH: 08 6595 0777 FAX: 08 6595 0700

POST AUCTION REPORT

Sale Date From: 00/00/0000 To: 00/00/0000
 Sale: 4809 Online Trucks Machinery 19/05/2022
 Vendor: Shire of Derby West Kimberley
 Department: <All>

Lot No.	Description	Rego.	Valuation	Incl Reserve	Incl GST	Selling Price	Incl GST	Vendor Reference	Buyer Type	No. of Aucts	Load No.
Shire of Derby West Kimberley Vendor No: 26005278											
Sold Items											
143	Skid Mounted Water Tank, Size Unknown, Working Condition Unknown, Inspection Highly Recommended		\$1,500	\$1	<input checked="" type="checkbox"/>	\$1	<input checked="" type="checkbox"/>	Shire of D erby	P	1	26198627
				Total:		\$103,785					
Unsold Items											
142	Silvan Spreader Unit, 3 Point Linkage, Working Condition Unknown, Inspection Highly Recommended		\$200	\$1	<input checked="" type="checkbox"/>	\$0	<input checked="" type="checkbox"/>	Shire of D erby	Passed In No I	1	26198627
Total Lotted:	31										
Total Sold:	30										
Total Unsold:	1										



Pickles Auctions

ABN 32 003 417 650
 AUCTIONEERS AND VALUERS (As Agent for the Vendor)
 Cnr Phoenix and Sudlow Rd Bibra Lake WA 6163 Australia PH: 08 6595 0777 FAX: 08 6595 0700

TAX INVOICE - ACCOUNT SALES

TO:
 Shire of Derby West Kimberley
 Attn: Dean Wyber
 PO BOX 94
 DERBY WA 6728
 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Ref.: 26005278

Account Sales Summary

Summary	Amount Excl GST	GST	Amount Incl GST
Gross Proceeds of Sale	\$ 94,349.98	\$ 9,435.02	\$ 103,785.00
Less Charges			
Commission	\$ 3,107.39	\$ 310.79	\$ 3,418.18
Inspection Fee	\$ 350.00	\$ 35.00	\$ 385.00
OH&S Report	\$ 1,260.00	\$ 126.00	\$ 1,386.00
Total Charges	\$ 4,717.39	\$ 471.79	\$ 5,189.18
Net Proceeds	\$ 89,632.59	\$ 8,963.23	\$ 98,595.82

Number of Items per Sale: 30

EFT Ref No: PICKPERT4809	Date: 30th May 2022	\$ 98,595.82
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Pickles Auctions

ABN 32 003 417 650
 AUCTIONEERS AND VALUERS (As Agent for the Vendor)
 Cnr Phoenix and Sudlow Rd Bibra Lake WA 6163 Australia PH: 08 6595 0777 FAX: 08 6595 0700

TAX INVOICE - ACCOUNT SALES

TO:
 Shire of Derby West Kimberley
 Attn: Dean Wyber
 PO BOX 94
 DERBY WA 6728
 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198627

Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
4	111	3x Foggers & Stihl Chainsaw, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$63.00 @ 7.50% = \$4.73	1	\$ 57.27	\$ 5.73	\$ 63.00
11	113	6x Commercial Lighting Units, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$1.00 @ 7.50% = \$0.08	1	\$ 0.91	\$ 0.09	\$ 1.00
3	115	Auger & Compacter,, Stihl Auger, 2 Auger Attachments, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$72.00 @ 7.50% = \$5.40	1	\$ 65.45	\$ 6.55	\$ 72.00
8	116	Bomford Kite Flail Mower Attachment, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$1,050.00 @ 7.50% = \$78.75	1	\$ 954.55	\$ 95.45	\$ 1,050.00
14	120	Cigweld Transmig 165 Welder,	1	\$ 0.91	\$ 0.09	\$ 1.00



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Sale: 6004809
Date: 19 May 2022

Load No.: 26198627

Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
		Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$1.00 @ 7.50% = \$0.08				
15	123	Concrete Cutter, Powered By Honda 9.0 Motor, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$21.00 @ 7.50% = \$1.58	1	\$ 19.09	\$ 1.91	\$ 21.00
13	125	Deutscher Self Propelled Mower, Serial# 1417, Powered by Honda GXV340 Motor, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$650.00 @ 7.50% = \$48.75	1	\$ 590.91	\$ 59.09	\$ 650.00
2	129	Fire Fighting Unit, 300L Tank, Hose Reel, Powered By Honda GX160 Motor, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$700.00 @ 7.50% = \$52.50	1	\$ 636.36	\$ 63.64	\$ 700.00



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 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198627

Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
17	132	Honda HRU 216 Self Propelled Mower, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$61.00 @ 7.50% = \$4.58	1	\$ 55.45	\$ 5.55	\$ 61.00
16	133	Honda HRU 216 Self Propelled Mower, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$52.00 @ 7.50% = \$3.90	1	\$ 47.27	\$ 4.73	\$ 52.00
9	134	John Deere 260 Backhoe Attachment, Spare Mud Bucket, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$850.00 @ 7.50% = \$63.75	1	\$ 772.73	\$ 77.27	\$ 850.00
6	135	Kevrek2012 700 Crane, Serial #3809, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$112.00 @ 7.50% = \$8.40	1	\$ 101.82	\$ 10.18	\$ 112.00



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 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198627

Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	136	Megajet Workstation, Air Compressor, generator, Welder , Powered by Honda GX390 Motor. Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$451.00 @ 7.50% = \$33.83	1	\$ 410.00	\$ 41.00	\$ 451.00
5	137	Mosquito Mister, Powered By Briggs & Startton 18HP Motor, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$3.00 @ 7.50% = \$0.23	1	\$ 2.73	\$ 0.27	\$ 3.00
18	138	Pallet of Assorted Filters, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$6.00 @ 7.50% = \$0.45	1	\$ 5.45	\$ 0.55	\$ 6.00
12	140	Pressure Cleaner, Powered By Honda Motor, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022	1	\$ 0.91	\$ 0.09	\$ 1.00



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 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198627 Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
7	143	Commission on \$1.00 @ 7.50% = \$0.08 Skid Mounted Water Tank, Size Unknown, Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$1.00 @ 7.50% = \$0.08	1	\$ 0.91	\$ 0.09	\$ 1.00
Gross Proceeds of Load No. 26198627				\$ 3,722.72	\$ 372.28	\$ 4,095.00
Less Charges						
Commission				\$ 307.16	\$ 30.74	\$ 337.90
OH&S Report				\$ 180.00	\$ 18.00	\$ 198.00
Total Charges				\$ 487.16	\$ 48.74	\$ 535.90
Net Proceeds of Load No. 26198627				\$ 3,235.56	\$ 323.54	\$ 3,559.10



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TAX INVOICE - ACCOUNT SALES

TO:
 Shire of Derby West Kimberley
 Attn: Dean Wyber
 PO BOX 94
 DERBY WA 6728
 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198628

Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	57	, Kubota, R420S, Wheeled Loader, Serial No.:10169, 5,961 Hrs (Showing On Odometer), Fitted With:Canopy, Beacon, PLEASE NOTE: WORKING CONDITION UNKNOWN UNREGISTERED, Rego. No.:NP() Date of sale: 23/05/2022 Commission on \$15,600.00 @ 2.75% = \$429.00	1	\$ 14,181.82	\$ 1,418.18	\$ 15,600.00
Gross Proceeds of Load No. 26198628				\$ 14,181.82	\$ 1,418.18	\$ 15,600.00
Less Charges						
Commission				\$ 429.00	\$ 42.90	\$ 471.90
Inspection Fee				\$ 35.00	\$ 3.50	\$ 38.50
OH&S Report				\$ 180.00	\$ 18.00	\$ 198.00
Total Charges				\$ 644.00	\$ 64.40	\$ 708.40
Net Proceeds of Load No. 26198628				\$ 13,537.82	\$ 1,353.78	\$ 14,891.60



Pickles Auctions

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TAX INVOICE - ACCOUNT SALES

TO:
 Shire of Derby West Kimberley
 Attn: Dean Wyber
 PO BOX 94
 DERBY WA 6728
 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198629 Vendor Ref.: Shire Of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	100	, Unknown, Single Axle Box Trailer, Odometer Not Visible, Fitted With:CONTENTS NOT INCLUDED UNREGISTERED, Rego. No.:NP(KW2285) Date of sale: 23/05/2022	1	\$ 25.45	\$ 2.55	\$ 28.00
Gross Proceeds of Load No. 26198629				\$ 25.45	\$ 2.55	\$ 28.00
Net Proceeds of Load No. 26198629				\$ 25.45	\$ 2.55	\$ 28.00



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TAX INVOICE - ACCOUNT SALES

TO:
 Shire of Derby West Kimberley
 Attn: Dean Wyber
 PO BOX 94
 DERBY WA 6728
 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198630 Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	56	Kubota, F3680, Outfront Mower, Serial No.:14166, 1,521 Hrs (Approximately), Fitted With:Canopy, PLEASE NOTE: WORKING CONDITION UNKNOWN< PARTS MAY BE MISSING. UNREGISTERED, Rego. No.:NP() Date of sale: 23/05/2022 Commission on \$6,700.00 @ 2.75% = \$184.25	1	\$ 6,090.91	\$ 609.09	\$ 6,700.00
Gross Proceeds of Load No. 26198630				\$ 6,090.91	\$ 609.09	\$ 6,700.00
Less Charges						
Commission				\$ 184.25	\$ 18.43	\$ 202.68
Inspection Fee				\$ 35.00	\$ 3.50	\$ 38.50
OH&S Report				\$ 180.00	\$ 18.00	\$ 198.00
Total Charges				\$ 399.25	\$ 39.93	\$ 439.18
Net Proceeds of Load No. 26198630				\$ 5,691.66	\$ 569.16	\$ 6,260.82



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TAX INVOICE - ACCOUNT SALES

TO:
 Shire of Derby West Kimberley
 Attn: Dean Wyber
 PO BOX 94
 DERBY WA 6728
 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198631 Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	19	10/09, Mitsubishi, Canter 7/800, 4 x 2, Tipper, Manual, Odometer Not Visible, White, Rego. No.:NP(1DGH370), Vin:JLFFE84DE0KJ00465, UNREGISTERED, PLEASE NOTE: ENGINE DISMANTLED, PARTS ONLY, 2009 Kevrek 700 Crane, Drop Down Sides, 1 Way Tailgate Date of sale: 23/05/2022 Commission on \$9,500.00 @ 2.75% = \$261.25	1	\$ 8,636.36	\$ 863.64	\$ 9,500.00
Gross Proceeds of Load No. 26198631				\$ 8,636.36	\$ 863.64	\$ 9,500.00
Less Charges						
Commission				\$ 261.25	\$ 26.13	\$ 287.38
Inspection Fee				\$ 35.00	\$ 3.50	\$ 38.50
Total Charges				\$ 296.25	\$ 29.63	\$ 325.88
Net Proceeds of Load No. 26198631				\$ 8,340.11	\$ 834.01	\$ 9,174.12



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TAX INVOICE - ACCOUNT SALES

TO:
 Shire of Derby West Kimberley
 Attn: Dean Wyber
 PO BOX 94
 DERBY WA 6728
 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198632 Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	58	Kubota, ZD331, Zero Turn Ride On Mower, 1,537 Hrs (Showing On Odometer), Fitted With: Canopy, 72" Cutting Deck, PLEASE NOTE: WORKING CONDITION UNKNOWN, DID NOT START ON INSPECTION. UNREGISTERED., Rego. No.: NP(1DVG848) Date of sale: 23/05/2022 Commission on \$8,700.00 @ 2.75% = \$239.25	1	\$ 7,909.09	\$ 790.91	\$ 8,700.00
Gross Proceeds of Load No. 26198632				\$ 7,909.09	\$ 790.91	\$ 8,700.00
Less Charges						
Commission				\$ 239.25	\$ 23.93	\$ 263.18
Inspection Fee				\$ 35.00	\$ 3.50	\$ 38.50
Total Charges				\$ 274.25	\$ 27.43	\$ 301.68
Net Proceeds of Load No. 26198632				\$ 7,634.84	\$ 763.48	\$ 8,398.32



Pickles Auctions

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TAX INVOICE - ACCOUNT SALES

TO:
 Shire of Derby West Kimberley
 Attn: Dean Wyber
 PO BOX 94
 DERBY WA 6728
 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198633 Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	94	Circa 1995, Park Body Builders, Tandem Axle Fuel Tanker Trailer, Trailer, Vin: 6J9T24000S2EJ1001, Odometer Not Visible, Fitted With:Pintle Hitch, Tool Box, UNREGISTERED. , Rego. No.:NP() Date of sale: 23/05/2022 Commission on \$1,000.00 @ 2.75% = \$27.50	1	\$ 909.09	\$ 90.91	\$ 1,000.00
Gross Proceeds of Load No. 26198633				\$ 909.09	\$ 90.91	\$ 1,000.00
Less Charges						
Commission				\$ 27.50	\$ 2.75	\$ 30.25
Inspection Fee				\$ 35.00	\$ 3.50	\$ 38.50
OH&S Report				\$ 180.00	\$ 18.00	\$ 198.00
Total Charges				\$ 242.50	\$ 24.25	\$ 266.75
Net Proceeds of Load No. 26198633				\$ 666.59	\$ 66.66	\$ 733.25



Pickles Auctions

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 DERBY WA 6728
 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198634 Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	59	Massey Ferguson, 4225, 4x4 Tractor, 4,908 Hrs (Approximately), Fitted With:PTO, 3 Point Linkage, Slasher Deck, DOES NOT RUN UNREGISTERED., Rego. No.:NP() Date of sale: 23/05/2022 Commission on \$2,400.00 @ 2.75% = \$66.00	1	\$ 2,181.82	\$ 218.18	\$ 2,400.00
Gross Proceeds of Load No. 26198634				\$ 2,181.82	\$ 218.18	\$ 2,400.00
Less Charges						
Commission				\$ 66.00	\$ 6.60	\$ 72.60
Inspection Fee				\$ 35.00	\$ 3.50	\$ 38.50
Total Charges				\$ 101.00	\$ 10.10	\$ 111.10
Net Proceeds of Load No. 26198634				\$ 2,080.82	\$ 208.08	\$ 2,288.90



Pickles Auctions

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 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198635 Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	101	Circa 1983, Unbranded, Single Axle Plant Trailer, Chassis#: WCC63, Odometer Not Visible, Fitted With: Winch, Jockey Wheel, Ball Hitch CONCESSIONAL LICENCE UPGRADE FEE APPLICABLE WHEN TRANSFERRING THIS ITEM. , Rego. No.:6RJ797, Rego. Expiry:31/01/2023 Date of sale: 23/05/2022 Commission on \$159.00 @ 2.75% = \$4.37	1	\$ 144.55	\$ 14.45	\$ 159.00
Gross Proceeds of Load No. 26198635				\$ 144.55	\$ 14.45	\$ 159.00
Less Charges						
Commission				\$ 4.37	\$ 0.44	\$ 4.81
Inspection Fee				\$ 35.00	\$ 3.50	\$ 38.50
Total Charges				\$ 39.37	\$ 3.94	\$ 43.31
Net Proceeds of Load No. 26198635				\$ 105.18	\$ 10.51	\$ 115.69



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Sale: 6004809
Date: 19 May 2022

Load No.: 26198636 Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	99	04/00, Unknown, Trailer Mounted Chipper, Single Axle Trailer, Vin: 6T9T26WA1Y1AAK059, Odometer Not Visible, Fitted With:ATM 3950KG's, Morebark 2400 Chipper, Working Condition Unknown, Inspection Recommended. UNREGISTERED, Rego. No.:NP() Date of sale: 23/05/2022 Commission on \$4,200.00 @ 2.75% = \$115.50	1	\$ 3,818.18	\$ 381.82	\$ 4,200.00
Gross Proceeds of Load No. 26198636				\$ 3,818.18	\$ 381.82	\$ 4,200.00
Less Charges						
Commission				\$ 115.50	\$ 11.55	\$ 127.05
Inspection Fee				\$ 35.00	\$ 3.50	\$ 38.50
OH&S Report				\$ 180.00	\$ 18.00	\$ 198.00
Total Charges				\$ 330.50	\$ 33.05	\$ 363.55
Net Proceeds of Load No. 26198636				\$ 3,487.68	\$ 348.77	\$ 3,836.45



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 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198637 Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	15	09/95, International, ACCO 1850E, 6x4, Fuel Tanker, Diesel, Manual, 20,895 Kms (Showing On Odometer), Rego. No.:9JX746, Vin:6F2147800SDB11076, For Inquiries Contact Luke McCann 0490 428 463, 004 THIS LICENCE IS NOT TRANSFERABLE WITHOUT PRIOR APPROVAL OF DEPARTMENT OF TRANSPORT, DRIVER AND VEHICLE SERVICES. , 001. LICENCE TO BE CARRIED IN VEHICLE AT ALL TIMES, CONCESSIONAL LICENCE UPGRADE FEE APPLICABLE WHEN TRANSFERRING THIS VEHICLE, 1995 Holmwood Highgate Fuel Tank, Hose Reels, 5 Stud Spider Rims, Date of sale: 23/05/2022 Commission on \$46,250.00 @ 2.75% = \$1,271.88	1	\$ 42,045.45	\$ 4,204.55	\$ 46,250.00
Gross Proceeds of Load No. 26198637				\$ 42,045.45	\$ 4,204.55	\$ 46,250.00
Less Charges						
Commission				\$ 1,271.88	\$ 127.19	\$ 1,399.07
Inspection Fee				\$ 35.00	\$ 3.50	\$ 38.50
OH&S Report				\$ 180.00	\$ 18.00	\$ 198.00
Total Charges				\$ 1,486.88	\$ 148.69	\$ 1,635.57
Net Proceeds of Load No. 26198637				\$ 40,558.57	\$ 4,055.86	\$ 44,614.43



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Sale: 6004809
Date: 19 May 2022

Load No.: 26198638 Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	55	Kubota, F3560, Outfront Mower, Serial No.:20890, 2,551 Hrs (Showing On Odometer), Fitted With:72" Cut Deck, Canopy, Working Condition Unknown. UNREGISTERED., Rego. No.:NP() Date of sale: 23/05/2022 Commission on \$3,900.00 @ 2.75% = \$107.25	1	\$ 3,545.45	\$ 354.55	\$ 3,900.00
Gross Proceeds of Load No. 26198638				\$ 3,545.45	\$ 354.55	\$ 3,900.00
Less Charges						
Commission				\$ 107.25	\$ 10.73	\$ 117.98
Inspection Fee				\$ 35.00	\$ 3.50	\$ 38.50
OH&S Report				\$ 180.00	\$ 18.00	\$ 198.00
Total Charges				\$ 322.25	\$ 32.23	\$ 354.48
Net Proceeds of Load No. 26198638				\$ 3,223.20	\$ 322.32	\$ 3,545.52



Pickles Auctions

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 DERBY WA 6728
 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198639 Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	130	Greenfield Under Belly Ride On Mower, Approx 531 Hours, Catcher Working Condition Unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$800.00 @ 7.50% = \$60.00	1	\$ 727.27	\$ 72.73	\$ 800.00
Gross Proceeds of Load No. 26198639				\$ 727.27	\$ 72.73	\$ 800.00
Less Charges						
Commission				\$ 60.00	\$ 6.00	\$ 66.00
Total Charges				\$ 60.00	\$ 6.00	\$ 66.00
Net Proceeds of Load No. 26198639				\$ 667.27	\$ 66.73	\$ 734.00



Pickles Auctions

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TAX INVOICE - ACCOUNT SALES

TO:
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 Attn: Dean Wyber
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 DERBY WA 6728
 ABN: 99 934 203 062

Sale: 6004809
Date: 19 May 2022

Load No.: 26198640 Vendor Ref.: Shire of Derby

Item	Lot	Description	Qty	Amount Excl GST	GST	Amount Incl GST
1	131	Greenfield Under Belly Ride On Mower, 649 Hours Showing, Cutting Deck Included. Working Condition unknown, Inspection Highly Recommended Date of sale: 23/05/2022 Commission on \$453.00 @ 7.50% = \$33.98	1	\$ 411.82	\$ 41.18	\$ 453.00
Gross Proceeds of Load No. 26198640				\$ 411.82	\$ 41.18	\$ 453.00
Less Charges						
Commission				\$ 33.98	\$ 3.40	\$ 37.38
Total Charges				\$ 33.98	\$ 3.40	\$ 37.38
Net Proceeds of Load No. 26198640				\$ 377.84	\$ 37.78	\$ 415.62

14 DEVELOPMENT SERVICES

14.1 PROPOSED SECTION 91 LICENSE OVER A PORTION OF RESERVE 22256 – PORTION OF LOT 352 ON DEPOSITED PLAN 419175 AND PORTION OF LOT 2065 ON DEPOSITED PLAN 419175 – SHIRE OF DERBY-WEST KIMBERLEY

File Number: I53108

Author: Robert Paull, Manager Development Services

Responsible Officer: Wayne Neate, Director Technical and Development Services

Authority/Discretion: Administrative

SUMMARY

Australian Wildlife Conservancy is seeking a non-exclusive License pursuant to Section 91 of the LAA for a period of 24 months for the purpose of “Access to Tourist Camp, Station and Sanctuary” over Reserve 22256 – Portion of Lot 352 on Deposited Plan 419175 and Portion of Lot 2065 on Deposited Plan 419175. Council is recommended to offer ([subject to conditions](#)) no objection.

DISCLOSURE OF ANY INTEREST

Nil by author and Responsible Officer.

BACKGROUND

The Department of Planning, Lands and Heritage (DPLH) has received a proposal from the Australian Wildlife Conservancy (AWC) for the granting of a non-exclusive License pursuant to Section 91 of the LAA for a period of 24 months for the purpose of “Access to Tourist Camp, Station and Sanctuary.” The land, known Reserve 22256 – Portion of Lot 352 on Deposited Plan 419175 and Portion of Lot 2065 on Deposited Plan 419175 is marked on the accompanying plan.

The AWC is the current lessee of Mornington Station (Lease N049733) and operates a tourism business under Diversification Permits. DPLH advise that following a review it was identified that part of the operation was outside of pastoral lease and AWC requires a right of access while a more appropriate tenure arrangement is being negotiated with the Department. The licence will not permit the construction of any new buildings or developments

STATUTORY ENVIRONMENT

Land Administration Act 1997 (Section 48) (LAA)

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known direct financial implications, but the potential of the Shire rating the “tourism business” area should be explored, which if approved, could provide up to several thousands of dollars in annual rates payments (if the lessee cannot substantiate a Local Government Act rates exemption classification).

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance:	Possible	Moderate	Medium	Council to consider the implications of the s.91 License.

CONSULTATION

The Shire is responding to statutory consultation required under the LAA.

COMMENT

The purpose of Reserve 22256 is ‘Stock Route’ and links with the Shire of Derby West/Kimberley as well as the Shire of Halls Creek and the Shire of Wyndham-East Kimberly as follows:





The request for the License is supported in principle as it will enable AWC to operate Mornington Station outside of its existing pastoral lease. However, any support should be prefaced by the Shire not being responsible for any road works or similar improvements associated with the License.

VOTING REQUIREMENT

Simple majority

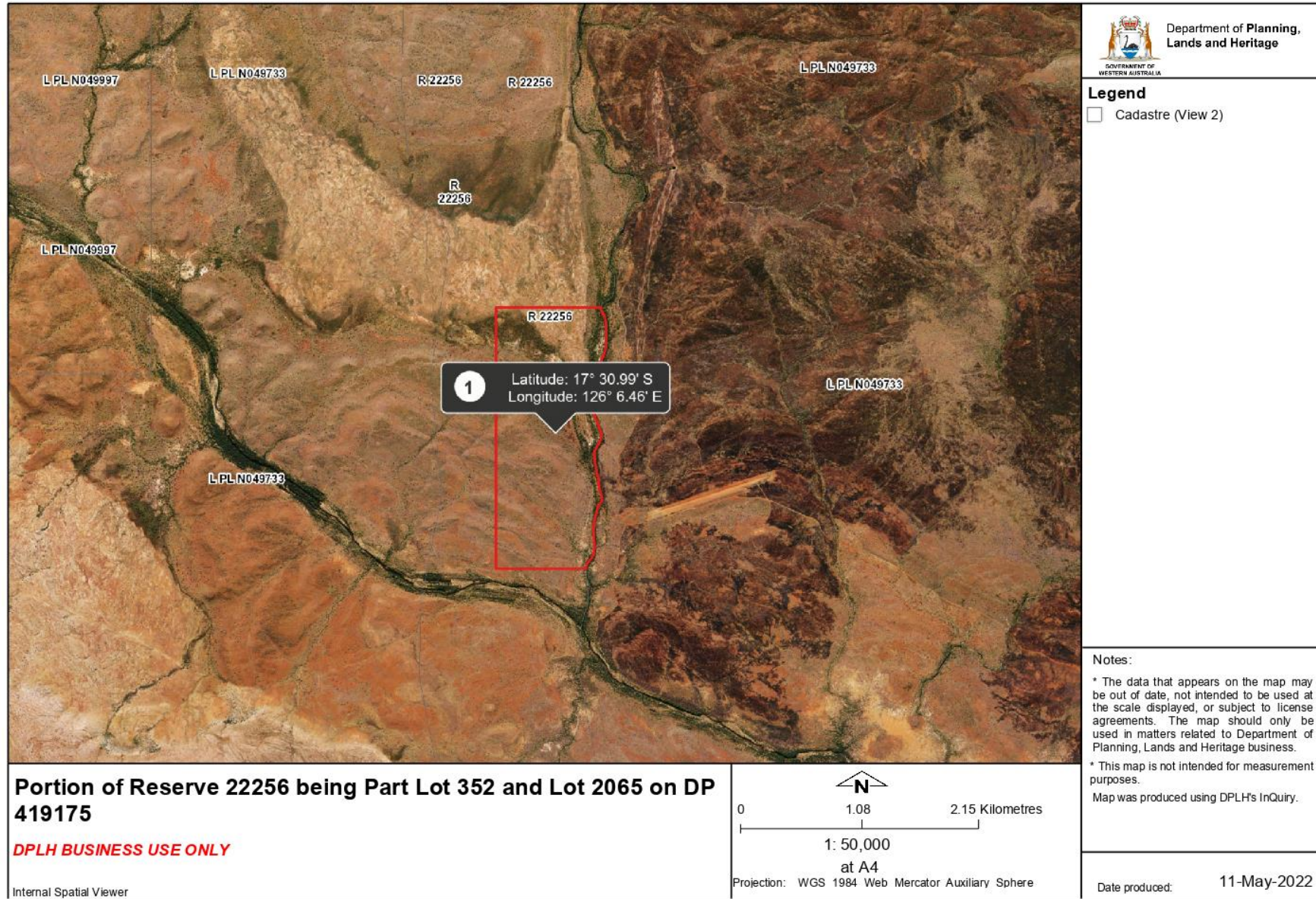
ATTACHMENTS

1. Attachment 1 - Tenure Map  

RECOMMENDATION

That with respect to proposed Section 91 License over a portion of Reserve 22256 – portion of Lot 352 on Deposited Plan 419175 and portion of Lot 2065 on Deposited Plan 419175 – Shire of Derby-West Kimberley, Council:

1. Note the Shire report;
2. Resolve that subject to the Shire not being responsible for any road works or similar improvements associated with the License, Council has no objection to the application proposed Section 91 License; and
3. Request the Chief Executive Officer to advise the Department of Planning, Lands and Heritage of Council's resolution, including raising the matter of the potential of having the license include the requirement to make local government rates payments for the "tourism business area".



14.2 ADOPTION OF THE 2022 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**File Number:** 4212**Author:** Robert Paull, Manager Development Services**Responsible Officer:** Wayne Neate, Director Technical and Development Services**Authority/Discretion:** Executive**SUMMARY**

Council is requested to adopt the 2022 Local Emergency Management Arrangements.

DISCLOSURE OF ANY INTEREST

Nil for Author and Responsible Officer

BACKGROUND

Local governments have a legislated responsibility under s.36(a) of *the Local Government Act 2005* to “ensure that effective local emergency management arrangements are prepared and maintained for its district”.

The aim of the Shire of Derby/West Kimberley (SDWK) Local Emergency Management Arrangements (LEMA) is to document the emergency management arrangements that are in place and ensure a common understanding between agencies and stakeholders involved in managing emergencies within the Shire, which will facilitate a coordinated and consistent approach to managing emergencies.

The SDWK Local Emergency Management Committee (LEMC) has developed the Local Emergency Management Arrangements (LEMA) in accordance with the requirements of Section 41 of the Emergency Management Act 2005, and State Emergency Policy 2.5 – Local Arrangements.

The LEMA has been prepared in accordance with the State Emergency Management procedures and endorsed by the SDWK LEMC at its meeting held on 7 June 2022 where it resolved as follows:

“That Shire of Derby West Kimberley Local Emergency Management Committee:

- 1. Endorse the Shire of Derby West Kimberley Local Emergency Management Arrangements (LEMA) as provided in Attachment 6.10.1;*
- 2. Recommends that the Council of the Shire of Derby West Kimberley adopt the LEMA as endorsed; and*
- 3. Once adopted, recommends Council forward a copy of the LEMA to the State Emergency Management Committee.”*

Under the State EM Preparedness Procedure 8 – Local Emergency Management Arrangements, local government should table the LEMA at a local government council meeting as soon as reasonably practicable for approval following endorsement by LEMC.

STATUTORY ENVIRONMENT

Local Government Act 2005

Emergency Management Act 2005

POLICY IMPLICATIONS

None known

FINANCIAL IMPLICATIONS

The responsibilities for funding of emergency response activities is outlined in the State Emergency Management Policy 5.12 – Funding for Emergency Response and State Emergency Management Plan 5.4 - Funding for Emergency Response.

The LEMA states that the Shire is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Council does not have effective LEMA in place they are in breach of s.36 of the <i>Emergency Management Act 2005</i>	Possible	Moderate	Medium	Council to adopt the SDWK Arrangements to ensure a common understanding between agencies and stakeholders involved in managing emergencies within the Shire, which will facilitate a coordinated and consistent approach to managing emergencies

CONSULTATION

Consultation has occurred through the SDWK LEMC



COMMENT

Local governments have an obligation under State legislation and policy to ensure LEMA’s are in place as part of the State emergency management framework. Approval by Council is required as part of the SEMC approval process. For privacy reasons, **Attachment 1** does not included those LEMA appendices that refer to persons and/or operations of specified organisations. A complete draft LEMA may be requested under separate cover.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. Attachment 1 - Draft LEMA  

RECOMMENDATION

That Council:

1. **Adopt the Local Emergency Management Arrangements (LEMA), in accordance with the requirement of the *Emergency Management Act 2005*.**
2. **Request the Chief Executive Officer to forward a copy of the LEMA to the State Emergency Management Committee.**



Shire of Derby / West Kimberley

Shire of Derby/West Kimberley Local Emergency Management Arrangements 2022

Endorsed by Local Emergency Management Group (LEMC):
Endorsed by the Council of the Shire of Derby/West Kimberley:
Noted by the District Emergency Management Committee (DEMC):
Noted by the State Emergency Management Committee (SEMC):

Public Version

Restricted Version

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DISCLAIMER

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The Shire of Derby/West Kimberley Emergency Management Arrangements have been prepared pursuant to Section 41(1) of the Emergency Management Act 2005 and endorsed by the Local Emergency Management Committee.

A copy of the arrangements has been submitted to the Kimberley District Emergency Management Committee (DEMC) for noting in accordance with State Emergency Management Preparedness Procedure 8: Local Emergency Management Arrangements and then for noting with the State Emergency Management Committee (SEMC) pursuant to Section 41(5) of the Emergency Management Act 2005.

1. ENDORSEMENT

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the Derby/West Kimberley Local Emergency Management Committee and the Council of the Shire of Derby/West Kimberley. The Arrangements have been tabled for noting with the Kimberley District Emergency Management Committee and State Emergency Management Committee.

_____ Date: _____

Shire President
Shire of Derby/West Kimberley
Chair Derby/West Kimberley Local Emergency Management Committee

_____ Date: _____

Officer In Charge
Fitzroy Crossing
Derby/West Kimberley Local Emergency Management Committee

_____ Date: _____

Officer In Charge
Derby
Derby/West Kimberley Local Emergency Management Committee

_____ Date: _____

Chief Executive Officer
Shire Derby/West Kimberley

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3. DISTRIBUTION LIST

3.1 Full Unrestricted Version

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application to the Shire of Derby/West Kimberley through the following email address: sdwk@sdwk.wa.gov.au.

Hard copy versions of this document may not be accurate.

Table 1 Distribution List

Organisation	Copies
Shire of Derby/West Kimberley Administration	1
Shire of Derby/West Kimberley Chief Executive Officer	1
Kimberley District Emergency Management Committee (Executive Officer to distribute to members)	1
District Emergency Management Advisor – Department Fire and Emergency Services	1
WA Police – Derby Police Station	1
WA Police – Fitzroy Crossing Police Station	1
WA Police – Looma Police Station	1
Department of Fire & Emergency Services – Shire of Derby/West Kimberley	1
Shire of Wyndham/East Kimberley, Shire of Broome, Shire of East Pilbara and Shire of Halls Creek	1ea
Derby Hospital	1
Fitzroy Crossing Hospital	1

3.2 Restricted Version – Public Access

Table 2 Public Access List

Public Access	Copies
Shire of Derby/West Kimberley Administration Office – Reception 30 Loch Street Derby	1
Fitzroy Crossing Administration Office - Front Reception - Flynn Drive Fitzroy Crossing	1
Derby Public Library	1
Fitzroy Crossing Public Library	1
Shire of Derby/West Kimberley website: https://www.sdwk.wa.gov	

3.3 Amendment Record

Suggestions and comments from the community and stakeholders can help improve the arrangements and subsequent amendments.

Feedback can include:

- What you do or do not like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices; Inadequacies;
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward it to:

The Chairperson
 Local Emergency Management Committee
 Shire of Derby/West Kimberley
 PO Box 94
 DERBY WA 6728
 Alternatively email – sdwk@sdwk.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and or approval. Amendments promulgated are to be certified in the below table when updated.

Table 3 Versions

Version No.	Amendment Date	Details of Amendment	Author
1	31/10/2012	Draft LEMA 2012	Greg Cook
2	29/12/2015	Review	Wayne Neate
3	May 2021	Complete review and re-write of LEMA 2022	Lewis Winter
4	March 2022	Review/Update	Robert Paull

3.4 Glossary of Terms and Acronyms

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the Emergency Management Act 2005 or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management procedure](#).

District: means an area of the State that is declared to be a district under section 2.1 Local Government Act 1995.

Municipality: Means the district of the local government.

3.5 General acronyms used in these arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
Communities	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group

<i>LEC</i>	<i>Local Emergency Coordinator</i>
<i>LEMA</i>	<i>Local Emergency Management Arrangements</i>
<i>LEMC</i>	<i>Local Emergency Management Committee</i>
<i>LRC</i>	<i>Local Recovery Coordinator</i>
<i>LRCC</i>	<i>Local Recovery Coordination Group</i>
<i>SEC</i>	<i>State Emergency Coordinator</i>
<i>SEMC</i>	<i>State Emergency Management Committee</i>
<i>SES</i>	<i>State Emergency Service</i>
<i>SEWS</i>	<i>Standard Emergency Warning Signal</i>
<i>Shire</i>	<i>Shire of Derby/West Kimberley</i>
<i>SOP</i>	<i>Standard Operating Procedures</i>

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4. OVERVIEW - SHIRE OF DERBY/WEST KIMBERLEY

4.1 Community consultation

The Shire of Derby/West Kimberley Local Emergency Management Committee sought community consultation through the Local Emergency Management Committee, District Emergency Management Committee and public comment in regard to the Local Emergency Management Arrangements for a period of three weeks, having published a draft copy on the Shire website inviting public comment.

4.2 Document Availability

Restricted copies of these arrangements are available free of charge and can be found as follows:

Hardcopy: Shire Administration Centre – Derby
30 Lock Street Derby – during normal business hours

Online: Shire website: <https://www.sdwk.wa.gov>

4.3 Area Covered

The Shire encompasses an area of about 104,080 square kilometres. It is 2,375 kilometres north of Perth (Note 4.9 Geographic Location Map (page 4)). Local Governments adjoining the Shire:

- Shire of East Pilbara to the south,
- Shire of Wyndham East Kimberley to the north,
- Shire of Halls Creek to the east.
- Shire of Broome to the south west.

The Shire maintains coastal positioning to the west. The Derby town-site is located in the west in the King Sound coastal area. There are three townsites in the Shire comprising **Derby, Camballin** and **Fitzroy Crossing**. The two main towns are Derby and Fitzroy Crossing

4.1.1 Derby

Located on the King Sound, Derby has the highest tides in Australia with peak tide differential of 11.8 metres. Derby supports a population of approximately 3,325 people (2016 census). Derby is rich in cultural diversity with some 47% of the population of Aboriginal and Torres Strait Islander descent. The Mowanjum Community is 10km south of Derby with a seasonal population that varies between 300 to 500 people (2016 census).

4.1.2 Fitzroy Crossing

The town of Fitzroy Crossing is located 400 kilometres east of Shire of Derby/West Kimberley and 300 kilometres west of Halls Creek and is approximately 2,524 kilometres from Perth. Fitzroy Crossing is 114 metres above sea level and is situated on a low rise surrounded by the vast floodplains of the Fitzroy River and its tributary Margaret River. This gives rise to susceptibility to flooding as experienced in February 2022.

4.1.3 Camballin

The town of Camballin is located on the Camballin Station approximately 110km south of Derby and Fitzroy Crossing. The population at last census (2016) was 729. The Department of Water, Environment and Regulation has prepared this Drinking Water Source Protection Plan to report on the activities and risks to water quality within the Camballin Water Reserve and to recommend management strategies to minimise the identified risks.

4.2 Topography of the Shire

Yampi Peninsula lies in a transitional area between the high-rainfall of tropical north Kimberley and the drier conditions characteristic of central Western Australia. These different environments meet in a complex landscape of plains, dissected sandstone plateaus and rugged mountains. The central Kimberley, which includes the periphery of north Kimberley plateau country and the King Leopold Ranges, are very rugged physical structures. This coastline is subject to one of the highest tidal ranges anywhere in the world.

4.3 Climate

Derby is 8m above sea level. The climate here is considered a local steppe climate. During the year, there is little rainfall in Derby. The average annual temperature is 28.2°C. The rainfall is around 655 mm per year.

The driest month is August, often with 0 mm of rain. Most precipitation falls in January, with an average of 204 mm. November is the warmest month of the year where temperature averages 31.3°C. In July, the average temperature is 23.5°C and is the lowest average temperature of the whole year. Fitzroy Crossing has a prevailing semi-arid climate. It is warm to hot all year round stifling tree growth because of drought like conditions. It consists mainly of sand with grasses and sometimes shrubs. The average annual temperature for Fitzroy Crossing is 18°C and there is about 330 mm of rain in a year. It is dry for 199 days a year with an average humidity of 75%.

4.4 Power Supply

Electricity in Derby and Fitzroy Crossing is supplied by Horizon Power and is distributed through a mixture of overhead and underground assets. The outlying communities have their own diesel power generation and distribution systems.

4.5 Transport

The area is accessible by road and air and Derby is accessible by sea.

4.5.1 Road

Access to the Derby town site is by the Derby Highway carrying on from the Great Northern Highway, which then leads to Fitzroy Crossing and further east to Halls Creek and Kununurra. The Gibb River Road also provides access to part of the Shire.

4.5.2 Air

Derby Airport is an all-weather airport servicing the towns and district area. Whilst the Shire owned Airport the runway length is 1736m and has a PCN of 24 no larger carrier currently operates out of this airport but numerous smaller private and commercial aircraft use this airport and a limited Cessna Caravan based passenger service operates between Derby and Broome (Aviair).

RAAF Base Curtin, is a joint use Royal Australian Air Force (RAAF) military air base and civil airport located 35 km southeast of the town of Derby. No RAAF units are permanently based at Curtin and a small caretaker staff maintains it during peacetime. Runway length is 3049m and has a PCN of 41.

Fitzroy Crossing Airport is located 3.7 km northwest of Fitzroy crossing. The Shire owned Airport has basic amenities including an undercover waiting area, water fountain and toilet facility for passengers. The airport has a number of private hangars and helipads for light aircraft and small regional air services. Runway length is 1300m and has a PCN of 10.

4.5.3 Sea

The townsite of Derby is serviced via the Derby Harbour and wharf where a variety of light shipping enters and utilises wharf facilities.

4.6 Water Supply

The all three towns are entirely dependent on groundwater for its water supply. For Derby, its groundwater is sourced from the Lower Erskine Sandstone Formation, which is considered a confined aquifer system, situated at a minimum depth of approximately 200 metres from the surface. The same applies for Camballin, Fitzroy Crossing and communities which all rely on ground water being extracted.

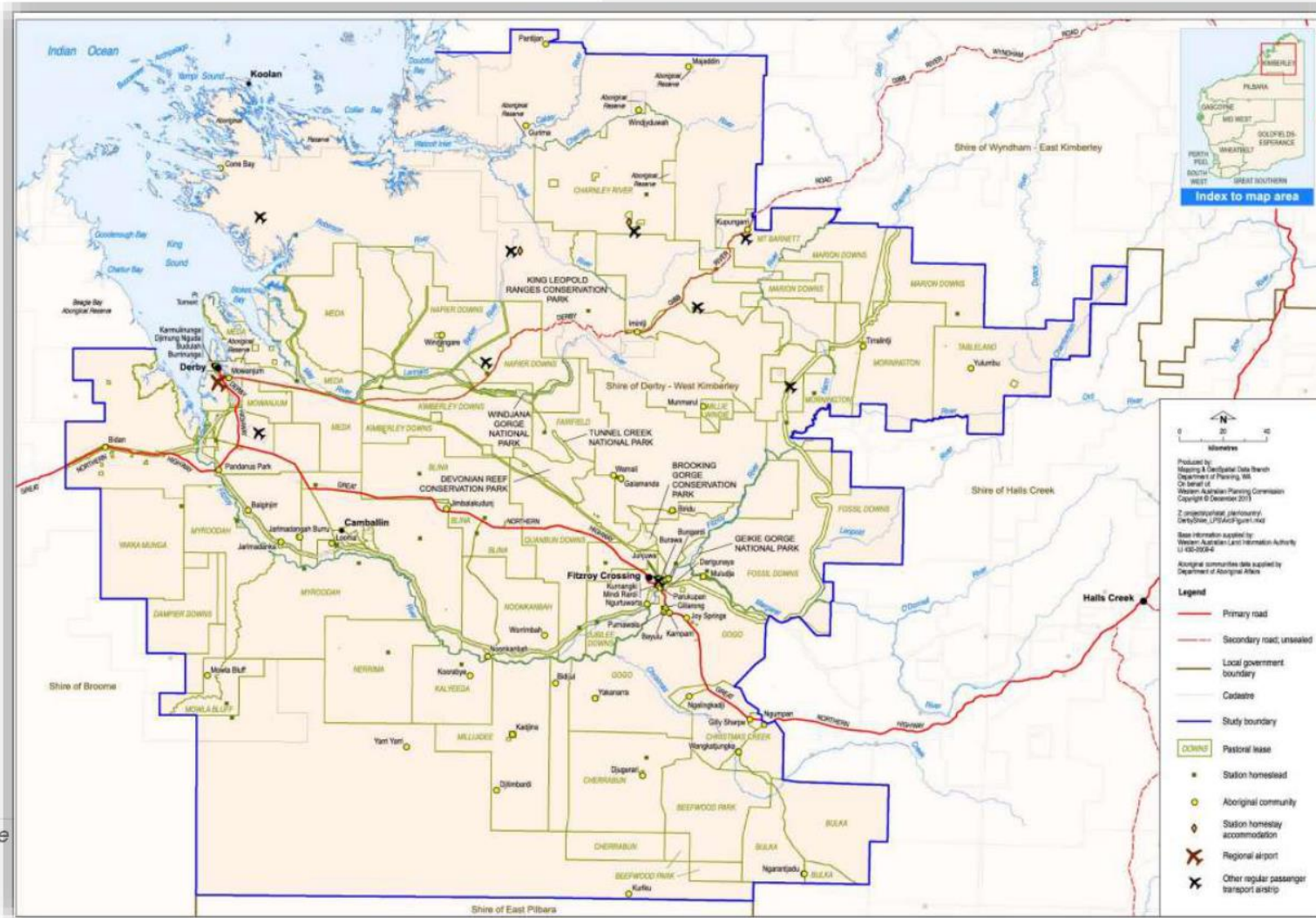
4.7 Sewerage

Wastewater is the used water from households and business that is disposed of through the sewerage network (or into septic tanks in some areas). Wastewater is 99.97 per cent water as the majority is sourced from showers, baths and washing machines. The remainder is dissolved and suspended matter.

4.8 Communications

The Shire has an extensive Telstra network with associated support facilities for cable, microwave, digital and analogue phones. The Royal Flying Doctor Service operates a radio network that takes in Derby and Fitzroy Crossing and all remote communities.

4.9 Geographic Location Map



5. EMERGENCY MANAGEMENT PLANNING

5.1 Aim

The aim of these arrangements is to provide an understanding of the emergency management arrangements for the district and ensure collaboration and a consistent approach to emergency management between agencies and stakeholders in the event of an emergency within the Shire boundaries.

5.2 Purpose

The purpose of these emergency management arrangements is to set out:

- a) the Shire's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the Shire;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the Shire;
- e) strategies and priorities for emergency management in the Shire;
- f) other matters about emergency management in the Shire prescribed by the regulations; and
- g) other matters about emergency management in the Shire that the local government considers appropriate (s.41(2) of the Emergency Management Act 2005 (EM Act)).

5.3 Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for Hazard Management Agencies (HMA) in dealing with an emergency. These should be detailed in the HMAs' individual plans. Furthermore:

- This document applies to the local government district of the Shire;
- This document covers areas where the Shire provides support to HMAs in the event of an incident;
- This document details the Shire capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The Shire's responsibilities in relation to recovery management.

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

6. RELATED DOCUMENTS AND ARRANGEMENTS

6.1 Local Emergency Management Policies

The Shire does not currently have any formal local emergency management policies.

6.2 Existing Plans and Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire, these arrangements are consistent with State Emergency Management Policies and State Emergency Management Plans. Copies of relevant state plans including State Hazard Plans (WESTPLANs) are available on the SEMC website. Reference is made to local plans and documents throughout these arrangements and hard copies can be found in the 'Local Emergency Management Arrangements' file.

6.2.1 State:

- SEMC Arrangements
- State Hazard Plans (WESTPLAN) and Support Plans
- State Emergency Welfare Plan

6.2.2 Local Plans

Table 4 Local Plans

Document	Owner	Location	Date
Derby Cyclone Plan	Shire of Derby/West Kimberley	Shire Office Derby	Undated
Derby Airport	Shire of Derby/West Kimberley	Shire Office Derby	Undated
Derby Port Cyclone Response Plan	Shire of Derby/West Kimberley	Shire Office Derby	Undated

Document	Owner	Location	Date
Shire of Derby/West Kimberley Community Disaster Recovery Plan	Shire of Derby/West Kimberley	Shire Office Derby	Undated
Shire of Derby/West Kimberley Waste Management Facility Fire Management Plan	Shire of Derby/West Kimberley	Shire Office Derby	2012
Local Emergency Welfare Plan (Derby) Local Emergency Welfare Plan (Fitzroy Crossing)	Department of Communities -	Shire of Derby/West Kimberley Website	May 2022

6.3 Agreements, Understanding and Commitments

Table 5: Agreements, Understanding and Commitments

Parties to the Agreement	Summary of the Agreement
Shire of Derby/West Kimberley, Shire of Derby/West Kimberley, Shire East Pilbara and Shire of Halls Creek	Memorandum of Understanding for the provision of mutual aid during emergencies and post incident recovery
DFES, Shire of Derby/West Kimberley, Shire of Derby/West Kimberley, Shire East Pilbara and Shire of Halls Creek	Memorandum of Understanding for ongoing management and control of bush fire brigades and bush fire and emergency services in the Kimberley Region of Western Australia

6.4 Special Considerations

The Shire has a number of special considerations, which may contribute to the likelihood or severity of an emergency event.

Table 6: Special Considerations

Description	Time of Year	Potential Impact / No of People
Cyclone Season	November – April	Severe damage throughout Shire.
Wet Season	November - April	Flooding from cyclonic activity
Dry Season	May – October	Bushfire
Bushfire Season – ‘permits to burn’ required all year round	All year round	Bushfire
Dry Season	May – October	Large numbers of tourists throughout the Shire
The Gibb Challenge	Mid May	Large number of competitors. Bush fire risk
Mowanjum Festival	Late July	Large numbers – several hundred people at any one time Bushfire risk.
Boab Festival (Derby including Mardi Gras)	First Friday of July Scholl holidays for 2 weeks)	Large numbers – several hundred people at any one time
Rodeo (Derby Rodeo Fitzroy Crossing)		Large numbers – several hundred people at any one time
Picnic Races (Derby)		

6.5 Resources

The Hazard Management Agency (HMA) or its Control Agency (CA) is responsible for the determination of resources required for their specific hazards and operations.

Resources within the community and Shire have been identified in the Shire’s ‘Welfare Centres Facilities and Assets Directory’ (Refer **Appendix 1**) and within the Shire’s ‘Contacts Directory’ (**Appendix 2**) and ‘Resources Directory’ (**Appendix 3**).

Where possible the Shire’s resources will be made available upon request.

6.6 Roles & Responsibilities

6.6.1 Local roles and responsibilities

Table 7: Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Shire are defined in section 36 of the EM Act .
Locale emergency coordinator	The responsibilities of the LEC are defined in section 37 of the EM Act .
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident. The Shire has designated the Director Technical and Development Services to perform the duties of the Local Recovery Coordinator. Should the Director Technical and Development Services not be available, the role will be performed by the Manager Development Services or another senior staff member at the direction of the CEO.
LG welfare liaison officer	During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility in accordance with the Shire of Derby/West Kimberley Emergency Welfare Shelter Procedures.
LG welfare liaison officer (con't)	The Shire has designated the Director Community Services to perform the duties of the Local Government welfare liaison officer. In the event the Director Community Services is not available the role will be performed by another senior staff member at the direction of the CEO.

Local role	Description of responsibilities
<i>LG liaison officer (to the ISG/IMT)</i>	<p><i>During a major emergency, the liaison officer attends ISG meetings to represent the Shire and provide local knowledge input and details in the LEMA. The Shire has designated the Senior Environmental Health Officer to perform the duties of the Local Government liaison officer.</i></p> <p><i>Where an ISG has not been formed, the liaison officer may be called upon to represent the local government directly to the Incident Controller. The LG liaison officer has authority to offer Shire resources and services to support the emergency response.</i></p>
<i>Local government – Incident management</i>	<ul style="list-style-type: none"> • <i>Ensure planning and preparation for emergencies is undertaken.</i> • <i>Implement procedures that assist the community and emergency services deal with incidents.</i> • <i>Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role.</i> • <i>Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</i> • <i>Liaise with the incident controller (provide liaison officer).</i> • <i>Participate in the ISG and provide local support.</i> • <i>Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.</i>

6.6.2 LEMC roles and responsibilities

The Shire has established a Local Emergency Management Committee (LEMC) under section 38(1) of [the EM Act](#) to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans;
- providing a multi-agency forum to analyse and treat local risk;
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC has the following functions under section 39 of [the EM Act](#):

- To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator.

Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

Table 8: Local Emergency Management Committee executive roles and responsibilities

Local role	Description of responsibilities
LEMC Chair	The Chairperson of the LEMC is appointed by the local government (s. 38 of the Emergency Management Act 2005). Responsibilities of the Chair include, provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.

Local role	Description of responsibilities
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Providing secretariat support including: <ul style="list-style-type: none"> ○ Meeting agenda; ○ Minutes and action lists; ○ Correspondence; ○ Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: <ul style="list-style-type: none"> ○ Annual Report; ○ Annual Business Plan; ○ Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required.

6.7 LEMC administration

The Shire LEMC is comprised of and is reflective of the community:

- A Chairperson, as appointed by the Shire;
- The Local Emergency Coordinator (LEC), as appointed by the State Emergency Coordinator (SEC);
- Local Recovery Coordinator;
- At least one Local Government representative;
- Representatives from local emergency management agencies located in the Shire;
- Welfare support agencies;
- State Government agencies;
- Local Industry representatives;
- Local Indigenous representatives;
- Special needs group representatives;
- Any other representatives as determined by the Shire (e.g. community champions); and
- Secretarial and administration support provided by the Shire.

6.8 Agency roles and responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. Table 9 summarises the key roles:

Table 9: Agency roles and responsibilities

<p><i>Controlling agency</i></p>	<p><i>The Controlling Agency as defined by the State Emergency Management Policy section 5.2.1 as the agency with responsibility, either through legislation other than the Emergency Management Act 2005, or by agreement between a Hazard Management Agency (HMA) and one or more agencies, to control the response activities to an incident, as specified in the appropriate State Hazard Plan (formerly WESTPLAN).</i></p> <p><i>In most instances, when an incident escalates to become an emergency, the Controlling Agency and the HMA are the same agency. In response to an incident the Controlling Agency must appoint an Incident Controller (IC). The Incident Controller is responsible for:</i></p> <ul style="list-style-type: none"> <i>• The overall control of an incident within a defined incident area, which may include the whole State in some incidents;</i> <i>• Leading an incident management team;</i> <i>• Assessing the incident level - if an incident is assessed as a Level 2 or Level 3 incident, the IC must make an incident level declaration in accordance with State EM Response Procedure 2;</i> <i>• Ensuring the accuracy of the 'emergency public information', approving its release in coordination with all relevant agencies and terminating its broadcast;</i> <i>• In consultation with the HMA, ensuring effective strategies for evacuation are implemented; and</i> <i>• Management of traffic during an emergency response. Where the Controlling Agency is not also the Hazard Management Agency, they shall conduct the above duties in consultation with the HMA.</i> <p><i>In the instance of an event requiring an emergency response where it is not clear who the Controlling Agency should be under existing statutory law or agency responsibilities, and a satisfactory agreement cannot be reached, then the WA Police shall assume control of the incident until such time as the appropriate Controlling Agency can be determined.</i></p>
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<p><i>Hazard management agency</i></p>	<p><i>A Hazard Management Agency (HMA) is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' (S.4 of the Emergency Management Act 2005).</i></p> <p><i>The HMA is prescribed in the Emergency Management Regulations 2006.</i></p> <p><i>The function of the HMA is to:</i></p> <ul style="list-style-type: none"> • <i>Undertake responsibilities where prescribed in the Emergency Management Regulations 2006 for these aspects;</i> • <i>Appointment of Hazard Management Officers (s.55 of the Emergency Management Act 2005);</i> • <i>Declare/ Revoke Emergency Situation (s.50 and s.53 of the Emergency Management Act 2005);</i> • <i>Coordinate the development of the WESTPLAN for that hazard SEMP No 1.5 Development and Review of State Emergency Management Plans; and</i> <p><i>Ensure effective transition to recovery by local government.</i></p>
<p><i>Combat agencies</i></p>	<p><i>A combat agency is defined by the State Emergency Management Policy section 5.3.3 as being responsible for response tasks at the request of the Controlling Agency/HMA in accordance with their legislative responsibilities or specialised knowledge.</i></p> <p><i>An example of this is the Fire and Rescue Service undertaking extrication of casualties at a motor vehicle accident where WA Police is the HMA and Controlling Agency.</i></p>
<p><i>Support organisation</i></p>	<p><i>A Support Organisation is responsible for specific activities in support of the Controlling Agency/HMA and may also support Combat Agencies and other Support Organisations upon request. An example may be the Salvation Army providing meals to a welfare centre.</i></p>

6.9 Special Threats/Risks Considerations

Description	Impacts
Culturally and Linguistically Diverse (CaLD)	The Shire has a multi-cultural population with a variety of languages being spoken in the home. During an emergency event, language may become a communication barrier. Local Agencies will be engaged to provide specific communications to our indigenous communities.
West Kimberley Industries	The area within the Shire of Derby/West Kimberley is host to a number of potential hazard facilities and industries. These may also trigger additional recovery requirements to be considered where an emergency event has resulted in a catastrophic failure of infrastructure in the area. A transient workforce is based in this area, which can fluctuate.
Transport	A substantial number of dangerous goods and heavy haulage vehicles enter and exit the Derby/West Kimberley area and rely on certain routes authorised for transportation. Any road closure affecting these roads will need to be communicated as a priority to the industries within the area, Main Roads WA and the WA Police.
Cultural and Environmental Values	The area is subject to strict cultural and environmental values. There are many locations identified as culturally sensitive, declared rare flora, threatened and priority ecological colonies.

6.10 Financial Arrangements

The principle of funding for emergencies is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for the payment for all related expenses associated with its operation during emergencies, unless other arrangements are established.

[State EM Policy Section 5.12](#), [State EM Plan Section 5.4 and 6.10](#) and [State EM Recovery Procedures 1-2](#) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

6.10.1 Authority to Incur Expense

The Chief Executive Officer, or delegate authority (e.g. Local Recovery Coordinator), should be approached immediately where an emergency event occurs that requires resourcing by the Shire, to ensure the desired level of support is achieved.

6.10.2 Response

All Shire resources are registered and identified in **Appendix 3** 'Contacts and Resources Directory'. Staff and resources are available for response to emergencies in accordance with section 38 and section 42 of the *Emergency Management Act 2005*.

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7. LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

7.1 Introduction

The Shire has established a Local Emergency Management Committee/s (LEMC) under section 38(1) of the [Emergency Management Act \(2005\)](#) to oversee, plan and test the local emergency management arrangements. The LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the Shire of Derby/West Kimberley area. LEMC/s will assist in developing local emergency management arrangements and planning, and coordinating its emergency management partners/stakeholders within its district.

7.2 LEMC Role

Performs a vital role in assisting the Shire of Derby/West Kimberley and its community become aware and prepared for major emergencies by:

- *Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues.*
- *Providing advice to HMA/CAs so localised hazard plans can be developed.*
- *Providing a multi-agency forum to analyse and treat local risk.*
- *Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.*

7.3 LEMC Procedures

The LEMC shall meet quarterly or as required (minimum of four (4) meetings per annum). Each meeting of the LEMC shall consider, but not be restricted to:

- **Confirming local emergency management contact details of key stakeholders.**
- **Reviewing any post-incident reports and post-exercise reports generated since last meeting.**
- **Assessing progress of emergency risk management processes.**
- **Assessing progress of treatment strategies arising from emergency risk management process.**
- **Assessing progress of development or review of local emergency management arrangements.**

7.4 Other matters determined by the local government and SEMC direction

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary.

7.5 Membership

LEMC membership includes the Shire of Derby/West Kimberley representatives and the Local Emergency Coordinator (OIC WAPOL Derby & Fitzroy Crossing). Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

Shire's LEMC Role	Description of Responsibilities
LEMC Chair	Chair - Shire appointed elected member
	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken
	Deputy Chair - Local Emergency Coordinator – OIC, Derby, and Fitzroy Crossing Police Station/s
LEMC Executive Officer	Executive Officer - Shire – Emergency Services Coordinator/or staff position as determined
	Provides secretariat support including:
	Meeting agenda
	Minutes and action lists
	Correspondence
	Committee membership contact register
	Coordinate development and submission of committee documents in accordance with legislative and policy requirements including:
	Annual Report
	LEMC Business Plan (Note Appendix 4)
	Local Emergency Management Arrangements
	Facilitate the provision of relevant emergency management advice to the Chair and committee as required
	Participate as a member of sub-committees and working groups as required

Council in consultation with the parent organisation members determines the appointment term of LEMC members.

Representatives from community and community groups will be invited to attend as required. All LEMC secretarial and admin support is to be provided by the Shire.

7.6 Core Members

Agency	Position
Delegate – Elected member - Councillor	Chair
Shire of Derby/West Kimberley	Deputy Chair
	Councillor
	Local Recovery Coordinators
	Local Welfare Liaison Officer
	Executive Officer
	Chief Bush Fire Control Officer
	Animal Welfare Liaison
Environmental Health Services	
WA Police	Local Emergency Coordinator
Dept. of Communities	Local Welfare Coordinator
Industry Reps.	Industry Representative
SES	Agency Representative
DFES	Agency Representative
Community Members – as appropriate	Representatives

7.7 Support Members

Agency	Position
Indigenous Communities reps	Agency Representative
Utilities Representatives	Agency Representatives
Main Roads Authority	Agency Representative
Dept. Biodiversity Conservation & Attractions	Agency Representative
Dept. of Regional Development and Industries	Agency Representative
Dept. of Health	Agency Representative
Dept. of Education	Agency Representative
District Emergency Management Advisor	Agency Representative

The list above is not limited, with members co-opted as and when required.

8. MANAGING RISK

8.1 Emergency Risk Management

The Emergency Risk Management (ERM) process forms the foundation of local emergency management arrangements. The ERM process supports the negotiation and development of shared responsibilities necessary for the establishment of effective arrangements within local government.

Emergencies cause great damage to property and cause even greater economic loss through damage to infrastructure and livestock. ERM is an essential part of a community's ability to identify what risks exist within the community and how these risks should be dealt with to minimise future harm to the community.

As part of the ERM process it is essential that community stakeholders are consulted when developing measures that reflect the ERM project being conducted. Through the development of related mitigation initiatives, the community is then able to work towards reducing the likelihood and/or consequence of further emergencies order to develop a more sustainable community.

One of the ERM outputs should be to identify critical infrastructure in the community and its vulnerability to hazards. The Shire's 'Emergency Risk Management Statement' can be accessed at **Appendix 5**.

The Shire and its LEMC recognise the critical component of risk management to the EM process. A sound risk management process paves the way for the Shire and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

The Shire, over coming months, will endeavour to undertake a risk analysis within its district using the current models based on AS/NZS ISO 31000 2018 standards and utilising the National Emergency Risk Assessment Guidelines (NERAG 2018).

8.2 Description of emergencies likely to occur

The following is a table of emergencies that are likely to occur within the Shire area which have been derived through the Emergency Risk Management process:

Table 9: Description of emergencies likely to occur in local area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN/ State Hazard Plans	Local Plan (Date)
Air Crash	WAPOL	WAPOL	Derby VFERS, Fitzroy Crossing VFES	DC	Air Crash	TBD
Bushfire	DCBA/DFES	DCBA/DFES	Derby VFERS, Fitzroy Crossing VFES	DC	Fire	TBD
Cyclone	DFES	DFES	SES	DC	Cyclone	TBD
Flood	DFES	DFES	SES	DC	Flood	TBD
Hazmat	DFES	DFES	DFES	DC	Hazardous Materials Emergencies [HAZMAT]	TBD
Human epidemic	Dept. of Health	Dept. of Health	Dept. of Health	WA Country Health Services	Human Biosecurity	State Plan 2020
Land Search	WAPOL	WAPOL	SES	CPFS	Land Search	TBD
Road Transport Emergency	WAPOL	WAPOL	Derby VFERS, Fitzroy Crossing VFES	DC	Road Crash	TBD

These arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop; test and review appropriate emergency management plans for their hazard. It is recognised that the HMA's and Combat agencies may require Shire resources and assistance in emergency management. The Shire is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

8.3 Local Emergency Management Strategies and Priorities

The Shire’s emergency management strategies and priorities are as follows:

Table 10: Local Emergency Management Strategies and Priorities

Priority	Strategy
LEMA endorsed by LEMC, Council, then noted by DEMC and SEMC	Review and development of compliant LEMA and LRP which is compliant with legislation; LEMA to then be exercised
Current compliant Emergency Risk Management process	Completion of Emergency Risk Management Process which complies with State EM Policy 1 and the National Emergency Risk Assessment Guidelines 2018; prioritisation and implementation of treatments
LEMCs to comply with legislation and policy	The two Shire of Derby/West Kimberley LEMCs to meet quarterly and submit annual report in accordance with State EM Policies and procedures

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9. RESPONSE AND COORDINATION EMERGENCY OPERATIONS

9.1 Activation of Local Arrangements

On becoming aware of, or on advice from the HMA Incident Controller (IC), the Local Recovery Coordinator (LRC) will assess the need for activating the recovery plan and advise the Chairman of the need to convene the Shire appropriate Recovery Group if necessary.

Upon deciding not to convene and activate the appropriate Shire's Recovery Group and Shire's Recovery Plan, due to statutory and/or other agencies adequately addressing the situation, the Shire Local Recovery Coordinator will continue to monitor the situation and keep the Shire President and CEO briefed accordingly.

9.2 Incident Support Group

Incident Support Group (ISG) provides support to the incident management team (IMT). ISG is a group of people represented by different agencies that may/are involved in the incident ISG is convened by the Controlling Agency (CA) appointed Incident Controller (IC) to assist in overall coordination of services and information during a major incident.

Coordination achieved through clear identification of priorities by agencies sharing information and resources. HMAs and combat agencies may require the Shire resources and assistance in emergency management. The Shire is committed to providing assistance/support, if required resources are available, through the ISG if, and when formed.

9.2.1 Triggers for the Incident Support Group

Defined in the State Emergency Management Policy statement 5.2.2 and State Emergency Management Plan section 5.1 being:

- **Where an incident is designated as a Level 2 or higher;**
- **Multiple agencies need to be coordinated; or**
- **Community interests need to be represented.**

9.2.2 Incident Support Group membership

Made up of agency representatives that provide support to the CA. Emergency management agencies may be called on to provide liaison officers for the ISG.

The Shire Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and efficacious transition handover to recovery. Representation on ISG may change regularly depending upon the incident, agencies involved and consequences caused by emergency. Agencies supplying staff for ISG must ensure that the representative(s) have authority to commit resources and/or direct tasks within their organisation/agency.

9.2.3 ISG Meeting Location and Frequency

The IC determines the frequency of meetings depending on the nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

The IC is responsible for the location of meetings and given its part in the ISG, the meetings are generally convened in close proximity to, or within the Incident Control Centre (ICC).

9.3 Emergency Coordination Centre

The Shire has identified a primary and secondary emergency coordination centre and the locations detailed below have been identified as suitable ECCs:

Locality	Possible Locations	Contact
Derby	Shire Administration Offices.	91910999
Derby	SES HQ	Lot 550 Sutherland & Derby Highway, Derby derbyses@bigpond.com
Fitzroy Crossing	Council Administration Office	91910999

10. MEDIA MANAGEMENT AND PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction.

Communities require adequate, timely information and instruction to be aware of the emergency and take appropriate actions to safeguard life and property.

In the response phase of an incident, information dissemination is the responsibility of the HMA/CA.

State Support Plan – Public Information, provides that the HMA is responsible ‘for the provision and management of public information during emergencies’.

Media and Public Information management is to reflect multi-agency involvement and authorised by the IC/Manager and the following principles will apply:

- ***HMA is to manage all media releases under State Support Plan – Public Information.***
- ***All media releases and public information alerts for the incident are to be authorised by Incident Controller/Manager after consultation with the Emergency Coordinator and other CA’s.***
- ***All media releases are to reflect Multi-Agency Incident Management and detail all agencies’ involvement.***
- ***Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency.***
- ***All media releases are to carry the agencies’ identification.***
- ***Copies of multi-agency incident media releases are to be provided to each agency as soon as possible before release.***
- ***All Media releases issued by any agency at State level will reflect multi- agency involvement.***

10.1 Shire of Derby/West Kimberley Media Release

Any information for release to media or public must be forwarded to and approved by the Chief Executive Officer. The coordinating officer for the Shire is the Director Technical and Development Services or a CEO delegated officer. The Shire President or the CEO shall only make statements to the press on behalf of the Shire.

10.2 Public Warning Systems

10.2.1 Local Systems

The Shire presently uses the local ABC radio station, Shire website, the Shire Facebook page and other electronic mediums, and relevant HMA media outlets. Where lives and property are directly threatened, as a result of an emergency, information may be disseminated via Emergency Alert and/or using the State Emergency Warning Signal (SEWS).

10.2.2 Standard Emergency Warning System

SEWS is a distinctive sound broadcast used immediately before an urgent safety message over radio or television. SEWS should only be used when critical, urgent information is required to be delivered to the public via a radio or television broadcast.

10.2.3 DFES Public Information Line

DFES recorded information line	1300 657 209
Emergency WA website	www.emergency.wa.gov.au
DFES website	www.dfes.wa.gov.au
SES assistance	132 500

10.2.4 ABC Radio

Local ABC Radio ABC Kimberley (08) 9191 3011
Derby – 873 AM
Fitzroy Crossing – 106.1FM

10.3 Emergency Alert System

Emergency Alert automatically delivers emergency warnings direct to an area when lives may be in danger in that area. It does not replace current public information tools or the need for community to remain vigilant and look after their own safety. It is an additional tool used to alert people in a specific location in immediate danger.

All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

Messages broadcast by Emergency Alert are made with authority of HMA in emergencies. (Refer to DFES Standard Operating Procedure 70 for activation).

10.4 Local Communication Channels and Tools

Description	Contact Person	Contact Number
Public notice boards in Derby and Fitzroy Crossing	Shire Offices	9175 8029
Website https://www.sdwk.wa.gov	Shire Offices	9175 8029
Facebook	Shire Offices	9175 8029

ACTIONS

- **Public information and media management is critical in times of emergency.**
- **HMA/CA IC responsible for information/media releases in response phase of incident.**
- **The Shire’s media releases coordinated by the Shire’s delegated Officer and approved by CEO.**
- **Public statements to media only by Shire CEO or President (or delegate).**
- **Public warning systems shall be used when necessary under HMA/CA IC authority.**

11. EVACUATION

11.1 Evacuation Management

11.1.1 Decision

Decision to evacuate is made by Incident Controller (IC) appointed by designated HMA/CA or an authorised officer when the members of community at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

11.1.2 Timeliness

Alternatives as, '*shelter in place*' or, "*prepare, stay and defend*", should be considered.

Decision to evacuate or recommend evacuation made as early as is practical, as late evacuation may compound risk by potentially exposing communities to greater levels of risk.

11.1.3 Combat Agency for Evacuation

Evacuation will occur in a planned and safe manner, coordinated by WAPOL. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary

11.1.4 Evacuation Centres

WAPOL will be requested to effect and control evacuations of persons to a location predetermined by the HMA. The HMA will liaise with the Shire or appropriate neighbouring LGs and Department of Communities (DC) to ensure appropriate arrangements for welfare support for evacuees are in place.

It is the Shire's responsibility (in partnership with the HMA/CA) to ensure adequate arrangements are in place to support evacuation. This includes the provision of evacuation centres and applicable support functions.

11.1.5 Evacuation Considerations

Shire and LEMC partners are aware of roads becoming impassable due to cyclonic and flooding activities.

11.2 At-Risk Persons and Groups

The Shire of Derby/West Kimberley relies on agencies responsible for At-Risk persons and groups to ensure suitable planning, and response capabilities are supporting those special needs clients.

Appendix 6 'At-Risk Persons and Groups Plan' provides guidance around working with and actions in evacuation with these persons and groups.

11.3 Evacuation Routes and Maps

Owing to the varying complexity within different emergencies, the IC HMA/CA and WAPOL will determine strategic evacuation routes at the time, particularly concerning timeliness of the evacuation. Extensive mapping information can be sourced from the Shire's website, Google Maps and agencies such as Dept. of Biodiversity Conservation and Attractions.

11.4 Return

Responsibility for decisions relating to return of evacuated residents, rests with HMA/CA. Return of evacuated residents will be conducted in consultation with affected community and relevant health and welfare agencies including DC and the Department of Health and Shires Environmental Health Officers.

Evacuations will be carried out in the Shire of Derby/West Kimberley as per [Western Australian Community Evacuation in Emergencies Guideline](#).

ACTIONS

- *Decision to evacuate made by HMA/CA IC*
- *LEMC and the Shire assist by pre-planning for evacuation*
- *All alternatives to be considered*
- *Decision to evacuate made as soon as possible*
- *At-Risk Persons and Groups to be considered (refer Appendix 5)*
- *Routes and maps sourced via internet or partner agencies*
- *Ensure Welfare Centre protocols and procedures are enacted.*

12. WELFARE

The Department of Community Services (DC) has the role of managing welfare described as, “the provision of both physical and psychological needs of a community affected by an emergency”. This includes the functional areas of:

Personal services	Financial assistance	Personal requisites
Emergency accommodation	Registration and inquiry services	Emergency catering

12.1 Department of Communities - Local Welfare Coordinator

DC shall appoint a Local Welfare Coordinator Officer (refer 6.6.1 Local roles and responsibilities– Welfare).

12.2 Shire of Derby/West Kimberley – Local Welfare Coordinator

The Shire’s Manager Community Development is the designated local Welfare Liaison Officer (refer 6.6.1 Local roles and responsibilities– Welfare).

12.3 Register Find Reunite

DC is responsible for recording displaced persons on the National Register allowing friend and relatives to locate each other. DC has reciprocal arrangements with Australian Red Cross (ARC) to undertake this process.

12.4 Welfare Centres

The Shire in conjunction with DC has identified suitable facilities within different localities. These centres have been assessed providing extensive information within the ‘Emergency Evacuation/ Welfare Centres Register’ available for activation as required by the HMA IC. See **Appendix 8**.

12.5 Animals (including assistance animals)

The Shire’s Senior Ranger in close consultation with other stakeholders on animal welfare matters arising from evacuation emergency and welfare centres and shall agree on the distribution of duties, depending on resources available in each instance. The Shire may use its animal impoundment facilities during emergencies for the purposes of accommodating domestic animals.

ACTIONS

- **DC responsible for managing welfare.**
- **DC develops and maintains and enacts the Shires Local Emergency Welfare Support Plan.**
- **The Shire's Manager Community Development is the Local Welfare Liaison Officer.**
- **Register Unite Find responsibility actioned by DC. ARC undertakes process.**
- **Identified Welfare Centres refer Appendix 7 – 'Emergency Evacuation/ Welfare Centres Register'.**
- **Emergency Animal Welfare is coordinated by Senior Ranger Service.**

13. RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. The Shire has prepared a Local Recovery Plan.

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14. EXERCISING REVIEW AND REPORTING

14.1 Exercising

The aim of conducting an exercise is:

- *Test effectiveness of local arrangements and provide a pathway for improvement.*
- *Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities.*
- *Help educate community about local arrangements and programs.*
- *Allow participating agencies the opportunity to test their operational procedures and skills in simulated emergency conditions.*
- *Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.*

14.2 Exercise Frequency

In accordance with State EM Policy, Plans and Procedures, which outline arrangements for exercising, the LEMC is required to **conduct at least one exercise annually**.

14.3 Exercise Reporting

Exercise schedule and post exercise reports will be forwarded to the Kimberly District Emergency Management Committee as part of LEMC's annual report.

14.4 Review of Local Emergency Management Arrangements (LEMA)

The LEMA are to be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). Reviewed and amended will be:

- *Contact lists are reviewed and updated quarterly (Refer Appendix 2).*
- *A review is conducted after training that exercises the arrangements.*
- *An entire review will be undertaken every five (5) years, as risks may vary due to climate, environment and population changes.*
- *Circumstances may require more frequent reviews.*

15. REPORTING

Exercises are to be reported to the DEMC via the LEMC Annual Report using the format as detailed in SEMP 2.5 – Annual Reporting.

DRAFT

16. APPENDICES

Appendix No.	Appendix Title
1	Welfare Centres Facilities and Assets Directory
2	Contacts Directory
3	Resources Directory
4	LEMC Business Plan
5	Emergency Risk Management Statement
6	At-Risk Persons and Groups
7	Emergency Evacuation/ Welfare Centres Register

DRAFT

14.3 ADOPTION OF THE 2022 LOCAL RECOVERY PLAN**File Number: 4212****Author: Robert Paull, Manager Development Services****Responsible Officer: Wayne Neate, Director Technical and Development Services****Authority/Discretion: Legislative****SUMMARY**

Council is requested to adopt the 2022 Local Recovery Plan

DISCLOSURE OF ANY INTEREST

Nil for Author and Responsible Officer

BACKGROUND

Local governments have a legislated responsibility under s.36(a) of the Local Government Act 2005 to “ensure that effective local emergency management arrangements are prepared and maintained for its district”.

The Shire of Derby/West Kimberley (SDWK) Local Emergency Management Committee (LEMC) is an advisory committee to Council in response to the obligations placed upon local government arising from the proclamation of the *Emergency Management Act 2005*. Part of the function of the LEMC is to review the Local Emergency Management Arrangements which also includes a Local Recovery Plan (LRP) to guide the management of community driven recovery following an emergency incident. An LRP has been prepared by the Shire (**ATTACHMENT 1**) in accordance with the State Emergency Management procedures and endorsed by the SDWK LEMC at its meeting held on 7 June 2022 where it resolved as follows:

“That Shire of Derby West Kimberley Local Emergency Management Committee:

- 1. Endorse the Shire of Derby West Kimberley Local Recovery Plan (LRP) as provided in Attachment 6.10.2.*
- 2. Recommends that the Council of the Shire of Derby West Kimberley adopt the LRP as endorsed; and*
- 3. Once adopted, recommends Council forward a copy of the LRP to the State Emergency Management Committee.”*

STATUTORY ENVIRONMENT

Local Government Act 2005

Emergency Management Act 2005

POLICY IMPLICATIONS

None known

FINANCIAL IMPLICATIONS

There are no known financial implications associated with this item.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Legal & Compliance: Council does not have effective LRP in place they are in breach of s.41 of the <i>Emergency Management Act 2005</i>	Possible	Moderate	Medium	Council to adopt the SDWK LRP provide a process for effectively managing recovery operations following an emergency, along with suggested methods to engage the affected community in facilitating its own recovery.

CONSULTATION

Consultation has occurred through the SDWK LEMC.

Comment

Local Community Recovery, driven by the local government, is recognised as the most important role for local governments as part of the emergency management process.

The SDWK LRP has been developed as part of the Local Emergency Management Arrangements in accordance with the requirements of Section 41(4) of the Emergency Management Act 2005 as a subsidiary plan to the Local Emergency Management Arrangements. The SDWK LRP is subject to formal adoption by Council.

The purpose of these arrangements is to provide a process for effectively managing recovery operations following an emergency, along with suggested methods to engage the affected community in facilitating its own recovery.

The objectives set out within this plan as part of the LEMA are to:

- Clearly set out the roles, responsibilities, available resources and procedures for the effective management of recovery from emergencies within the district;

- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all involved Hazard Management Agencies (HMA's), Emergency Services, Supporting Agencies and Shire staff who may become involved in the recovery management process.

The overall scope of this Recovery Plan includes:

- the geographical boundaries of the Shire;
- the relationship to the Local Emergency Management Arrangements;
- existing legislation, plans and Local Laws;
- statutory or agreed responsibilities;
- relevant supporting documents and plans; and
- involvement of the affected community in recovery management.

The LRP also provide substantial information to an external Incident Controller/HMA in a significant emergency regarding the make-up/communications within our community, prior to the responsibility for recovery being handed over to the Shire.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. **Attachment 1 draft LRP** [!\[\]\(e548a391c65118ac2476924cdb5db38c_img.jpg\)](#) [!\[\]\(6fc1fda334fce799e3b50f6cf68d70a8_img.jpg\)](#)

RECOMMENDATION

That Council:

1. **Adopt the Local Recovery Plan (LRP), in accordance with the requirement of the Emergency Management Act 2005; and**
2. **Request the Chief Executive Officer to forward a copy of the LRP to the State Emergency Management Committee.**



**Shire of Derby /
West Kimberley**

LOCAL RECOVERY PLAN

2022

Endorsed by LEMC: 2022
Endorsed by the Shire of Derby/West Kimberley:
Full Review Date: 2027

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Disclaimer

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The Shire of Derby/West Kimberley Local Recovery Plan has been prepared pursuant to Section 41(1) of the Emergency Management Act 2005 and endorsed by the Local Emergency Management Committee (LEMC). A copy of the Local Recovery Plan has been submitted to the Kimberley District Emergency Management Committee (DEMC) for noting in accordance with State Emergency Management Preparedness Procedure 8: Emergency Management for Local Government and then for noting with the State Emergency Management Committee (SEMC) pursuant to Section 41(5) of the Emergency Management Act 2005.



1. CERTIFICATE OF ENDORSEMENT

The Shire of Derby/West Kimberley Local Recovery Plan (LRP) has been developed in accordance with Section 41(4) of the *Emergency Management Act 2005 (WA)* (the Act) and forms part of the Emergency Management Plans and Arrangements for the Shire of Derby West Kimberley (the Shire). The LRP has been submitted to the LEMC and Council for endorsement. A copy has been forward to the District Emergency Management Committee for endorsement and State Emergency Management Committee for noting.

Chair: _____ Date: _____
 Shire of Derby/West Kimberley LEMC (Derby)

Chair: _____ Date: _____
 Shire of Derby/West Kimberley LEMC (Fitzroy Crossing)

_____ Date: _____
 Shire of Derby/West Kimberley President
 Endorsed by Council

_____ Date: _____
 Shire of Derby/West Kimberley CEO

_____ Date: _____
 Endorsed by DEMC:

_____ Date: _____
 Noted SEMC:



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3. DISTRIBUTION LIST

3.1 Full Unrestricted Version

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application to the Shire of Derby/West Kimberley through the following email address: sdwk@sdwk.wa.gov.au.

Hard copy versions of this document may not be accurate.

Table 1 Distribution List

Organisation	Copies
Shire of Derby/West Kimberley Administration	1
Shire of Derby/West Kimberley Chief Executive Officer	1
Kimberley District Emergency Management Committee (Executive Officer to distribute to members)	1
District Emergency Management Advisor – Department Fire and Emergency Services	1
Fitzroy Crossing LEMC (Executive Officer to distribute to members)	1
WA Police – Derby Police Station	1
WA Police – Fitzroy Crossing Police Station	1
WA Police – Looma Police Station	1
Department of Fire & Emergency Services – Shire of Derby/West Kimberley	1
Shire of Wyndham/East Kimberley, Shire of Broome and Shire of Halls Creek	1
Derby Hospital	1
Fitzroy Crossing Medical Campus	1
St. John Ambulance Derby	1



3.2 Restricted Version – Public Access

Table 2 Public Access List

Public Access	Copies
Shire of Derby/West Kimberley Administration Office – Reception 30 Loch Street Derby	1
Fitzroy Crossing Administration Office - Front Reception - Flynn Drive Fitzroy Crossing	1
Derby Public Library, Clarendon Street, Derby	1
Fitzroy Crossing Public Library, Flynn Drive Fitzroy Crossing	1
Shire of Derby/West Kimberley website: https://www.sdwk.wa.gov	

3.3 Amendment Record

Suggestions and comments from the community and stakeholders can help improve the arrangements and subsequent amendments. Feedback can include:

- What you do or do not like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices; Inadequacies;
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward it to:

The Chairperson
 Local Emergency Management Committee
 Shire of Derby/West Kimberley
 PO Box 94
 DERBY WA 6728
 Alternatively email – sdwk@sdwk.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and or approval. Amendments promulgated are to be certified in the below table when updated.



Table 3 Versions

Version No.	Amendment Date	Details of Amendment	Author
1	31/10/2012	Draft LEMA 2012	Greg Cook
2	29/12/2015	Review	Wayne Neate
3	May 2021	Complete review and re-write of LEMA 2022	Lewis Winter
4	March 2022	Review/Update	Robert Paull

3.4 Glossary of Terms and Acronyms

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the Emergency Management Act 2005 or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management procedure](#).

- *District: means an area of the State that is declared to be a district under section 2.1 Local Government Act 1995.*
- *Municipality: Means the district of the local government.*

3.5 General acronyms used in these arrangements

<i>BFS</i>	<i>Bush Fire Service</i>
<i>CEO</i>	<i>Chief Executive Officer</i>
<i>Communities</i>	<i>Department of Communities</i>
<i>DBCA</i>	<i>Department of Biodiversity, Conservation and Attractions</i>
<i>DEMC</i>	<i>District Emergency Management Committee</i>
<i>ECC</i>	<i>Emergency Coordination Centre</i>
<i>EM</i>	<i>Emergency Management</i>
<i>DFES</i>	<i>Department of Fire and Emergency Services</i>
<i>HMA</i>	<i>Hazard Management Agency</i>
<i>ISG</i>	<i>Incident Support Group</i>
<i>LEC</i>	<i>Local Emergency Coordinator</i>
<i>LEMA</i>	<i>Local Emergency Management Arrangements</i>
<i>LEMC</i>	<i>Local Emergency Management Committee</i>



<i>LRC</i>	<i>Local Recovery Coordinator</i>
<i>LRCC</i>	<i>Local Recovery Coordination Group</i>
<i>SEC</i>	<i>State Emergency Coordinator</i>
<i>SEMC</i>	<i>State Emergency Management Committee</i>
<i>SES</i>	<i>State Emergency Service</i>
<i>SEWS</i>	<i>Standard Emergency Warning Signal</i>
<i>Shire</i>	<i>Shire of Derby/West Kimberley</i>
<i>SOP</i>	<i>Standard Operating Procedures</i>

3.6 Agreements and Understanding

The following agreements (Memorandums of Understanding) are currently in place:

Table 4: Agreements, understandings and commitments

Parties to the Agreement	Summary of the Agreement
Shire of Derby/West Kimberley, Shire of Derby/West Kimberley, Shire East Pilbara and Shire of Halls Creek	Memorandum of Understanding for the provision of mutual aid during emergencies and post incident recovery
DFES, Shire of Derby/West Kimberley, Shire of Derby/West Kimberley, Shire East Pilbara and Shire of Halls Creek	Memorandum of Understanding for ongoing management and control of bush fire brigades and bush fire and emergency services in the Kimberley Region of Western Australia



4. RECOVERY

4.1 Overview

The *Emergency Management Act 2005 (WA)* (the Act) defines recovery as ‘the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing’. During, and following, an emergency event, the Shire is the closest form of government to the local community and is in the best position to lead, manage and coordinate community recovery. State Government departments, supporting agencies, community members, community groups and community service organisations cooperate with or directly support the Shire.

The Shire recognises disaster recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. **Disaster recovery** is a complex, dynamic and potentially protracted process, rather than just a remedial process. For this reason, the Shire and its LRG adopt the national principles of disaster recovery while also aligning these to strong recovery values when engaged in recovery activities.

4.2 Authority

This LRP is prepared in accordance with the Act and endorsed by the Shire’s LEMC and Shire’s Council. The Plan is tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

4.3 Purpose

To detail planning, arrangements and processes established to restore, as quickly as possible, the quality of life in an affected community so it can continue to function as part of the wider community.

4.4 Our Recovery Principles

The Shire’s LRP and its LRG will be aligned to all aspects of recovery, incorporating the Australian National Disaster Recovery Principles that are considered central to successful recovery, being:

Understanding the CONTEXT

The Shire recognises that successful recovery hinges on an understanding of its diverse and rich community heritage within its local government area, having its own history, values and dynamics and will always consider them.



Recognising COMPLEXITY

The Shire acknowledges the complex and dynamic nature of both emergencies and the diverse nature of its communities.

Using COMMUNITY-LED approaches

The Shire recognises that successful recovery is based on involving the community and commits to being responsive, flexible and engaging to support communities into the future.

COORDINATING all activities

The Shire acknowledges that it will need to be the hub for a successful recovery ensuring a planned, coordinated and adaptive approach between communities, partner agencies and industry, based on continuing assessment of impacts and needs.

COMMUNICATING effectively

The Shire understands the imperative of effective communication for successful recovery and will ensure the Recovery Communication Plan (located as **Appendix 1**) is activated to ensure community and partners are always informed and heard.

Building CAPACITY

The Shire acknowledges that successful recovery recognises, supports and builds on individual community and organisational capacity and resilience and, at every opportunity, will allow programs and processes to do this.

4.5 Our Recovery Values

The Shire will apply sound disaster recovery **Values** to all activities by:

1.	Considering consequences of actions ensuring NO HARM to disaster affected communities
2.	Providing LEADERSHIP for the Shire’s communities
3.	Recognising the Shire’s key role is to foster COLLABORATION between partner agencies, community and Council
4.	EMPOWERING individuals and groups to effectively carry out recovery activities
5.	ACTING as quickly as possible, however, planning for LONG-TERM (Value 1)
6.	TRANSITION to normal services will be part of the Recovery Long-Term Strategy
7.	CAPTURING lessons learnt for providing capacity building and resilience

Shire of Derby West Kimberley Local recovery Plan 2022



4.6 Threats

As the Shire is diverse, several impacts need to be considered that may affect how the Plan is implemented in times of emergency:

Description	Time of Year	Impact / No of People
Cyclone Season	November – April	Severe damage throughout shire.
Wet Season	November - April	Flooding from cyclonic activity
Dry Season	May – October	Bushfire
Bushfire Season – ‘permits to burn’ required all year round	All year round	Bushfire
Dry Season	May – October	Large numbers of tourists throughout the Shire

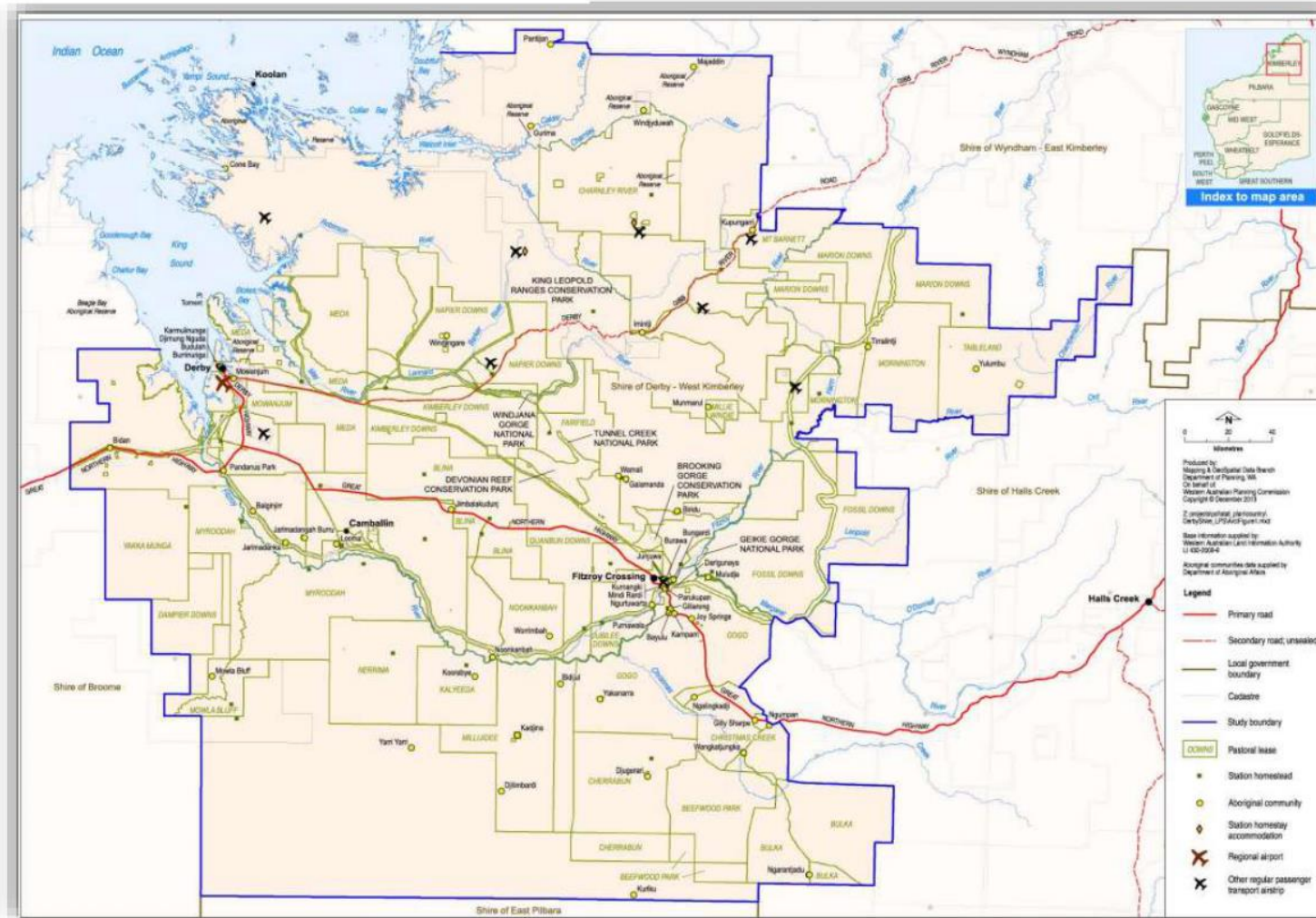
4.6 Scope

This LRP is limited to the boundaries of the Shire of Derby West Kimberley. It details the recovery plan for the community and will not detail how individual organisations will conduct recovery activities within their core business areas.

The LRP is a support plan to the Shire’s Local Emergency Management Plans and Arrangements. The Plan is a guide to managing recovery at a local level.



4.7 Geographic Location Map



Shire of Derby West Kimberley Local Recovery Plan 2022



5. ACTIVATION AND ACTIONS

5.1 Activation of Recovery

The Shire’s CEO will activate the LRP on advice from the Local Recovery Coordinator (LRC). Assistance required for recovery will be assessed by:

- The Incident Support Group (ISG)
- Consultation between Hazard Management Agency (HMA)/ Controlling Agency (CA), Incident Controller (IC) and Local Emergency Coordinator (LEC), and
- The Shire of Derby West Kimberley’s Chief Executive Officer (CEO) and Local Recovery Coordinator (LRC).

The LRG Chairman, together with the LRC, is responsible for implementing the recovery processes of the LRP, once it is activated.

5.1.1 Emergency Management Phases

The Australian approach to managing emergencies recognises four phases of emergency management known as Preparedness, Prevention, Response (or mitigation), Recovery and Recovery (PPRR). These are not distinct linear segments independent of each other, but can overlap and run concurrently.

As illustrated in Figure 1, recovery starts at response and is the process of adjusting to the new normal after an emergency incident.

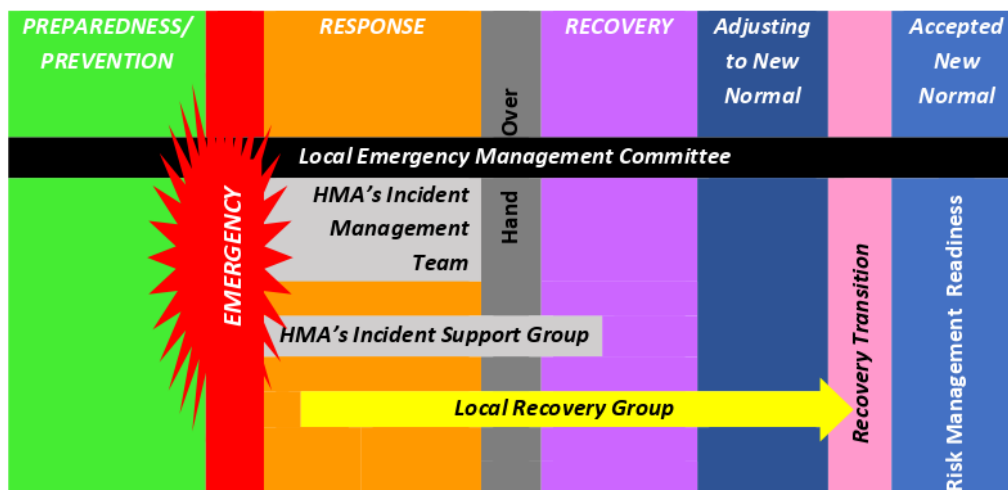


Figure 1: Groups, teams and committees through preparedness, response and recovery

**ACTION**

- LRC consults and advises Shire's CEO of recovery activation.
- Assessment of assistance determined.
- Local Recovery Plan is activated.

5.2 Response to Recovery Event Responsibilities

Initiate the LRP while response activities are still in progress, as key decisions during the response phase are likely to directly influence and shape recovery. Regardless of response engagement, as soon as possible assemble the LRG so it can be briefed on the emergency incident and to detail contingencies. This will allow for a smooth transition from response to recovery. The LRG also represents the community (advocates) to advise on priorities and impacts. The LRG will:

- Align response and transitional recovery priorities
- Connect with key agencies and community
- Understand key impacts and tasks
- Identify recovery requirements and priorities as early as possible, and
- Include the LRC in ISG meetings from onset

Transfer of management from response to recovery handover to Shire shall be formalised in line with HMA/CA responsibilities and procedures. An Impact Statement (IS) is a key element of the handover process, and the HMA/CA is responsible for delivering this to the Shire's CEO. The CEO has discretion regarding accepting this handover of responsibility and can take advice from LRC and LRG, in consultation with HMA/CA.

The acceptance of this handover is to occur at the discretion of the Shire CEO on advisement from LRC and LRG, in consultation with HMA/CA. Acceptance of this Impact statement and its responsibilities should not occur unless the CEO and the Local Recovery Coordinator and Group are satisfied with its content and are willing to take on that responsibility.

ACTION

- Recovery initiated while response still in progress.
- LRC to attend ISG meetings and liaise with Incident Controller.
- LRG convened and briefed on incident ensuring coordinated recovery recommendations.
- CEO to sign off response to recovery handover with HMA/CA on completion of Impact Statement providing an acceptable and agreeable standard.
- CEO to sign off response to recovery handover with HMA/CA Impact Statement completed.



5.3 Impact Statement and Needs Assessment

5.3.1 Impact Statement

The event CA will complete an IS in consultation with the ISG. It will contain a detailed description of the impact on the affected community and provides the LRC and the LRG with a starting point for recovery of individuals, community and infrastructure. The IS will be completed as recommended in the [State Emergency Management Procedure](#).

5.3.2 Outreach Needs Assessment

An Outreach Needs Assessment should be completed as soon as possible to the affected area. The requirements of the impacted community will change over time and therefore it is necessary to determine the **NEEDS** of the community periodically and broadly be defined as:

Physical Needs:	Food, water, shelter, clean breathable air
Psychological needs:	Psychological first aid/support, bonding
Societal needs:	Community infrastructure, power, drainage, shops, telephone, schools, industry, transport

Outreach involves visiting people in their homes or temporary accommodation to provide access to core recovery information and services. Trained volunteers from Australian Red Cross could partner with the local government and other identifiable volunteers who speak directly to affected individuals to determine their requirements:

What has been affected?	Wish to be contacted for further information?
What information is needed?	Their best contact details?
What assistance is required?	Information on assistance for neighbours

Conducting an Outreach Needs Assessment establishes contact ASAP with the affected community and is an effective way to capture data to assist the LRG in prioritising the allocation of resources. It also provides the opportunity to share critical information directly to the affected community. A form for Outreach Needs Assessment can be found in **Appendix 1** within the Recovery Communication Plan listed as **Form 3**.

5.3.3 Sources of Information – Impact and Needs Assessment

The IS and Needs Assessment (NA) process must be undertaken as soon as possible after the emergency event. Sources that may assist in the collection of this data may include:

- HMA/CA;
- Welfare agencies – identifying persons in need of immediate assistance;
- Shire Building Surveyors, Engineers and Environmental Health Officers and Rangers
- Insurance assessors;
- Business associations (e.g. Chamber of Commerce, Kimberley Development Commission);



- Recovery Outreach Needs Assessment form (Recovery Comm. Plan **Appendix 1**); and
- Australian Red Cross (ARC) have systems to register individuals presenting at Welfare Centre's and resources to assist in outreach activities and will be activated by HMA/CA.

ACTION

- Recovery initiated while response still in progress.
- LRC to attend ISG meetings and liaise with Incident Controller.
- LRG gathered and briefed ensuring recovery commencement.
- CEO to sign off response to recovery handover with HMA/CA Impact Statement provided.
- Recovery initiated while response still in progress.
- LRG Outreach Needs Assessment will be carried out ASAP, when safe, after event.
- Aust. Red Cross contacted ASAP to establish partnership in recovery activities.

5.4 Operational Recovery Plan

Where significant reconstruction and restoration is required, the LRC/LRG should prepare an Operational Recovery Plan (ORP). The ORP shall provide a full description and extent of damage, both physical and human, and detail plans for restoration and reconstruction of the affected community including community activities and community development activities. A template of an ORP is offered in **Appendix 2**.

ACTION

- LRG/LRC to prepare Operational Recovery Plan where significant reconstruction and restoration is required.

5.5 Long-Term Recovery Strategy

Recovery must evolve, change and assist the affected community towards management of its own recovery. This transition from recovery to ongoing community activities and services, requires a comprehensive strategy (Long Term Recovery Strategy) that gradually integrates the recovery services into mainstream services, which existed prior to the emergency or have emerged since and require minimal support to continue.

The Long-Term Recovery Strategy process will need to be considered and developed to achieve holistic, enduring recovery for individuals, families, and communities, taking into consideration the economic environment, infrastructure and natural environment affects an emergency has had and to build resilience for future emergencies.

The Shire, where appropriate, will develop a collaborative, comprehensive recovery strategy with the community and for the community. This will also incorporate how community's needs have changed over time. A further outreach program may be instigated to check on the community's wellbeing and changes in its needs.

Shire of Derby West Kimberley Local recovery Plan 2022

**ACTION**

- Shire to develop a collaborative, comprehensive and inclusive long-term community recovery strategy which may include any changes in community needs and further outreach activities.
- Shire to identify potential partnerships with existing community organisations and services and ascertain their capacity to support recovery process in the medium and long term.

5.6 Managed Withdrawal

The Shire and its LRG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service provisions and ongoing community development, while working towards maintaining the community's health and wellbeing.

ACTION

- Shire will communicate via the LRG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area.
- LRG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to community to continue.



6. OPERATIONAL RECOVERY MANAGEMENT

6.1 Management Structure

Full details of the Management Structures and Sub-Committee functions is displayed in **Appendix 3**.

6.2 Local Recovery Group (LRG)

The LRG will coordinate and support local management of the recovery processes within the community, subsequent to a major emergency, in accordance with State Emergency Management Policy and Local Recovery Plan. LRG membership will expand or contract depending on recovery and community needs and requirements.

6.2.2 Membership

Chairperson	Shire President or CEO
Local Recovery Coordinator	LG Representative, as appointed by the CEO
Executive Officer	Shire CEO or nominated Senior Officer
Local Government	Shire Local Emergency Management Committee – members are required
State Government	<p>Relevant government agencies and other statutory authorities will nominate their representatives to be members depending on incident type. Recommended:</p> <ul style="list-style-type: none"> ➤ HMA/CA (initially) ➤ Dept. of Fire and Emergency Services (initially) ➤ WA Police (initially) ➤ Dept. Biodiversity Conservation & Attractions ➤ Department of Communities ➤ Lifelines ➤ Main Roads WA ➤ St John Ambulance Service (initially) ➤ Dept. of Health ➤ Dept. Primary Industries and Regional Development ➤ Insurance Council of Australia
Non-Government Organisations	Australian Red Cross, local service clubs, aged care providers, schools, etc. and others as required
Key Identified Community Members	To be identified depending on event and location



6.2.3 Functions

Appoints key positions within the LRG
Establishes sub-committees as required
Assesses requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance from partnering agencies
Develops an Operational Recovery Plan to coordinate a recovery process that considers:
➤ Long-term planning and goals for the Shire
➤ Assessing recovery needs and determining recovery functions still required
➤ Developing a timetable, identifying responsibilities for completing major functions
➤ Considering needs of youth, aged, disabled, culturally linguistically diverse (CaLD)
➤ Allowing full community participation and access
➤ Allowing monitoring and reporting of the recovery process
Facilitates provision of services, exchange of public information and acquisition of resources
Negotiates effective use of available resources and support from State and Commonwealth
Monitors progress of recovery, receives periodic reports from recovery agencies
Ensures a coordinated multi-agency approach to community recovery
Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness and planning

6.3 Community Involvement – Cultural and Diversity Inclusiveness

Diversity is an integral part of the Shire's history, culture and identity. Inclusion is the way the Shire treats and perceives all differences. During the Shire's recovery activities, it will endeavour to create an inclusive culture, within the affected communities, by striving to involve all cultures and diversity within the recovery priorities, strategies and decision-making.

Key stakeholders and representatives will be sought from the community while acknowledging the significance of cultural and diversity makeup. These representatives will be considered for inclusion on relevant LRG sub-committees, depending on the nature and impact of the emergency. When threatened or affected by an emergency, everyone within that community is encouraged to be actively involved in their own and collaborative recovery. It is the role of formal recovery agencies to provide structured support, communications and coordination to assist the community's efforts.



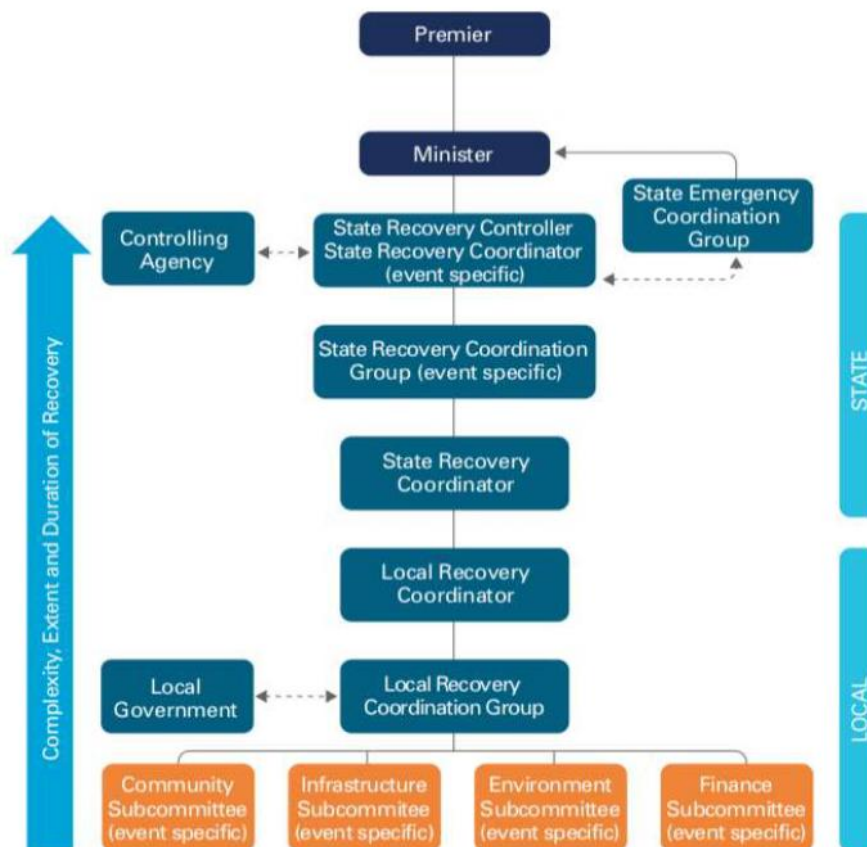
6.4 Local Recovery Group Sub Committees

Depending on the size of an emergency event, sub-committees may be established to assist LRC by addressing a specific component of the recovery process. Each sub-committee will report its activities, through its nominated Chair, to the LRG. A full list of functions of various sub-committees can be viewed in **Appendix 4**.

6.5 State Government Involvement

During the recovery process, the State government may provide support and assistance to the Shire. The structure of the State Recovery Coordination is shown below.

Figure 1: State Government Coordination Structure





6.5.1 State Recovery Coordinator/State Recovery Controller

The **State Recovery Coordinator** supports a whole of government approach and coordinates the maintenance of the State recovery arrangements and plans, through the SEMC recovery sub-committee. The State Recovery Coordinator supports the operation of State level recovery coordination through the State Recovery Coordination Group (SRCG).

The Premier appoints the **State Recovery Controller**. The Controller will usually be appointed when an emergency affects several communities, is ongoing, requires State level assistance to resolve issues and needs a regional coordination approach.

6.5.2 State Recovery Coordination Group

The SRCG is responsible for coordinating State level recovery in complex or prolonged recovery operations and develops a State level operational recovery plan. Its effectiveness must be evaluated after the State-level recovery coordination process has occurred.

ACTION

- The Shire will establish an LRG management structure relevant to event size and complexity.
- LRG will establish membership from Shire staff, supporting agencies and community members.
- LRG will operate within recognised functions and relevant sub-committee structure.
- LRG will actively encourage and invite community participation within the LRG.
- LRG will actively engage with State Government to maximise recovery resources and synergies between Local and State recovery activities.



7. FINANCIAL MANAGEMENT

7.1 Financial Management

7.1.1 Insurance

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. The Shire's assets are registered for insurance and financial reporting in line with the Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Asset Management Guidelines. Shire assets are insured through policies with the Local Government Insurance Scheme (LGIS).

7.1.2 Financial Records

Records/invoices of costs associated to an emergency event are to be assigned to specific emergency cost centres by Local Government. To ensure accurate records associated with recovery process, are easily identifiable and accessible at any time.

7.1.3 Internal Finance

In an emergency, the Local Government Act 1995, Section 6.8(c) allows expenditure from municipal funds, not included in the annual budget, to be authorised by the Mayor/President at the time of an emergency. Within this section 6.8(1) of the same act, tenders do not have to be publicly invited if goods and services are obtained from this expenditure.

7.1.4 Responsibilities for expending Shire funds

Where possible, expenditure of funds should be discussed with the CEO or nominated senior officer. The nominated senior officer must have an appropriate authorisation level required to enable funds expenditure.

ACTION

- All invoicing and costs associated with the emergency event to be allocated against emergency cost centre.
- CEO and/or nominated senior officer have authority to expend funds on emergency event.



7.2 Financial Assistance

7.2.1 The State Emergency Management Policy (SEMP)

SEMP Policy Section 5.12 outlines the responsibility of the Hazard Management Agency/Control Agency to meet costs associated with an emergency.

7.2.2 Financial Assistance in Recovery

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. Government recognises that communities and individuals do not always have resources to provide for their own recovery and financial assistance is available in some circumstances.

Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination ([SEMC EM Plan Section 6.10](#)).

7.2.3 Disaster Recovery Funding Arrangements-Western Australia (DRFAWA)

DRFAWA is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery efforts following a disaster deemed 'eligible'. To be eligible, it must be a natural disaster or terrorist act for which:

- A coordinated multi-agency response is required;
- State expenditure exceeds the small disaster criterion (\$240,000 not including insurance related expenditure); and
- It must be a terrorist event or one of 10 specific natural disasters.

Once it has been determined that the emergency is a large-scale costly event, the Shire shall immediately contact the WA State Administrator of DRFAWA.

DRFAWA Officers can be contacted via:

Email: drfawa@dfes.wa.gov.au

Phone: 9395 9341 or 9395 9973 or 9395 9374

Website: <https://www.dfes.wa.gov.au/recovery/Pages/DRFA-WA.aspx>

7.2.4 Centrelink

When a major disaster has significantly affected individuals and families, the Australian Government may provide the Disaster Recovery Payments which may vary from time to time. For more information, visit <https://www.humanservices.gov.au/individuals/help-emergency>

**ACTION**

- On advice an emergency is an eligible event and significant resources have been expended LRC will direct Shire to contact with DRFAWA Officers for advice and guidance.
- In an eligible major disaster LRC will assist affected individuals connect with Centrelink for assistance payments.
- For significant emergency events, immediately begin to track costs in case claims can be presented to DRFAWA.



8. APPEALS, DONATIONS AND VOLUNTEERS

8.1 Appeals and Donations

8.1.1 Lord Mayor's Distress Relief Fund (LMDRF)

The Shire will advise and direct the distribution of monetary donations through the LMDRF, which operates under specific guidelines and policy. LMDRF will provide aid to Western Australian victims of disastrous events. The Fund will primarily focus on the relief of individuals' distress and hardship of individuals.

LMDRF should work closely with the LRG, ensuring local issues are considered before deciding on a disbursement plan. LRG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed. For more information see: <http://www.appealswa.org.au>

8.1.2 Donations of goods

At every opportunity, donations of physical goods should be discouraged due to significant difficulties when managing physical items. Cash donations are easier to manage and provide the opportunity to use local services, which in turn assists with the recovery of local businesses.

View the [National Guidelines for Managing Donated Goods](#) for best strategy management.

8.1.3 Donations of Cash

LRG will encourage the use of the LMDRF for cash donations and if deemed necessary, a separate account will be opened. ([State EM Procedures](#)) Pg. 176, Management of Public Fundraising and Donations)

8.1.4 Non-Government Organisations (NGO) Assistance

NGOs may offer assistance by way of emergency relief funds, shelter or supplies. Where possible all offers or requests should be coordinated through the LRG to avoid duplication of effort and confusion.

8.1.5 Donations of Service and Labour

The Shire or its LRG should coordinate donations of services/labour to assist with recovery.

**ACTION**

- On advice of eligibility following a disaster LRC will direct Shire Officers to contact LMDRF for advice and guidance.
- Spokesperson to advise that the Shire will not accept donations of goods.
- All financial donations will be direct through the LMDRF.
- Offers of assistance will be directed to LRG.

8.1.6 Spontaneous Volunteers

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, the Shire and its LRG will determine the process to deal with this situation and if support agencies are required to assist with managing these volunteers. The likely sources of volunteers are:

- Clubs
- Community groups
- Non-government organisations, and
- Members of the public.

ACTION

- LRG will refer the management of volunteers to local service clubs and support organisations.



9. FACILITIES AND RESOURCES

9.1 Hazard Management Agency Response Resources

The Hazard Management Agency (HMA) is responsible for certain resources and should determine which are required to combat the hazards.

9.2 Shire of Derby West Kimberley Contacts, Resources and Assets Directory

The Shire has conducted a broad analysis of resources it has available and collated these in the 'Shire Emergency Contacts and Resources Directory' and the 'Shire Welfare Centre Assets Directory' found in the Shire's Local Emergency Management Plan. Both documents shall be reviewed and updated quarterly at each LEMC meeting. The Shire Emergency Contacts and Resource Directory contains:

- Contact Names
- Contact Details (Business/After Hours), and
- Resources and Service Providers.

9.3 Australian Red Cross

The Australian Red Cross has over `100 years' experience of dealing with people in crisis. A wide range of helpful resources can be found on the [Australian Red Cross](#) website to help communities prepare for, respond to and recover from disasters.

9.4 Recovery Facilities and Staff

9.4.1 Recovery Centre and One-Stop-Shop

The purpose of a **Recovery Centre** (RC) and a **One-Stop-Shop** (OSS) is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The LRC will decide where to establish the RC (which could be on-going for a significant length of time) and the OSS (usually immediate and shorter length of time), which will depend upon the location, extent and severity of the emergency. Alternative centres will be explored as required on availability of premises following an event.



The following locations have been identified as suitable RCs:

Location One - Shire of Derby West Kimberley Council Chambers – 24 Loch Street, Derby			
Contact	Name	Phone	Mobile
1 st Contact	Chief Executive Officer	0891910999	
2 nd Contact	Executive Manager Technical & Development Services	0891910999	0418922415
3 rd Contact	Manager Community Development	0891910999	
Location Two - Derby Recreation Centre, Ashley Street Derby			
Contact	Name	Phone	Mobile
1 st Contact	Chief Executive Officer	0891910999	
2 nd Contact	Executive Manager Technical & Development Services	0891910999	0418922415
3 rd Contact	Manager Community Development	0891910999	
Location Three – Fitzroy Crossing Visitors Centre, Crn., Flynn Dv. /Forrest Rd. Fitzroy Crossing			
Contact	Name	Phone	Mobile
1 st Contact	Senior Customer Service Officer	0891915116	
2 nd Contact	Ken McLeod - Ranger-Works Supervisor	0891915201	0427915201

Depending on the incident’s severity, the OSS may be established to provide a central location for the public to receive assistance from all the relevant agencies in the short term. The OSS is to be located as close as possible to the affected community area.

Often the nominated evacuation centre may make a natural transition into the OSS. Where this option is not viable, other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders.

ACTIONS

- LRC/LRG to determine location for RC and establish as soon as possible.
- OSS to be established immediately following event and located appropriately.



9.4.2 Shire of Derby West Kimberley Staff

9.4.2.1 Staff considerations

To ensure the continuity of regular business processes, the demands of recovery operations on staff should be considered. It may be necessary to employ additional staff to ensure the Shire continues to fulfil critical service obligations to the community.

The extent of the recovery operations should not be underestimated, as recovery can be a complex and lengthy process. Depending on the nature of the event, some recovery services may be required for months or even years after.

9.4.2.2 Staffing levels

In the event of a large-scale emergency, the Shire's management should assess staffing needs, as soon as possible, to ensure adequate resourcing is available. If appropriate, a request for assistance may be forwarded to the LRG for consideration.

9.4.2.3 Stress and fatigue

Senior staff are responsible for considering and monitoring the effects of fatigue, stress, and pressure on staff throughout the recovery process. Additionally, there may be situations where some staff members live in the affected community and have been personally affected by the disaster. Dependent on the nature and impact of the disaster, Council and Human Resources Officers should consider additional support for staff. The Shire's current Employee Assistance Programs (EAP) should be used as necessary.

9.4.2.4 Staff communication

It is imperative that all staff be regularly briefed and kept up-to-date with all activities and progress of recovery. Every day staff communicate with a broad range of community members so can confidently understand and relate the extensive activities and actions the Shire and its LRG are currently engaged in. Situation Reports should be posted prominently within the workplace.

The Shire will instigate a formal debriefing arrangement for all staff as they transition from recovery back to their normal duties.

ACTION

- Shire staff to be regularly briefed on current situation and activities within recovery.
- Stress and fatigue of Shire staff to be monitored and assistance provided where appropriate.
- As soon as possible determine increase in staffing level to meet demands (refer 1.7.3.).



10. ROLES AND RESPONSIBILITIES

10.1 Local Emergency Management Committee

The Shire's LEMC is a planning committee with the role of developing local emergency management plans (arrangements) for its district. To assist the Shire manage its recovery activities, during the response phase, some members may be part of the ISG while also forming part of the LRG.

10.2 Local Recovery Coordinator

The Shire's LRC has been appointed in accordance with the [Emergency Management Act 2005](#), Section 41(4). A deputy has also been appointed and trained to undertake the role in case the primary appointee is unavailable when an emergency occurs.

10.3 Local Recovery Group

The Shire's LRG is the strategic decision-making body that oversees the recovery process. The LRG has a key role in coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments of the affected community. LRG is formed from LEMC members responsible for specific recovery and restoration tasks, Support organisations, Non-Government Organisations and significant community representatives.

10.4 Shire Recovery Roles and Responsibilities

A comprehensive list of all roles and responsibilities for disaster recovery duties of the LRC and identified Shire staff can be viewed at **Appendix 5**.

10.5 External Agencies Recovery Roles and Responsibilities

The WA State Government along with Non-Government Organisations should provide a range of services and resources to the recovery effort and should be used wherever possible. A complete list of agencies and their roles and responsibilities can be viewed in the [State Emergency Management Plan](#) at [Appendix E](#).

ACTION

- All Shire staff could be engaged in various stages of disaster recovery.
- Specific Shire staff identified in this plan should be familiar with the roles and responsibilities involved with disaster recovery.
- External agencies should be engaged and used wherever possible.



11. COMMUNICATIONS

Recovery communication is the practice of sending, gathering, managing, evaluating and disseminating information. In an emergency and during the response phase, the HMA/CA manages communications. The CA officially hands responsibility for communication to the local government leading the recovery complete with the Impact Statement, as the transfer of event management to recovery is conducted. The local government coordinates the recovery of the affected community, including communications.

Communities threatened by, or experiencing, an emergency have an urgent and vital need for information and direction. They need to know what is likely to happen (or has happened), what to do and what to expect. They also need to know what the authorities are doing.

11.1 Recovery Communication Plan

A template for the Recovery Communication Plan has been developed to guide recovery communications. It details a vision, mission and direction for communication to the affected community and is provided to the LRG. The Recovery Communication Plan can be found at **Appendix 1**.

11.2 Spokesperson/s

During recovery, the Shire's spokesperson will be the Shire's President and/or the CEO. The CEO may delegate authority for specific person/s to act as a spokesperson.

11.3 Provisions for Non-English Speaking Communities

The Shire's current strategy for communicating with Non-English speaking areas of the Derby West Kimberley communities will be utilised within recovery communications.

ACTION

- The Recovery Communications Plan will be used to provide guidance in public information and communications.
- For further guidance refer Communication in Recovery Guidelines <https://semc.wa.gov.au/emergency-management/em-tools/Documents/CommunicatingInRecoveryGuidelines.pdf>



12. STAND DOWN

Recovery doesn't have a definite end date; however, the Shire will consult with all interested parties to decide when it will resume normal service delivery. This decision will be made depending on the severity and nature of the emergency, and the impact on the Shire and the community.

12.1 Debriefing

A representative from the Shire's People & Culture section will instigate a formal debriefing arrangement for all staff through the Employee Assistance Program (EAP) as required, while the Shire transits from recovery back to normal duties.

12.2 Evaluation

Under State emergency management guidelines, the one-year anniversary of the emergency marks the time when the local government must provide an evaluation report of its activities in recovery. ([State EM Policy](#) 6.10 - Review of Recovery Activities).

The LRC will provide the State Recovery Coordinator with a formal report that reflects on the recovery process undertaken by the Shire and its LRG. See **Appendix 6** Post Recovery Analysis, and **Appendix 7** Reporting template.

ACTION

- A formal Post Recovery Analysis will be held for LRG for evaluation and application of lessons learnt. (see Appendix 11)
- A formal debrief will be held for Shire staff for evaluation and application of lessons learnt.
- Assistance will be made available through EAP for any staff working in the recovery process.
- Formal report compiled by LRC for council and State Recovery Coordinator.

15 COMMUNITY AND RECREATION SERVICES

15.1 DISABILITY ACCESS AND INCLUSION PLAN 2022 -2027

File Number: CS/050/6

Author: Shane Edwards, Manager Community Development

Responsible Officer: Christie Mildenhall, Acting Director of Community Services

Authority/Discretion: Executive

SUMMARY

This report is for Council to endorse the DAIP 2022 – 2027, which incorporates strategies and an action plan to improve access and inclusion within the Shire.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer

BACKGROUND

The *Disability Services Act 1993* (the Act) requires all local government and State Government agencies to develop a Disability Access and Inclusion Plan.

DAIPs assist public authorities to plan and implement improvements to ensure people with disability have the same opportunities as other people to access;

1. Services and events;
2. Buildings and facilities;
3. Information;
4. Quality of service;
5. Complaints;
6. Consultation processes; and
7. Employment.

For the purposes of the legislation a disability is considered to be any continuing condition that restricts everyday activities. Disability is usually permanent, but may be episodic. Disabilities can be sensory, neurological, physical, intellectual, cognitive and psychiatric. Whilst DAIPs are specifically targeted at people with disability, the plans will also benefit people, the elderly, parents of young children and people from culturally and linguistically diverse backgrounds.

Under the Act agencies who are required to have a DAIP must review them every five years. The Shire's most recent plan expired in October 2021 and is therefore required to conduct a review of the DAIP. In June 2021 the Shire engaged the services of E-Qual Disability Consultants to review the existing DAIP and assist with the development of a new DAIP.

STATUTORY ENVIRONMENT

DAIPs are governed by the *Disability Services Act 1993 – Part 5* which sets out that each public authority must have a DAIP to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles applicable to people with disabilities and meets the objectives for services and programmes. The Act also outlines the

process for developing the DAIP, publication of the DAIP and implementation and reporting requirements.

Whilst not specific to DAIPs a number of other pieces of legislation are applicable in the delivery of access and inclusion initiatives, including the *Commonwealth Disability Discrimination Act (1992)* and the *Equal Opportunity Act (1984, amended 1988)*.

POLICY IMPLICATIONS

The Shire does not have a standalone policy regarding disability services, however there is a policy statement contained within the DAIP 2016 – 2021. This policy has been reviewed and is also included in the DAP 2022 – 2027.

The following Shire should also be considered in the context of developing the DAIP;

Policy AF6 – Risk and Opportunity provides guidance around applying a risk management process to “decision making through all levels of the organisation in relation to planning or executing any function, service or activity”

Policy FM1 – Forward Planning provides guidance around council setting objectives for all its services and that forward plans will be established for all new major items showing their financial impact.

FINANCIAL IMPLICATIONS

Adopting and implementing the recommendations of the DAIP may have relevant financial impacts. Generally any major impacts will be part of longer term planning and development and will need to be considered to ensure DAIP requirements are being met.

In many areas there will be little to no financial impact as recommendations are focussed more around policy/procedure change than financial investment for change. Where funding is required this will be accommodated through the operational budget or by seeking grant funding where appropriate.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
1. Leadership and Governance	1.1 Collaboration and partnership	1.1.1 Engage with our communities
1. Leadership and Governance	1.2 Capable, inclusive and effective organisation	1.2.3 Strive for a Council and workforce that reflects our communities
1. Leadership and Governance	1.3 Effective Communication	1.3.2 Listen to and respond to the needs of our communities
2. Community	2.1 Safe Communities	2.1.1 Encourage community safety to be a whole-of-community responsibility
2. Community	2.1 Safe Communities	2.1.2 Endeavour to provide safe, clean and well-lit streets and public spaces
2. Community	2.2 Healthy Communities	2.2.1 Build, maintain and maximise the use of community facilities
2. Community	2.2 Healthy Communities	2.2.2 Facilitate a range of accessible

		sporting and recreational activities
2. Community	2.4 Sustainable Communities	2.4.2 Collaborate with key agencies, groups and service providers to improve community services, programs and facilities
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
Legal & Compliance: Non-compliance with Disability Services Act	Unlikely	Major	Medium	Ensure Plan is generated and endorsed in appropriate timeframe
Organisation's Operations: Organisation may not be providing full access and equity to community	Possible	Minor	Medium	Ensure plan is comprehensive enough to cover all aspects of Shire operations and the impact on access and inclusion.
People Health & Safety: The health and safety of staff and community may be at risk	Possible	Minor	Medium	Ensure action plan is adhered to so as to minimise any possible OSH implications
Reputation: Organisation may be seen as not progressive and inclusive	Possible	Moderate	Medium	Adopt the DAIP strategies and Action Plan

CONSULTATION

Extensive consultation was undertaken as part of the DAIP Review. Officers working on the project engaged with SDWK staff, community members and organisations across the SDWK geographic footprint to obtain feedback. Feedback was obtained through pop-up stalls, postcards, online surveys and workshops. From October to December 2021 consultations resulted in 95 submissions from staff, community members and other key stakeholders/organisations.

E-Equal Disability Consultants collated the feedback received, along with feedback obtained through the Strategic Community Plan consultations in the attached DAIP Report Review (provided as Attachment 1).

In March 2022, Shire staff met to review the findings of the consultation and develop a draft set of strategies across the seven DAIP outcome areas.

On 14 April 2022 a draft strategy and Action Plan DAIP document was created and presented to council at an agenda briefing/workshop for comment/discussion.

A copy of the DAIP has also been sent to the Department of Communities for a compliance check. The feedback received has been provided as Attachment 3. All feedback has been incorporated into the plan.

COMMENT

After extensive consultation and review a new DAIP has been developed. The plan identifies a set of strategies that address the seven identified outcome areas identified in the Act. An action plan, which includes outcome measurements for each action, is also provided to inform the delivery of the strategies. The Action Plan provides a measurable, direction for the Shire to take regarding Disability Access and Inclusion across all divisions.



This plan is intended to cover the period 2022 to 2027 at which time it will need to be reviewed in line with the Act.

Following extensive Shire and community input, into its development, it is considered appropriate that councillors endorse the DAIP which will allow staff to move forward with the implementation of the Strategies and Action Plan, ensuring compliance with legislative requirements.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

1. DAIP Review Report [↓](#) 
2. SDWK 2022-2027 Disability Access and Inclusion Plan [↓](#) 
3. Feedback - DAIP Compliance Check - Department of Communities [↓](#) 

RECOMMENDATION

That Council

1. Endorses the SDWK Disability Access and Inclusion Plan 2022 – 2027.

Shire of Derby and West Kimberley Review and Consultation for Development of Disability Access and Inclusion Plan 2022 - 2028

This report has been prepared by:

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Background

It is a requirement of the WA Disability Services Act (1993) that all public authorities develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which the authority will ensure that people with disability have equal access to its facilities and services. The DAIP must be lodged with the Department of Communities, reported on annually and reviewed at least every five years.

The Shire of Derby and West Kimberley (DWK) contracted E-QUAL Disability Consultants to review their existing policies and practices, consult with stakeholders and develop a new DAIP which would comply with the WA Disability Services Act (1993).

This report describes the findings of the review and stakeholder consultation. A number of recommendations are made for consideration in the development of the new DAIP.

Disability Demographics

The Australian Bureau of Statistics conducts a survey of Disability, Ageing and Carers every five years. Data from the 2018 Survey estimated that 17.7% of the Australian population (4.4 million), have a disability. If you add to that the estimated 2.65 million Australians who are carers, then disability impacts approximately one third of the population.

In relation to the Shire of DWK, the 2018 survey estimated that 12.6% of the remote, very remote and outer regional Western Australian population have some form of disability. The Shire of DWK's estimated resident population is 8,211 so approximately 1,034 residents plus carers are likely to be impacted by disability.

The number of people with disability in Western Australia is expected to increase due mainly to our ageing population.

Legislative and Strategic Context

A review of relevant legislation and strategic initiatives provides insights into considerations for the DAIP.

Western Australian Disability Services Act 1993

The WA Disability Services Act (1993) mandates the requirement to have a DAIP.

Recommendation 1

The Shire of DWK should monitor any changes as a result of reviews of the Disability Services Act.

State Disability Strategy

The State Government has developed a 10 year plan to build an inclusive community which supports and empowers people with disability. The Plan notes that “Over the next 10 years, the role of DAIPs will be strengthened by encouraging and rewarding ambitious, local solutions in addition to monitoring and reporting on compliance across the community.”

Recommendation 2

The Shire of DWK should monitor the implementation of the State Disability Strategy and any opportunities arising that will support the Shire’s DAIP.

Commonwealth Disability Discrimination Act 1992

The Commonwealth Disability Discrimination Act (1992), known as the DDA, provides protection for everyone in Australia against discrimination based on disability. The DDA applies to many areas of life including education, employment, access to premises and provision of services.

A DAIP can be lodged with the Australian Human Rights Commission to demonstrate an organisations commitment to eliminate discrimination.

Recommendation 3

The Shire of DWK should consider lodging their DAIP with the Australian Human Rights Commission.

United Nations Convention on the Rights of Persons with Disabilities 2006

Article 9 of the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), requires Australia, as a signatory, to take appropriate measures to enable persons with disability to live independently and participate fully in all aspects of life on an equal basis with others. This includes access to the physical environment, transportation, information and communications (including information

and communications technologies and systems), and to other facilities and services open or provided to the public.

Australia has been a signatory to the convention since 2007 and has celebrated the UN proclaimed International Day of Persons with Disability on 3 December since 1996.

Recommendation 4

The Shire of DWK should consider opportunities to celebrate International Day of Persons with Disability and their commitment to access and inclusion.

Australian Disability Strategy 2021-2031

The Commonwealth, State and Territory and Local Governments, in consultation with people with disability, and their families, carers, and representatives have developed the Australian Disability Strategy 2021-2031. Over the next decade, the Strategy will drive initiatives to ensure greater inclusion and participation of people with disability in all areas of Australian life including employment, housing, education and health and wellbeing.

National Disability Insurance Scheme Act 2013

The aim of the National Disability Insurance Scheme (NDIS) is to provide nationally consistent delivery of individualised services for people with disability. People with disability can use their funding in a variety of ways to participate in the community including to access local services, recreation or volunteering.

Recommendation 5

The Shire of DWK should monitor the implementation of the NDIS and Australian Disability Strategy as there may be opportunities to support the DAIP.

The Shire of DWK Strategic Community Plan 2021-2031, Corporate Business Plan 2019-2023 and other associated plans

The Shire of DWK Strategic Community Plan 2021-2031 outlines a long-term vision for the community including goals, priorities, and how progress and success will be measured.

The Corporate Business Plan details the actions and resources (human, asset and financial) to achieve each strategy and acts as an organisational guide for the Council and management.

The four key strategic goals within the Strategic Community Plan align with some of the mandated DAIP Outcome areas.

The new DAIP could clearly link Strategic Community Plan goals to the mandated DAIP Outcomes to demonstrate that access and inclusion is an integral part of the Shire of DWK vision. A similar strategy was included in the previous DAIP.

Recommendation 6

The Shire of DWK should include in the DAIP the links between the Strategic Community Plan goals and the DAIP Outcomes.

Trends and Good Practice

In addition to the legislative and strategic context regarding access and inclusion, it is useful to be aware of trends and good practice when considering the development of the DAIP.

Self Advocacy Movement – “Nothing about us without us”

The voice of people with disability, families and carers has grown stronger over the past 15-20 years. This has been supported through legislative and policy directions providing significant investment in leadership development for people with disability and funding for self advocacy/peer support groups. Other factors also include strong campaigning for the NDIS bringing people together and greater connectivity through social media.

The Connect with Me project was launched by People with disability WA (PWdWA) on 22 August 2018. The Connect with Me project provides a guide and toolkit to support organisations to engage, connect and co-design with people with disability.

Co-design with Aboriginal and Torres Strait Islander people is also highly valued and can result in better outcomes.

Recommendation 8

The Shire of DWK should consider strengthening its collaboration with stakeholders with disability.

Access to Technology

In August 2016 the Australian government adopted an internationally aligned standard for ICT accessibility in procurement. The *Accessibility requirements suitable for public procurement of ICT products and services* establish a minimum standard to ensure that websites, software and digital devices are accessible.

The new standard ensures that all Australians can access information and use services electronically by public authorities and other public sector agencies during the procurement process.

The new standard provides a framework for developing and procuring a wide range of accessible ICT applications, products and services and could be used by the Shire of DWK to guide and support their ICT procurement process.

Recommendation 9

The Shire of DWK should consider using the Australian Standard *Accessibility requirements suitable for public procurement of ICT products and services* to guide and support their ICT procurement process.

Changing Places

Changing Places are secure, private facilities for people with disability who need extra space and assistance to use the bathroom in public spaces. The WA State Government provided funding for a network of Changing Places facilities including at Broome Recreation Aquatic Centre.

Recommendation 10

The Shire of DWK should monitor funding opportunities for Changing Places facilities.

Other Good Practice Ideas

A review of good practice initiatives around access and inclusion provides examples of good practice that the Shire of DWK could also consider including:

- Free entry for Companion card holders e.g. to recreation or aquatic centre
- Dedicated email address and phone number for access enquiries and complaints
- Compliance with the Public Sector employment requirements – *People with disability: Action Plan to Improve WA Public Sector Employment Outcomes 2020–2025*
- Internships and mentoring programs for staff with disability
- Information on website (or brochures/ fliers) about:
 - availability of accessible toilets
 - quiet times and quiet spaces at Council facilities e.g. library
- Accessible Events Guidelines provided to people who use or hire the Councils venues and spaces
- Staff provided with disability confidence training.

Recommendation 11

The Shire of DWK should consider other good practice ideas in light of community and staff feedback.

Progress in Access and Inclusion at the Shire of DWK

The Shire of DWK has implemented a number of initiatives over the years to improve access and inclusion. Some examples include:

- Upgrade of Derby Public Library, Council Chambers and Council Offices
- Re-marking of ACROD bays
- Improvements to the footpath on Knowsley Street West in Derby
- Road improvements at the Sandford and Skuthorp Road intersection in Fitzroy Crossing
- New event management plan with a specific section addressing event and site accessibility
- Derby Library home delivery service
- New website launched which meets WCAG 2.0 Level A standards
- Staff advised of the Shire's DAIP during induction process
- Improvements to internal record management system
- Development of Shire of DWK Facebook page

Stakeholder Consultation for the DAIP 2022-2028

Background and Methodology

As part of the review and development of the DAIP, a consultation was carried out with Shire of DWK staff and community members to identify barriers to access and inclusion as well as potential strategies to be incorporated into the new DAIP.

Staff and community members could have their say by:

- Completing an online or hard copy survey
- Attending a meeting with the Shire staff
- Contacting E-QUAL for a phone interview
- Filling in one or more of five postcards on different topics e.g. access to buildings and facilities, access to information and so on

The promotion of the consultation included:

- Advertising on the Shire's website (www.sdwk.wa.gov.au) over the last quarter of 2021. This included links for all forms of feedback including online, print, public consultation booths and appointments with administration staff to assist people who had difficulties communicating their answers by other methods.
- Website links for survey information on Facebook™ during the last quarter of 2021.
- Pop Up Stalls to engage with the public and fill out surveys and postcards at Derby Woolworths and IGA Fitzroy Crossing.
- A presentation on the consultation to approximately 50 staff and a follow up email in November 2021 to remind all staff to do the survey.
- Meetings/presentations to the local HACC, Juniper in Derby and Fitzroy Crossing, Far North Community Services, Nindilingarri Cultural Health Services, Multiple NDIS providers and Aboriginal corporations to explain the DAIP and get input from key stakeholders who work in the disability sector.

Demographics of Respondents¹

A total of 95 submissions were received during the consultation. This included:

- 14 community surveys
- 44 postcards (completed by community members)
- 37 staff surveys

¹ Not all survey respondents answered every question

One of the respondents to the community survey said they had a disability and two said they were a family member or carer of a person with disability. Most community surveys came from Fitzroy Crossing (60%) and Derby (30%).

Two respondents to the staff survey said they had a disability. Staff survey respondents principally came from the Depot. Table 1 provides further details.

Demographic information was not collected on postcards.

Table 1: Work area of staff survey respondents

Which area do you work in?	Responses	
Answer Choices		
Assets, Building Maintenance, Engineering	10.34%	3
Waste Management	3.45%	1
Parks and Reserves	6.90%	2
Depot Operation	41.38%	12
Planning and Building	3.45%	1
Environmental Health	10.34%	3
Rangers and Compliance	6.90%	2
Sustainability	0%	0
Finance and Purchasing	13.79%	4
Customer Service	13.79%	4
HR	0%	0
Governance and Property	0%	0
Communications, IT, Records	6.90%	2
Recreation & Culture, Community Safety	3.45%	1
Youth & Senior Services	6.90%	2
Library	3.45%	1
Aquatic Centre, Community Facilities	6.90%	2
Other (please specify)		
• Community Development		
• Executive	6.90%	2
	Answered	29

Consultation Findings

The findings from the consultation are summarised under each of the seven mandated DAIP Outcomes. As much as possible verbatim quotes are used.

Outcome 1 – People with disability have the same opportunities as other people to access the services of, and any event organised by, a public authority.

50% of all survey respondents said that they agreed or strongly agreed that the Shire of DWK provides an environment which is inclusive of people with disability.

Issues

36% of all survey respondents said that they were aware of difficulties experienced by people with disability regarding accessing the Shire of DWK programs, services and events. A summary of the key themes and comments follows.

Concerns about physical access to some services

- All the Shire building doors are push/pull which makes it hard for people in wheelchairs to access the doors without the risk of tripping over. Automatic doors would be a great effort towards Inclusion.
- Access to buildings in Fitzroy. Doors are hard to get through and wheelchair access not always available.
- Access and egress to private facilities and services (wilderness parks, remote scenic tourist destinations).
- Rec Centre access is unsuitable just about at every level for anyone in a wheelchair.
- Multiple doors at the Tourist Centre/Library could provide difficulty for people with disabilities. The only footpath into the oval amenities is via the pool entrance yet the footpaths do not extend to the rec hall.
- The Shire office/ Library / Department of Transport building In Fitzroy Crossing has a carpark that has been in need of redevelopment for at least 8 to 10 years. There are potholes and loose gravel everywhere making it hard for people with a disability to navigate.
- My daughter has her own home and is in a wheelchair and has issues getting her rubbish bin out to the side of the road in time for the rubbish truck and often misses out.
- Toilets access as distance too great for people between stops.

Concerns about physical access to some events

- Some venues where events are held are not overly accessible.
- Not sure how to include people with wheelchairs or walking difficulties on grassed events.

- To my knowledge there is no consideration or catering for people with a disability in any mainstream event programming.

Lack of services and supports

- Hearing impaired youth - it's hard to communicate with those participants who don't have a hearing aide.
- NDIS cannot find enough qualified or appropriate carers.
- Major issues accessing NDIS services in Fitzroy Crossing and surrounding communities.
- Disturbing lack of visibility of people with disabilities. We urgently need a place where people with disabilities can enjoy the sort of public amenities everyone else does. It is very dangerous to hide vulnerable people away. Where are they all?
- No taxi service for wheel chairs.
- Lack of services - autism plus ADHD only one visit every 3 weeks.
- No respite available.

Suggested actions from comments

- Stop footpath at end of creek. Client fell out of chair.
- Level up paths to ensure not cut off when wet season comes.
- Footpaths need to have no gravel e.g. Flynn Road as you go around bend.
- Provide a bus with wheelchair access.
- Engage schools in events.
- Have story telling with elderly and young people.
- Approach churches to engage with the elderly people.
- Shire to talk to Aboriginal organisations to have collaborated input from communities.
- More services for old people.
- Tourist destinations could be encouraged to display a rating sign that details the level of access they have available to guests.
- Branch out with advertising.
- Closer seating at events for people with hearing difficulties.
- Think of impaired seating at events.
- More holding bars in community housing and bathrooms (slippery floors) on each side of bathroom.
- Doors need to be automatic sliding/opening.
- Acquisition is in progress, however the installation of a hoist at the Derby memorial swimming pool will greatly increase the opportunity for people with disability involvement in aquatic programs and learn to swim.
- Fitzroy should have more education facilities and more job employment services, more churches, better youth involvement councils with case managers managing children and more security.

- Develop a safe hub for people with disabilities, where they can go to and feel welcome, have a cuppa, do activities, training etc, or just hang out and meet other people, bit like a recovery centre.
- Locate a suitable venue in the centre of town as an Activity Centre for people with disabilities and their carers.
- Invite people with disability to participate in a Shire event for people with disability.
- Continue support of awareness days like International day of disability.
- Community Inclusion programs could be developed and run.
- Start up the picture gardens again to keep community connected.

Outcome 2- People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Issues

48% of all survey respondents said that they were aware of difficulties experienced by people with disability regarding access to the Shire of DWK buildings, facilities, outdoor environments and other public spaces. A summary of the key themes and comments follows.

Footpaths in poor condition

- Footpath between Kimberley home and Woolies - there is a big drop off that may cause a gopher to tip.
- Some footpaths around the Derby town centre not good for anyone walking.
- Kerbing can be difficult to get over to gain access to locations.
- Appalling footpaths and transitions onto roadways, dated design of access ways and disability access ramps are barely acceptable.
- There is a resident who lives on McLarty Road in Fitzroy Crossing who uses a wheelchair. There are no wheelchair access points or a continual footpath to the IGA which is on the same street meaning this resident has to maneuver her wheelchair onto the road (without any ramp access) to get to the shops.
- Unsealed, uneven and non-existent pathways to key services such as rec centre and hospital.
- Insufficient footpaths - many instances where the footpath just ends, and people have to cross the road to get to the other one yet there is no ramp which makes this incredibly difficult and unsafe. Specific examples include the footpath along McLarty Road, the absence of any footpath to the hospital (Fallon Road) and the lack of footpath all the way along Sandford Road and to the Shell Roadhouse.
- Most places in Fitzroy Crossing are almost impossible to get to if you are in a wheelchair or of frail body. Paths that do not go the entire distance they are supposed to, gravel tracks for access to some facilities.
- Cracks in footpath hurt neck if riding mobility scooter.

Concerns about access to specific buildings and facilities

- Access to jetty.
- Lap pool could be difficult to access.
- Swimming pool water access could be improved.
- No aquatic ramp/hoist for disabled access into the swimming pool.
- The Derby Sportsmen's Club has no accessibility into the building apart from an outside ramp and has no disabled toilets.
- Disabled access to Rusty's as doors too heavy.

Concerns about doors and entrances

- Doors to many of the buildings are the type which swing out and are quite heavy (e.g. library, reception).
- Limited number of automatic entrance doors.
- Some steps leading into facilities creating access concerns. Non-automatic opening doors at the Administration Centre in both Derby and Fitzroy Crossing.
- Access to both Admin Buildings in Derby and Fitzroy - people have to navigate doors and small reception spaces.
- Shire office door is an issue with people in wheelchairs, trying to access either the library or the tourist shop/ office. area. The front door is quite heavy to open and people in wheelchairs have to wait on others to come along and open it for them.

Concerns re lighting

- Lighting at night around the Shire complex could be improved for everyone's safety.
- Many of the streetlights around town do not provide adequate lighting especially Flynn Road near Henwood Close.

Lack of facilities

- Need for more accessible toilets
- People with disabilities, aged and people with chronic health conditions have issues accessing the public toilets in front of the IGA, due to the distance away from the main building. This causes shame to them as they often have accidents trying to get to the toilet in time.
- Sensory reduced areas needed.
- No shade around town.

Suggested actions from comments

- More shaded seating areas around town for people to sit and rest.
- More benches in shopping centres and outside in cool areas.
- Move seating at the jetty.
- More parking - signage - prevent people from parking in multiple space or even disabled parking.
- Woolworths- Disabled sign missing off pole and no one has noticed.
- No disabled sign near Spinifex. Upgrades to paint with clear signs.
- Loch Street think of disabled parking.
- Clarendon street freshen up painting. Tourist info centre parking.
- Wider paths around town as well so people don't get stuck.
- More dual-use footpaths for wheelchair/gophers to avoid using motor ways.
- Better maintenance of existing footpaths, keep clear of broken glass, prickles etc.
- Preventative works on truck bays so everyone can get out.
- More guides like braille for vision impaired people especially in toilets etc.
- More accessible pathways/roads for wheelchair users in Fitzroy.
- Road needs fixing Shell and visitor centre.
- Shops need doors for people on wheelchair.
- More pathways to access public areas.
- More gazebos/covered shade areas in parks with suitable tables for wheelchair access. Currently tables that have seating attached are not suitable for wheelchair users.
- Better policing of ACROD bays. Currently anyone and everyone uses these bays with no repercussions.
- Consultation with business owners about adequate disabled bay parking E.g. outside the chemist. People need access to the footpath from both side of vehicles, as people with disabilities who are passengers have to walk around the back of the car to get to ramp as access is only on driver's side.
- The repainting of yellow lines on the edging of steps would greatly assist those who are able to see partially but cannot tell depth due to vision loss. e.g. the steps in front of the civic centre.
- Automatic doors to public buildings.
- Braille scripts could be used.
- Allocate more money to asset improvement and upgrades.
- Renovate Sportsmen's Club to have disabled access toilets.
- Speak with the people who are disabled and ask them what they think of the facilities.
- Make the town wheelchair friendly, and also easier to navigate for an aging demographic.

Outcome 3 – People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Issues with written/printed information

17% of all survey respondents said that they were aware of difficulties experienced by people with disability regarding written/printed information.

Comments about issues included:

- A lot of programs don't provide hard copy information.
- Some restrictions for people with reading/learning difficulties. No Braille or assistance for blind people.
- Not easily accessed or written in a way for them to understand information.

Issues with on-line information

15% of all survey respondents said that they were aware of difficulties experienced by people with disability regarding online information.

Comments about issues included:

- Website is not easy to navigate - difficult to find information.
- There is no town internet service (for example - community WIFI in Bayulu Community) so it may be difficult for people to access online services.
- The Shire website is at time hard to navigate and is really Derby centric.
- If people don't have access to the internet/our website, it makes it harder for them to access information that is accessible to those that have it (for e.g. ReadSpeaker on website, colour contrasting etc. on website).

Issues with obtaining information in alternative formats

7% of all survey respondents said that they were aware of difficulties obtaining information in alternative formats, however 20% did not know.

Comments about issues included:

- Not aware if anything available for the blind.
- There are no facilities that provide alternative formats in the Fitzroy Valley area for people with disabilities to access.

Suggested actions from comments

Community respondents said they would like the Shire of Derby and West Kimberley to keep them up to date with information about support and services available to people with disability through E-Newsletters or the Shire social media. Other suggested actions included:

- Increase ANZ Bank opening hours. Not all people have access to online banking.
- More pictorial information - a lot of the older community have had limited education or have poor eyesight, making reading small print difficult.
- Information on notice boards needs to be at a height where people in wheelchairs can see it better - currently information is simply too high for them to see.
- The current Facebook notices and posts are quite good- the only suggestion would be a bit more notice for things or people/organisations coming to town. Some people need more than just a couple of days' notice.
- Let the people know they are going out to communities.
- Advertising in shops - IGA, Woollies notice board and notice board.
- Do mail drops for people that don't use technology.
- Advertise in newspaper as that is the only way I get important local information
- Subtitles need to be on all videos.
- Height adjustable tables to work from. Maybe changing the layout of the front office for space to move around.
- Make alternative formats available on SharePoint.

Outcome 4 - People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Approximately half of all the survey respondents (48%) agreed or strongly agreed that staff have a reasonable level of awareness and skills regarding people with disability.

Comments about issues included:

- Most knowledge and awareness is based on personal experience. Little training given.
- Limited knowledge/training for staff on how to handle communication with blind, deaf or mute persons.
- Focus on wheelchairs. Need to also consider vision.
- Staff are not aware of the many varied things which can be considered a disability. It is usually seen as a wheelchair or something physically in front of staff. Poor vision, learning disability are not always understood.

Suggested actions from comments

Staff survey respondents said they would like the Shire to keep them up to date with information about support and services available to people with disability through the website and social media. Other suggestions included:

- More customer service training to deal with elderly /people with disabilities. E.g. a number of our clients have experienced poor understanding and patience when dealing with some front office staff and found them abrupt and sometimes rude. Sometimes people with differing cognitive abilities need time and patience to absorb and understand information. Some people simply don't understand the bureaucratic process with some issues and this needs to be allowed for.
- Care, understand, promote, have a policy about how to be inclusive, enact.

Outcome 5 – People with disability have the same opportunities as others to make complaints to a public authority.

38% of all survey respondents said that the Shire of DWK provided adequate opportunities for people with a disability to provide feedback or make complaints, however 53% of respondents didn't know.

The most common reasons people with disability do not have the same opportunities as others to make complaints were:

- Lack of staff knowledge and skills to advise/support person
- Lack of information on how to provide feedback or make a complaint
- Lack of feedback about outcomes of complaints
- Inaccessible feedback or complaints procedure e.g. some people can't read or write

Comments about issues included:

- My daughter and I have been complaining to the Shire about the footpath along McLarty Road, directly behind the Tarunda caravan park where the footpath comes to a dead end, onto a sandy boggy area (next to the creek). This is where my daughter who is a wheelchair has fallen out a number of times, and still nothing has been fixed, so therefore this puts my daughter at more risk of using the road to get home to her property on the other side of the creek.
- 8 years I've been complaining about footpaths but no one responds. My buggies keep breaking and it is expensive.

Suggested actions from comments

- When a complaint is made, acknowledge that the complaint has been received and looked into, and advise of the outcome.

Outcome 6 – People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

43% of all survey respondents said that the Shire of DWK provided adequate opportunities for people with a disability to provide feedback in consultations however 43% of respondents didn't know.

The most common reasons people with disability do not have the same opportunities as others to provide feedback in consultations were:

- Lack of skilled staff to support participation
- Consultation venue not accessible
- Information promoting the consultation not in accessible formats
- Processes to provide comment not accessible

Comments about issues included:

- There is a no process for people who do not have adequate literacy level because of learning difficulties.
- People with poor vision or cognitive abilities struggle with written pamphlets. Not everyone has access to a smart device to access websites/online information.

Suggested actions from comments

- More videos and face to face so people can give their opinions.
- Consultations could be done better by working with agencies to provide transport to and from events.
- Provide feedback via different mediums, such as the local radio station or in pictorial form.
- Face to face consultations.
- Community meetings.
- House visits - hard paper copies.
- Promoting events and activities on 6DBY.

Outcome 7 – People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

43% of all survey respondents said that the Shire of DWK provides adequate opportunities for people with a disability to obtain and maintain employment however 43% didn't know.

The main reasons why the Shire of DWK does not provide adequate opportunities for people with disability to obtain and maintain employment included:

- Staff not aware of support available for employees with disability e.g. funding for adaptive equipment, disability employment services
- Staff don't understand the benefits of employing a person with disability
- Vacancies not promoted in ways that are accessible

65% of staff survey respondents said that the Shire of DWK provides an accessible and inclusive workplace.

The main reasons staff believe the Shire of DWK does not provide an accessible and inclusive workplace include:

- Workplaces not accessible e.g. doors in buildings not likely to be able to accommodate people using mobility aids, doors difficult to open for staff who are in a wheelchair, toilet facilities too narrow for a wheelchair, no disabled toilet at Coleman centre.
- Lack of support for employees with disability e.g. adaptive equipment, flexibility.

Suggested actions from comments

- Improve workstations. Improve knowledge of supports available.
- Renovate Shire admin buildings to have wider doors and passageways, disabled toilets and automatic opening entry doors.
- Upgrade facilities to include ramps, easy to open doors and wider halls/toilet stalls. Remove steps internally.
- Promote knowledge of engaging with the people with disability in communities.
- Staff and managers should undertake particular tasks or a day in the life for a person who has a disability and use council facilities to see how difficult or easy it would be to carry out work.
- Staff training.
- Have advertisements encouraging people with a disability to apply for jobs. E.g. we'll flip your disability into an ability!

- Maybe having job/volunteering opportunities which are casual or part-time to allow for people with disabilities to work when they are able to if they cannot maintain a fulltime position.

Recommendations

On the basis of the findings of the review and consultation, the following recommendations are made for consideration by the Shire of DWK DAIP Working Group:

Recommendation 1

The Shire of DWK should monitor any changes as a result of reviews of the Disability Services Act.

Recommendation 2

The Shire of DWK should monitor the implementation of the State Disability Strategy and any opportunities arising that will support the Shire's DAIP.

Recommendation 3

The Shire of DWK should consider lodging their DAIP with the Australian Human Rights Commission.

Recommendation 4

The Shire of DWK should consider opportunities to celebrate International Day of Persons with Disability and their commitment to access and inclusion.

Recommendation 5

The Shire of DWK should monitor the implementation of the NDIS and Australian Disability Strategy as there may be opportunities to support the DAIP.

Recommendation 6

The Shire of DWK should include in the DAIP the links between the Strategic Community Plan goals and the DAIP Outcomes.

Recommendation 7

The Shire of DWK should consider strengthening its collaboration with stakeholders with disability.

Recommendation 8

The Shire of DWK should consider using the Australian Standard *Accessibility requirements suitable for public procurement of ICT products and services* to guide and support their ICT procurement process.

Recommendation 9

The Shire of DWK should monitor funding opportunities for Changing Places facilities.

Recommendation 10

The Shire of DWK should consider other good practice ideas in light of community and staff feedback.

Recommendation 11

The Shire of DWK should consider the feedback received through the DAIP consultation, in particular the suggested actions, when considering the potential strategies and actions in the DAIP and DAIP Implementation Plan.

Shire of Derby and West Kimberley Review and Consultation for Development of Disability Access and Inclusion Plan 2022 - 2028

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Background

It is a requirement of the WA Disability Services Act (1993) that all public authorities develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which the authority will ensure that people with disability have equal access to its facilities and services. The DAIP must be lodged with the Department of Communities, reported on annually and reviewed at least every five years.

The Shire of Derby and West Kimberley (DWK) contracted E-QUAL Disability Consultants to review their existing policies and practices, consult with stakeholders and develop a new DAIP which would comply with the WA Disability Services Act (1993).

This report describes the findings of the review and stakeholder consultation. A number of recommendations are made for consideration in the development of the new DAIP.

Disability Demographics

The Australian Bureau of Statistics conducts a survey of Disability, Ageing and Carers every five years. Data from the 2018 Survey estimated that 17.7% of the Australian population (4.4 million), have a disability. If you add to that the estimated 2.65 million Australians who are carers, then disability impacts approximately one third of the population.

In relation to the Shire of DWK, the 2018 survey estimated that 12.6% of the remote, very remote and outer regional Western Australian population have some form of disability. The Shire of DWK's estimated resident population is 8,211 so approximately 1,034 residents plus carers are likely to be impacted by disability.

The number of people with disability in Western Australia is expected to increase due mainly to our ageing population.

Legislative and Strategic Context

A review of relevant legislation and strategic initiatives provides insights into considerations for the DAIP.

Western Australian Disability Services Act 1993

The WA Disability Services Act (1993) mandates the requirement to have a DAIP.

Recommendation 1

The Shire of DWK should monitor any changes as a result of reviews of the Disability Services Act.

State Disability Strategy

The State Government has developed a 10 year plan to build an inclusive community which supports and empowers people with disability. The Plan notes that “Over the next 10 years, the role of DAIPs will be strengthened by encouraging and rewarding ambitious, local solutions in addition to monitoring and reporting on compliance across the community.”

Recommendation 2

The Shire of DWK should monitor the implementation of the State Disability Strategy and any opportunities arising that will support the Shire’s DAIP.

Commonwealth Disability Discrimination Act 1992

The Commonwealth Disability Discrimination Act (1992), known as the DDA, provides protection for everyone in Australia against discrimination based on disability. The DDA applies to many areas of life including education, employment, access to premises and provision of services.

A DAIP can be lodged with the Australian Human Rights Commission to demonstrate an organisations commitment to eliminate discrimination.

Recommendation 3

The Shire of DWK should consider lodging their DAIP with the Australian Human Rights Commission.

United Nations Convention on the Rights of Persons with Disabilities 2006

Article 9 of the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), requires Australia, as a signatory, to take appropriate measures to enable persons with disability to live independently and participate fully in all aspects of life on an equal basis with others. This includes access to the physical environment, transportation, information and communications (including information

and communications technologies and systems), and to other facilities and services open or provided to the public.

Australia has been a signatory to the convention since 2007 and has celebrated the UN proclaimed International Day of Persons with Disability on 3 December since 1996.

Recommendation 4

The Shire of DWK should consider opportunities to celebrate International Day of Persons with Disability and their commitment to access and inclusion.

Australian Disability Strategy 2021-2031

The Commonwealth, State and Territory and Local Governments, in consultation with people with disability, and their families, carers, and representatives have developed the Australian Disability Strategy 2021-2031. Over the next decade, the Strategy will drive initiatives to ensure greater inclusion and participation of people with disability in all areas of Australian life including employment, housing, education and health and wellbeing.

National Disability Insurance Scheme Act 2013

The aim of the National Disability Insurance Scheme (NDIS) is to provide nationally consistent delivery of individualised services for people with disability. People with disability can use their funding in a variety of ways to participate in the community including to access local services, recreation or volunteering.

Recommendation 5

The Shire of DWK should monitor the implementation of the NDIS and Australian Disability Strategy as there may be opportunities to support the DAIP.

The Shire of DWK Strategic Community Plan 2021-2031, Corporate Business Plan 2019-2023 and other associated plans

The Shire of DWK Strategic Community Plan 2021-2031 outlines a long-term vision for the community including goals, priorities, and how progress and success will be measured.

The Corporate Business Plan details the actions and resources (human, asset and financial) to achieve each strategy and acts as an organisational guide for the Council and management.

The four key strategic goals within the Strategic Community Plan align with some of the mandated DAIP Outcome areas.

The new DAIP could clearly link Strategic Community Plan goals to the mandated DAIP Outcomes to demonstrate that access and inclusion is an integral part of the Shire of DWK vision. A similar strategy was included in the previous DAIP.

Recommendation 6

The Shire of DWK should include in the DAIP the links between the Strategic Community Plan goals and the DAIP Outcomes.

Trends and Good Practice

In addition to the legislative and strategic context regarding access and inclusion, it is useful to be aware of trends and good practice when considering the development of the DAIP.

Self Advocacy Movement – “Nothing about us without us”

The voice of people with disability, families and carers has grown stronger over the past 15-20 years. This has been supported through legislative and policy directions providing significant investment in leadership development for people with disability and funding for self advocacy/peer support groups. Other factors also include strong campaigning for the NDIS bringing people together and greater connectivity through social media.

The Connect with Me project was launched by People with disability WA (PWdWA) on 22 August 2018. The Connect with Me project provides a guide and toolkit to support organisations to engage, connect and co-design with people with disability.

Co-design with Aboriginal and Torres Strait Islander people is also highly valued and can result in better outcomes.

Recommendation 8

The Shire of DWK should consider strengthening its collaboration with stakeholders with disability.

Access to Technology

In August 2016 the Australian government adopted an internationally aligned standard for ICT accessibility in procurement. The *Accessibility requirements suitable for public procurement of ICT products and services* establish a minimum standard to ensure that websites, software and digital devices are accessible.

The new standard ensures that all Australians can access information and use services electronically by public authorities and other public sector agencies during the procurement process.

The new standard provides a framework for developing and procuring a wide range of accessible ICT applications, products and services and could be used by the Shire of DWK to guide and support their ICT procurement process.

Recommendation 9

The Shire of DWK should consider using the Australian Standard *Accessibility requirements suitable for public procurement of ICT products and services* to guide and support their ICT procurement process.

Changing Places

Changing Places are secure, private facilities for people with disability who need extra space and assistance to use the bathroom in public spaces. The WA State Government provided funding for a network of Changing Places facilities including at Broome Recreation Aquatic Centre.

Recommendation 10

The Shire of DWK should monitor funding opportunities for Changing Places facilities.

Other Good Practice Ideas

A review of good practice initiatives around access and inclusion provides examples of good practice that the Shire of DWK could also consider including:

- Free entry for Companion card holders e.g. to recreation or aquatic centre
- Dedicated email address and phone number for access enquiries and complaints
- Compliance with the Public Sector employment requirements – *People with disability: Action Plan to Improve WA Public Sector Employment Outcomes 2020–2025*
- Internships and mentoring programs for staff with disability
- Information on website (or brochures/ fliers) about:
 - availability of accessible toilets
 - quiet times and quiet spaces at Council facilities e.g. library
- Accessible Events Guidelines provided to people who use or hire the Councils venues and spaces
- Staff provided with disability confidence training.

Recommendation 11

The Shire of DWK should consider other good practice ideas in light of community and staff feedback.

Progress in Access and Inclusion at the Shire of DWK

The Shire of DWK has implemented a number of initiatives over the years to improve access and inclusion. Some examples include:

- Upgrade of Derby Public Library, Council Chambers and Council Offices
- Re-marking of ACROD bays
- Improvements to the footpath on Knowsley Street West in Derby
- Road improvements at the Sandford and Skuthorp Road intersection in Fitzroy Crossing
- New event management plan with a specific section addressing event and site accessibility
- Derby Library home delivery service
- New website launched which meets WCAG 2.0 Level A standards
- Staff advised of the Shire's DAIP during induction process
- Improvements to internal record management system
- Development of Shire of DWK Facebook page

Stakeholder Consultation for the DAIP 2022-2028

Background and Methodology

As part of the review and development of the DAIP, a consultation was carried out with Shire of DWK staff and community members to identify barriers to access and inclusion as well as potential strategies to be incorporated into the new DAIP.

Staff and community members could have their say by:

- Completing an online or hard copy survey
- Attending a meeting with the Shire staff
- Contacting E-QUAL for a phone interview
- Filling in one or more of five postcards on different topics e.g. access to buildings and facilities, access to information and so on

The promotion of the consultation included:

- Advertising on the Shire's website (www.sdwk.wa.gov.au) over the last quarter of 2021. This included links for all forms of feedback including online, print, public consultation booths and appointments with administration staff to assist people who had difficulties communicating their answers by other methods.
- Website links for survey information on Facebook™ during the last quarter of 2021.
- Pop Up Stalls to engage with the public and fill out surveys and postcards at Derby Woolworths and IGA Fitzroy Crossing.
- A presentation on the consultation to approximately 50 staff and a follow up email in November 2021 to remind all staff to do the survey.
- Meetings/presentations to the local HACC, Juniper in Derby and Fitzroy Crossing, Far North Community Services, Nindilingarri Cultural Health Services, Multiple NDIS providers and Aboriginal corporations to explain the DAIP and get input from key stakeholders who work in the disability sector.

Demographics of Respondents¹

A total of 95 submissions were received during the consultation. This included:

- 14 community surveys
- 44 postcards (completed by community members)
- 37 staff surveys

¹ Not all survey respondents answered every question

One of the respondents to the community survey said they had a disability and two said they were a family member or carer of a person with disability. Most community surveys came from Fitzroy Crossing (60%) and Derby (30%).

Two respondents to the staff survey said they had a disability. Staff survey respondents principally came from the Depot. Table 1 provides further details.

Demographic information was not collected on postcards.

Table 1: Work area of staff survey respondents

Which area do you work in?	Responses	
Answer Choices		
Assets, Building Maintenance, Engineering	10.34%	3
Waste Management	3.45%	1
Parks and Reserves	6.90%	2
Depot Operation	41.38%	12
Planning and Building	3.45%	1
Environmental Health	10.34%	3
Rangers and Compliance	6.90%	2
Sustainability	0%	0
Finance and Purchasing	13.79%	4
Customer Service	13.79%	4
HR	0%	0
Governance and Property	0%	0
Communications, IT, Records	6.90%	2
Recreation & Culture, Community Safety	3.45%	1
Youth & Senior Services	6.90%	2
Library	3.45%	1
Aquatic Centre, Community Facilities	6.90%	2
Other (please specify)		
• Community Development		
• Executive	6.90%	2
	Answered	29

Consultation Findings

The findings from the consultation are summarised under each of the seven mandated DAIP Outcomes. As much as possible verbatim quotes are used.

Outcome 1 – People with disability have the same opportunities as other people to access the services of, and any event organised by, a public authority.

50% of all survey respondents said that they agreed or strongly agreed that the Shire of DWK provides an environment which is inclusive of people with disability.

Issues

36% of all survey respondents said that they were aware of difficulties experienced by people with disability regarding accessing the Shire of DWK programs, services and events. A summary of the key themes and comments follows.

Concerns about physical access to some services

- All the Shire building doors are push/pull which makes it hard for people in wheelchairs to access the doors without the risk of tripping over. Automatic doors would be a great effort towards Inclusion.
- Access to buildings in Fitzroy. Doors are hard to get through and wheelchair access not always available.
- Access and egress to private facilities and services (wilderness parks, remote scenic tourist destinations).
- Rec Centre access is unsuitable just about at every level for anyone in a wheelchair.
- Multiple doors at the Tourist Centre/Library could provide difficulty for people with disabilities. The only footpath into the oval amenities is via the pool entrance yet the footpaths do not extend to the rec hall.
- The Shire office/ Library / Department of Transport building In Fitzroy Crossing has a carpark that has been in need of redevelopment for at least 8 to 10 years. There are potholes and loose gravel everywhere making it hard for people with a disability to navigate.
- My daughter has her own home and is in a wheelchair and has issues getting her rubbish bin out to the side of the road in time for the rubbish truck and often misses out.
- Toilets access as distance too great for people between stops.

Concerns about physical access to some events

- Some venues where events are held are not overly accessible.
- Not sure how to include people with wheelchairs or walking difficulties on grassed events.

- To my knowledge there is no consideration or catering for people with a disability in any mainstream event programming.

Lack of services and supports

- Hearing impaired youth - it's hard to communicate with those participants who don't have a hearing aide.
- NDIS cannot find enough qualified or appropriate carers.
- Major issues accessing NDIS services in Fitzroy Crossing and surrounding communities.
- Disturbing lack of visibility of people with disabilities. We urgently need a place where people with disabilities can enjoy the sort of public amenities everyone else does. It is very dangerous to hide vulnerable people away. Where are they all?
- No taxi service for wheel chairs.
- Lack of services - autism plus ADHD only one visit every 3 weeks.
- No respite available.

Suggested actions from comments

- Stop footpath at end of creek. Client fell out of chair.
- Level up paths to ensure not cut off when wet season comes.
- Footpaths need to have no gravel e.g. Flynn Road as you go around bend.
- Provide a bus with wheelchair access.
- Engage schools in events.
- Have story telling with elderly and young people.
- Approach churches to engage with the elderly people.
- Shire to talk to Aboriginal organisations to have collaborated input from communities.
- More services for old people.
- Tourist destinations could be encouraged to display a rating sign that details the level of access they have available to guests.
- Branch out with advertising.
- Closer seating at events for people with hearing difficulties.
- Think of impaired seating at events.
- More holding bars in community housing and bathrooms (slippery floors) on each side of bathroom.
- Doors need to be automatic sliding/opening.
- Acquisition is in progress, however the installation of a hoist at the Derby memorial swimming pool will greatly increase the opportunity for people with disability involvement in aquatic programs and learn to swim.
- Fitzroy should have more education facilities and more job employment services, more churches, better youth involvement councils with case managers managing children and more security.

- Develop a safe hub for people with disabilities, where they can go to and feel welcome, have a cuppa, do activities, training etc, or just hang out and meet other people, bit like a recovery centre.
- Locate a suitable venue in the centre of town as an Activity Centre for people with disabilities and their carers.
- Invite people with disability to participate in a Shire event for people with disability.
- Continue support of awareness days like International day of disability.
- Community Inclusion programs could be developed and run.
- Start up the picture gardens again to keep community connected.

Outcome 2- People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Issues

48% of all survey respondents said that they were aware of difficulties experienced by people with disability regarding access to the Shire of DWK buildings, facilities, outdoor environments and other public spaces. A summary of the key themes and comments follows.

Footpaths in poor condition

- Footpath between Kimberley home and Woolies - there is a big drop off that may cause a gopher to tip.
- Some footpaths around the Derby town centre not good for anyone walking.
- Kerbing can be difficult to get over to gain access to locations.
- Appalling footpaths and transitions onto roadways, dated design of access ways and disability access ramps are barely acceptable.
- There is a resident who lives on McLarty Road in Fitzroy Crossing who uses a wheelchair. There are no wheelchair access points or a continual footpath to the IGA which is on the same street meaning this resident has to maneuver her wheelchair onto the road (without any ramp access) to get to the shops.
- Unsealed, uneven and non-existent pathways to key services such as rec centre and hospital.
- Insufficient footpaths - many instances where the footpath just ends, and people have to cross the road to get to the other one yet there is no ramp which makes this incredibly difficult and unsafe. Specific examples include the footpath along McLarty Road, the absence of any footpath to the hospital (Fallon Road) and the lack of footpath all the way along Sandford Road and to the Shell Roadhouse.
- Most places in Fitzroy Crossing are almost impossible to get to if you are in a wheelchair or of frail body. Paths that do not go the entire distance they are supposed to, gravel tracks for access to some facilities.
- Cracks in footpath hurt neck if riding mobility scooter.

Concerns about access to specific buildings and facilities

- Access to jetty.
- Lap pool could be difficult to access.
- Swimming pool water access could be improved.
- No aquatic ramp/hoist for disabled access into the swimming pool.
- The Derby Sportsmen's Club has no accessibility into the building apart from an outside ramp and has no disabled toilets.
- Disabled access to Rusty's as doors too heavy.

Concerns about doors and entrances

- Doors to many of the buildings are the type which swing out and are quite heavy (e.g. library, reception).
- Limited number of automatic entrance doors.
- Some steps leading into facilities creating access concerns. Non-automatic opening doors at the Administration Centre in both Derby and Fitzroy Crossing.
- Access to both Admin Buildings in Derby and Fitzroy - people have to navigate doors and small reception spaces.
- Shire office door is an issue with people in wheelchairs, trying to access either the library or the tourist shop/ office. area. The front door is quite heavy to open and people in wheelchairs have to wait on others to come along and open it for them.

Concerns re lighting

- Lighting at night around the Shire complex could be improved for everyone's safety.
- Many of the streetlights around town do not provide adequate lighting especially Flynn Road near Henwood Close.

Lack of facilities

- Need for more accessible toilets
- People with disabilities, aged and people with chronic health conditions have issues accessing the public toilets in front of the IGA, due to the distance away from the main building. This causes shame to them as they often have accidents trying to get to the toilet in time.
- Sensory reduced areas needed.
- No shade around town.

Suggested actions from comments

- More shaded seating areas around town for people to sit and rest.
- More benches in shopping centres and outside in cool areas.
- Move seating at the jetty.
- More parking - signage - prevent people from parking in multiple space or even disabled parking.
- Woolworths- Disabled sign missing off pole and no one has noticed.
- No disabled sign near Spinifex. Upgrades to paint with clear signs.
- Loch Street think of disabled parking.
- Clarendon street freshen up painting. Tourist info centre parking.
- Wider paths around town as well so people don't get stuck.
- More dual-use footpaths for wheelchair/gophers to avoid using motor ways.
- Better maintenance of existing footpaths, keep clear of broken glass, prickles etc.
- Preventative works on truck bays so everyone can get out.
- More guides like braille for vision impaired people especially in toilets etc.
- More accessible pathways/roads for wheelchair users in Fitzroy.
- Road needs fixing Shell and visitor centre.
- Shops need doors for people on wheelchair.
- More pathways to access public areas.
- More gazebos/covered shade areas in parks with suitable tables for wheelchair access. Currently tables that have seating attached are not suitable for wheelchair users.
- Better policing of ACROD bays. Currently anyone and everyone uses these bays with no repercussions.
- Consultation with business owners about adequate disabled bay parking E.g. outside the chemist. People need access to the footpath from both side of vehicles, as people with disabilities who are passengers have to walk around the back of the car to get to ramp as access is only on driver's side.
- The repainting of yellow lines on the edging of steps would greatly assist those who are able to see partially but cannot tell depth due to vision loss. e.g. the steps in front of the civic centre.
- Automatic doors to public buildings.
- Braille scripts could be used.
- Allocate more money to asset improvement and upgrades.
- Renovate Sportsmen's Club to have disabled access toilets.
- Speak with the people who are disabled and ask them what they think of the facilities.
- Make the town wheelchair friendly, and also easier to navigate for an aging demographic.

Outcome 3 – People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Issues with written/printed information

17% of all survey respondents said that they were aware of difficulties experienced by people with disability regarding written/printed information.

Comments about issues included:

- A lot of programs don't provide hard copy information.
- Some restrictions for people with reading/learning difficulties. No Braille or assistance for blind people.
- Not easily accessed or written in a way for them to understand information.

Issues with on-line information

15% of all survey respondents said that they were aware of difficulties experienced by people with disability regarding online information.

Comments about issues included:

- Website is not easy to navigate - difficult to find information.
- There is no town internet service (for example - community WIFI in Bayulu Community) so it may be difficult for people to access online services.
- The Shire website is at time hard to navigate and is really Derby centric.
- If people don't have access to the internet/our website, it makes it harder for them to access information that is accessible to those that have it (for e.g. ReadSpeaker on website, colour contrasting etc. on website).

Issues with obtaining information in alternative formats

7% of all survey respondents said that they were aware of difficulties obtaining information in alternative formats, however 20% did not know.

Comments about issues included:

- Not aware if anything available for the blind.
- There are no facilities that provide alternative formats in the Fitzroy Valley area for people with disabilities to access.

Suggested actions from comments

Community respondents said they would like the Shire of Derby and West Kimberley to keep them up to date with information about support and services available to people with disability through E-Newsletters or the Shire social media. Other suggested actions included:

- Increase ANZ Bank opening hours. Not all people have access to online banking.
- More pictorial information - a lot of the older community have had limited education or have poor eyesight, making reading small print difficult.
- Information on notice boards needs to be at a height where people in wheelchairs can see it better - currently information is simply too high for them to see.
- The current Facebook notices and posts are quite good- the only suggestion would be a bit more notice for things or people/organisations coming to town. Some people need more than just a couple of days' notice.
- Let the people know they are going out to communities.
- Advertising in shops - IGA, Woollies notice board and notice board.
- Do mail drops for people that don't use technology.
- Advertise in newspaper as that is the only way I get important local information
- Subtitles need to be on all videos.
- Height adjustable tables to work from. Maybe changing the layout of the front office for space to move around.
- Make alternative formats available on SharePoint.

Outcome 4 - People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Approximately half of all the survey respondents (48%) agreed or strongly agreed that staff have a reasonable level of awareness and skills regarding people with disability.

Comments about issues included:

- Most knowledge and awareness is based on personal experience. Little training given.
- Limited knowledge/training for staff on how to handle communication with blind, deaf or mute persons.
- Focus on wheelchairs. Need to also consider vision.
- Staff are not aware of the many varied things which can be considered a disability. It is usually seen as a wheelchair or something physically in front of staff. Poor vision, learning disability are not always understood.

Suggested actions from comments

Staff survey respondents said they would like the Shire to keep them up to date with information about support and services available to people with disability through the website and social media. Other suggestions included:

- More customer service training to deal with elderly /people with disabilities. E.g. a number of our clients have experienced poor understanding and patience when dealing with some front office staff and found them abrupt and sometimes rude. Sometimes people with differing cognitive abilities need time and patience to absorb and understand information. Some people simply don't understand the bureaucratic process with some issues and this needs to be allowed for.
- Care, understand, promote, have a policy about how to be inclusive, enact.

Outcome 5 – People with disability have the same opportunities as others to make complaints to a public authority.

38% of all survey respondents said that the Shire of DWK provided adequate opportunities for people with a disability to provide feedback or make complaints, however 53% of respondents didn't know.

The most common reasons people with disability do not have the same opportunities as others to make complaints were:

- Lack of staff knowledge and skills to advise/support person
- Lack of information on how to provide feedback or make a complaint
- Lack of feedback about outcomes of complaints
- Inaccessible feedback or complaints procedure e.g. some people can't read or write

Comments about issues included:

- My daughter and I have been complaining to the Shire about the footpath along McLarty Road, directly behind the Tarunda caravan park where the footpath comes to a dead end, onto a sandy boggy area (next to the creek). This is where my daughter who is a wheelchair has fallen out a number of times, and still nothing has been fixed, so therefore this puts my daughter at more risk of using the road to get home to her property on the other side of the creek.
- 8 years I've been complaining about footpaths but no one responds. My buggies keep breaking and it is expensive.

Suggested actions from comments

- When a complaint is made, acknowledge that the complaint has been received and looked into, and advise of the outcome.

Outcome 6 – People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

43% of all survey respondents said that the Shire of DWK provided adequate opportunities for people with a disability to provide feedback in consultations however 43% of respondents didn't know.

The most common reasons people with disability do not have the same opportunities as others to provide feedback in consultations were:

- Lack of skilled staff to support participation
- Consultation venue not accessible
- Information promoting the consultation not in accessible formats
- Processes to provide comment not accessible

Comments about issues included:

- There is a no process for people who do not have adequate literacy level because of learning difficulties.
- People with poor vision or cognitive abilities struggle with written pamphlets. Not everyone has access to a smart device to access websites/online information.

Suggested actions from comments

- More videos and face to face so people can give their opinions.
- Consultations could be done better by working with agencies to provide transport to and from events.
- Provide feedback via different mediums, such as the local radio station or in pictorial form.
- Face to face consultations.
- Community meetings.
- House visits - hard paper copies.
- Promoting events and activities on 6DBY.

Outcome 7 – People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

43% of all survey respondents said that the Shire of DWK provides adequate opportunities for people with a disability to obtain and maintain employment however 43% didn't know.

The main reasons why the Shire of DWK does not provide adequate opportunities for people with disability to obtain and maintain employment included:

- Staff not aware of support available for employees with disability e.g. funding for adaptive equipment, disability employment services
- Staff don't understand the benefits of employing a person with disability
- Vacancies not promoted in ways that are accessible

65% of staff survey respondents said that the Shire of DWK provides an accessible and inclusive workplace.

The main reasons staff believe the Shire of DWK does not provide an accessible and inclusive workplace include:

- Workplaces not accessible e.g. doors in buildings not likely to be able to accommodate people using mobility aids, doors difficult to open for staff who are in a wheelchair, toilet facilities too narrow for a wheelchair, no disabled toilet at Coleman centre.
- Lack of support for employees with disability e.g. adaptive equipment, flexibility.

Suggested actions from comments

- Improve workstations. Improve knowledge of supports available.
- Renovate Shire admin buildings to have wider doors and passageways, disabled toilets and automatic opening entry doors.
- Upgrade facilities to include ramps, easy to open doors and wider halls/toilet stalls. Remove steps internally.
- Promote knowledge of engaging with the people with disability in communities.
- Staff and managers should undertake particular tasks or a day in the life for a person who has a disability and use council facilities to see how difficult or easy it would be to carry out work.
- Staff training.
- Have advertisements encouraging people with a disability to apply for jobs. E.g. we'll flip your disability into an ability!

- Maybe having job/volunteering opportunities which are casual or part-time to allow for people with disabilities to work when they are able to if they cannot maintain a fulltime position.

Recommendations

On the basis of the findings of the review and consultation, the following recommendations are made for consideration by the Shire of DWK DAIP Working Group:

Recommendation 1

The Shire of DWK should monitor any changes as a result of reviews of the Disability Services Act.

Recommendation 2

The Shire of DWK should monitor the implementation of the State Disability Strategy and any opportunities arising that will support the Shire's DAIP.

Recommendation 3

The Shire of DWK should consider lodging their DAIP with the Australian Human Rights Commission.

Recommendation 4

The Shire of DWK should consider opportunities to celebrate International Day of Persons with Disability and their commitment to access and inclusion.

Recommendation 5

The Shire of DWK should monitor the implementation of the NDIS and Australian Disability Strategy as there may be opportunities to support the DAIP.

Recommendation 6

The Shire of DWK should include in the DAIP the links between the Strategic Community Plan goals and the DAIP Outcomes.

Recommendation 7

The Shire of DWK should consider strengthening its collaboration with stakeholders with disability.

Recommendation 8

The Shire of DWK should consider using the Australian Standard *Accessibility requirements suitable for public procurement of ICT products and services* to guide and support their ICT procurement process.

Recommendation 9

The Shire of DWK should monitor funding opportunities for Changing Places facilities.

Recommendation 10

The Shire of DWK should consider other good practice ideas in light of community and staff feedback.

Recommendation 11

The Shire of DWK should consider the feedback received through the DAIP consultation, in particular the suggested actions, when considering the potential strategies and actions in the DAIP and DAIP Implementation Plan.

From: Access Improvement <Access@communities.wa.gov.au>
Sent: Wednesday, 15 June 2022 9:31 AM
To: Christie Mildenhall
Cc: Shane Edwards
Subject: I53434 - RE: O32897 - SDWK Draft DAIP for compliance check

Good morning Christie

Thank you for sending this through.

It is looking very good, its clear to the reader that a wide range of consultation was undertaken, and that the feedback is reflected in the strategies. It is great to see some indicators of success included, as its important for any type of plan to set a line as to what the expectations and deliverables are, otherwise its difficult to know whether you have ever achieved the outcomes, and plans can essentially go in circles.

Also great to see recognition of access and economic development as tourism to the area is a drawcard. While its not core business for local government, there is a significant market share of people with disability and they will make their travel decisions based on whether accommodation and activities are accessible. Across regional WA there are many areas which don't even offer any accessible accommodation, although this is slowly changing.

There are some minor suggestions below, there is no obligation at all to follow these, it is your plan.

- While the term people with a disability, or people with disabilities is also widely used, the preferred WA terminology has been people with disability. Whichever you choose, it may be slightly better to stay consistent throughout
- While we are not able to fully assess document accessibility, its suggested to ensure alt text with images so that people using screenreaders can understand the image. Likewise the Action Plan parts, if they are pasted in that can be more challenging for screenreaders. Potentially because the layout changes to portrait as well, you may consider leaving the action plan till the end as an appendix.
- Suggest clarifying -there are some references to 2022-2028, there is a max of 5 years under the Act so if the DAIP is finalised and submitted in July, max expiry would be 31 July 2027 or earlier if the Shire prefers
- You'll likely pick this up in final proofing anyway, but some minor formatting on page 11 'postcardswhich'. Also the numbering in the strategies section has some minor issues
- Page 13 at the end, and a few other instances, we are now just Department of Communities

Once Council has adopted, if you could please send us a final version of the plan by email for our records. Any questions please let me know.

Best wishes

Richard Struik
Department of Communities
M 0432835850
W communities.wa.gov.au



Government of **Western Australia**
Department of **Communities**

From: Christie Mildenhall <christie.mildenhall@sdwk.wa.gov.au>
Sent: Tuesday, 14 June 2022 11:47 AM
To: Access Improvement <Access@communities.wa.gov.au>

Cc: Shane Edwards <Shane.Edwards@sdwk.wa.gov.au>
Subject: O32897 - SDWK Draft DAIP for compliance check

Hi Richard,
As discussed please find attached a copy of the Shire's draft 2022 – 2027 for your review.

I have the DAIP listed on the Council agenda for endorsement this month so if there is any feedback it would be appreciated if we could be sent it by Thursday, 16 June as the agenda will be sent out on Friday, 17th.

Kind regards,
Christie

Christie Mildenhall
Acting Director Community Services

P 9191 0999
E christie.mildenhall@sdwk.wa.gov.au



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.

The Department of Communities acknowledges the traditional owners of country throughout Western Australia and their connection to land, waters and community. We pay our respects to them and their cultures, and to their elders past and present.

The Department of Communities (Communities) formed on 1 July 2017 and is responsible for the delivery of child protection and family support, community grants, funding and initiatives, education and care regulation, disability services, housing and regional services reform. During the transition phase emails sent from the Housing Authority domain will be converted to the Communities email address. This message may contain privileged and confidential information and is intended for the exclusive use of the addressee(s). You must not disclose this communication to anyone without the prior consent of Communities. If you have received this email in error, please notify us by return mail, delete it from your system and destroy all copies. Communities has exercised care to avoid errors in the information contained in this email but does not warrant that it is error or omission free.

15.2 REQUESTING FUNDING FITZROY VALLEY DISTRICT HIGH SCHOOL FOR THE YOUNG LEADERSHIP PROGRAM

File Number: GS/045

Author: Megan Neshoda, Team Leader Community Development Fitzroy Crossing

Responsible Officer: Christie Mildenhall, Acting Director of Community Services

Authority/Discretion: Executive

SUMMARY

This report is for Council to consider a funding request from the Fitzroy Valley District High School. This funding request is for a cash donation of \$3,000 to go towards a school camp in term 3 for the Young Leadership Group.

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

Students at Fitzroy Valley District High School (FVDHS) are given the opportunity at the beginning of each year to apply to be on the Student Representative Council (SRC). The SRC comprises of high school students in the year 7-12 range, and year 6 primary school students.

In May 2022 a representative of FVDHS approached the Shire to request assistance with a fundraising sausage sizzle being held at the Federal election polling booth two weeks later. The request consisted of the donation approximately \$4,500 worth of consumable items (sausages, bread, sausages, onions, drinks, serviettes and gas) and use of our BBQ to run the sausage sizzle, along with a \$500 donation towards the camp. Funds raised at the sausage sizzle would be going towards the camp.

As this request was not able to be assessed through the Quick Grants Program as FVDHS does not meet the eligibility criteria and the amount requested being in excess of the maximum amount funded through the program they were advised the request would need to be considered by Council, however there was insufficient time for this to occur before the event.

FVDHS has since submitted a subsequent request for a \$3,000 cash donation towards the Youth Development Camp for Council to consider.

STATUTORY ENVIRONMENT

Part 6 – Financial Management of the *Local Government Act 1995* applies to this report in that each year Council allocates an annual budget to donate to community organisations through the Community Funding Scheme.

POLICY IMPLICATIONS

Policy F19 – Community Funding Scheme provides guidance as to the provision of financial and non-monetary assistance to community groups and not-for-profit organisations by the Shire. Generally funding is distributed through various grants programs, however the policy stipulates that funding requests received which are not eligible for the grants programs are to be presented to Council. This funding request does not meet the guidelines of any of the Shire's current funding programs.

FINANCIAL IMPLICATIONS

The Fitzroy Valley District High School has requested funding of \$3,000 (ex GST). Funding requested are normally accommodated within the operational budget of 2040129 (MEMBER-Donations to Community Groups). The budgeted amount of \$30,000 has already been expended this year, however could be covered by cost savings in other areas of the budget. Alternatively funding could be made available through the Youth Engagement budget (EP0020).

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
2. Community	2.1 Safe Communities	2.1.3 Provide activities, programs, places and spaces that engage young people
2. Community	2.3 Vibrant and culturally rich communities	2.3.1 Support the growth and development of arts and cultural programs, services, places and spaces

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
Financial: Potential for misuse of funding	Unlikely	Minor	Low	Require of an acquittal will be applied to this funding.
Reputation: Public perception of Shire if funding is denied	Possible	Moderate	Medium	Council to provide funding as requested.

CONSULTATION

Shire staff have been in direct consultation with the Fitzroy Valley District High School regarding this funding request.

COMMENT

FVDHS’s youth leadership program consists of students who have been selected by their peers to represent them on the SRC. In 2022 6 high school students and 5 students from Year 6 were selected. The youth leadership program seeks to challenge students inside and outside of the classroom, aiming to bring students, community, adults and families together.

So far this year these students have been provided with a variety of in-school opportunities for leadership and involvement to showcase the schools values (responsibility, respect and resilience). Examples of tasks undertaken include;

- Planning and delivering the high school, primary school and early childhood assemblies (with full agenda, preparation and specific roles).

- Engage with other students to identify opportunities for improvements or initiatives to encourage engagement with school.
- Modelling reading and literacy practices to younger students through the Indigenous Literacy Foundation donations (books and other valuable resources).
- Assist Shooting Stars and Clontarf day camps/excursions.
- Represent the school at events such as the virtual National Reconciliation Day Breakfast at the Lodge.
- Spent their own time during Pupil free days and community days in representing their country by doing Acknowledgement of Country or other cultural practices.
- Helping with logistics and ideas for the Young Leadership Camp.
- Aided during Term 1's Swimming Carnival held at the community pool, with scoring, judging, building confidence in younger students, organising students for their races etc

If awarded the funding requested will ensure all students in the Youth Leadership program are able to participate in the Youth Leadership Camp being held in term 3. The funding will be combined with an allocation from the school to provide a high quality, but challenging 3 or 4 day intense camp that will comprise of full independence from students throughout, with guidance only coming through teaching and support staff. Often these kind of activities come with a higher cost due to the nature of the task that not all students get the opportunity to experience, such as:

- Climbing Walls
- Low Ropes course
- Raft Building
- Waste Reduction Programs
- Camp & fire making
- Survivor Challenges
- Orienteering
- Walking trials
- University and/or TAFE visit
- Emergency Services (Police, Ambulance, Fire etc) visit
- Sports or mini games
- Individual leadership journals throughout camp
- Cross-Cultural experiences
- Bushwalking
- Rationing
- Cooking
- Team building games
- Individual challenges
- Escape Room type collaboration games

The camp aims to give the leaders a chance to showcase their skills of responsibility, resilience and respect in a context that will push and confront them to think outside the box, use teamwork, problem solve, collaborate, be flexible and use communication skills to achieve goals.

The camp and other future excursions or incursions will all have a component of self-reflection of their positives and improvements, followed by a post evaluation of these skills from their peers and self. The use of feedback will guide future activities and challenges to allow further opportunities to grow the skills that are noted as requiring more improvements over the remainder of the year.

Acknowledgement of this appreciated contribution would be noted on the Fitzroy Valley District High School social media accounts, newsletters, and named in the camp program attached to any specific activities and experiences.

There is currently a high emphasis at local, state and federal level on youth engagement within the Fitzroy Valley, as well as the wider Kimberley and Pilbara region as a result of the well documented high levels of youth crime. Whilst this Youth Development Camp is unlikely to target those youth who are viewed as being high risk of offending this project will provide other youth the opportunity to develop their personal leadership skills. These skills can then be used to develop them as a leader in their community, engaging with fellow youth on a peer-to-peer basis and helping to drive change themselves. It will also provide these students with the skills and experience that is likely to improve their chances to be workforce ready when they leave school.

VOTING REQUIREMENT

Absolute majority

ATTACHMENTS

1. **Letter - Request for Funding for Youth Development Camp**  

RECOMMENDATION

That Council:

1. **APPROVES a donation of \$3000 (ex GST) be made to the Fitzroy Valley District High School as contribution to Young Leadership Camp, subject to:**
 - (a) **An acquittal being provided to the Shire within 28 days of the conclusion of the camp.**
 - (b) **Fitzroy Valley District High School providing recognition of the Shire's contribution through promotional and other materials associated with the camp.**



04/05/22
 Megan Neshoda
 Shire of Derby/West Kimberley
 PO Box 101, Fitzroy Crossing WA 6765

Dear Megan,

During a period of time in the Kimberley where there has been some uncertainty, there has been a group of young people who have steering the way in leadership and creating confidence and hope for the many young students who are at Fitzroy Valley District High School. At the beginning of the year, 5 students from the Year 6 cohort and 6 students from the Senior/High school cohort applied, rallied, and eventually won positions on the Student Council.

With recent restrictions impacting on opportunities for all Young Leaders to meet, we are looking to provide this group of students with as many experiences to upskill on their leadership skills, such as collaboration, creative thinking, flexibility, problem solving, planning and communication skills. Throughout the remainder of the school year, this driven group of students will be involved in school events, community events, fundraisers, assemblies, sporting competitions, cultural days, celebrations and camps to advance their range of skills to grow into adult leaders.

Fitzroy Valley District High School and the Young Leadership group are seeking funds of \$3,000 from the Shire of Derby / West Kimberley to go towards a community barbeque on the 21st of May 2022 and a Young Leaders Camp currently planned for end of Term 3. The community barbeque will allow for our young leaders to collaborate and team build throughout the day while developing relationships with local residents and strengthen public speaking skills.

The Young Leaders camp donation will go towards activities and experiences that develop their individual and teamwork skills, with an emphasis on responsibility, respect and resilience which are the core values of all students who attend Fitzroy Valley District High School. Additionally, these young leaders will be challenged to problem solve, value perspectives of others in a team, find solutions using planning and efficient communication. We plan on running this camp using a variety of hands-on activities, practice scenarios, open-ended challenges and discussion with reflection opportunities.

Acknowledgement of this appreciated contribution would be noted on the school social media account, school newsletters, and named in the camp program attached to any specific activities and experiences.

I am looking forward to creating an even stronger link between the school, its young leaders and the Shire and this opportunity is exciting to show our community the future coming through.

Thank you,

Joshua Rees (Year 5/6)

Nicholas Latham (High School)

Stephen Traynor (Principal)

15.3 TEMPORARY POOL CLOSURE - DERBY MEMORIAL SWIMMING POOL**File Number:** CP/040**Author:** Christie Mildenhall, Acting Director of Community Services**Responsible Officer:** Amanda Dexter, Chief Executive Officer**Authority/Discretion:** Executive**SUMMARY**

This report requests Council to endorse the temporary closure of the Derby Memorial Swimming Pool for maintenance and capital works being facilitated by the Local Roads and Infrastructure Program (LCRIP).

DISCLOSURE OF ANY INTEREST

Nil by Author and Responsible Officer.

BACKGROUND

At the Ordinary Council Meeting on the 31 March 2022, Council made the following resolution:

RESOLUTION 32/22**Moved:** Cr Andrew Twaddle**Seconded:** Cr Rowena Mouda**That Council:**

1. **Endorses the allocation of the Phase 3 Local Community and Roads Infrastructure Program – Phase 3 Funding of \$1,485,660.00 to the following projects, which subject to Federal approval will be included in the 2022- 23 annual budget:**
 - **DERBY MEMORIAL POOL – REFURBISHMENT AND UPGRADES \$434,200.00;**
 - **FITZROY CROSSING VISITORS CENTRE CAR PARK UPGRADE, AND INSTALLATION OF SHADE AND DUMP POINT \$910,460.00; and**
 - **CCTV UPGRADE AT FITZROY CROSSING \$139,000.00 (subject to available funds).**

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

Against: Nil

CARRIED 8/0

It was proposed the Derby Memorial Swimming Pool refurbishment and upgrades included the following;

<p>DERBY MEMORIAL POOL – REFURBISHMENT AND UP GRADES Project Outline/ Background</p>	<p>The Upgrade of the Pool includes:</p> <ol style="list-style-type: none"> 1. Repair and re grouting of Pipe Work Leaks; 2. Repair and replacement of Tiles and Headers; 3. Acid wash and repaint of pool; 4. Supply and installation of new silicon to control joints; 5. Balance Tank Maintenance and replacement of waterproof membrane; 6. Upgrade and repair of Wet Deck Gutters; 7. Electrical safety upgrade; 8. Installation of Disabled Hoist; 9. Replacement/ Remediation of corrosion on all posts/ columns and lighting towers at the Pool; 10. Minor Change Room upgrades; and 11. Miscellaneous minor upgrades and safety initiatives.
<p>LCRI Estimated Cost</p>	<p>\$434,200.00</p>
<p>Other funding required?</p>	<p>Nil</p>
<p>Project Delivery and Completion</p>	<p>Project will be completed by Dec 2022</p>
<p>Project Benefits</p>	<p>The Pool will have 5 – 7 years of increased life and, give Council adequate time to plan and seek further funding for the strategic capital reconstruction of the pool within the next 5 – 7 years. The repairs and improvements will also assist in decreasing the budgetary impost of emergency repairs and maintenance.</p>
<p>Project Issues and Risks</p>	<p>Whilst no significant risks have been identified, a 25% contingency has been added to the project to provide a financial allowance to accommodate unplanned, unbudgeted, and unexpected works, once the renovation commences.</p>

The scope of works have been identified through several recent audits and inspections which have checked the facilities maintenance and operations against the *Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatics Facilities* and relevant Australian Standards.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

- F2- Asset Management;
- PC1- Risk and Opportunity Management Policy; and
- PC2- Occupational Safety and Health Policy.

FINANCIAL IMPLICATIONS

The capital works and maintenance to be undertaken have been funded by the LCRIP. There will be some minor financial impact from closing, predominately through lost revenue, however the works are essential to maintaining and improving the amenity of the pool.

STRATEGIC IMPLICATIONS

GOAL	OUR PRIORITIES	WE WILL
2. Community	2.2 Healthy Communities	2.2.1 Build, maintain and maximise the use of community facilities
2. Community	2.4 Sustainable Communities	2.4.2 Collaborate with key agencies, groups and service providers to improve community services, programs and facilities
2. Community	1.1 Collaboration and partnership	1.2.4 Attract and effectively use resources to meet community needs
2. Community	2.2 Healthy Communities	2.1.3 Provide activities, programs, places and spaces that engage young people

RISK MANAGEMENT CONSIDERATIONS

RISK	LIKELIHOOD	CONSEQUENCE	RISK ANALYSIS	MITIGATION
<p>Business Interruption: In order to undertake these works it is necessary to temporarily close the pool. Failure to undertake the works may result in on-going maintenance issues and the pool being non-compliant with the Code of Practice.</p>	Possible	Severe	High	Undertake works identified.
<p>Financial: The Shire may experience a financial impact whilst the pool be closed however failure to address identified issues may result in more significant impacts.</p>	Likely	Major	High	Undertake works identified.
<p>Legal & Compliance: Failure to rectify issues will result in aspects of the pools operation not being compliant with</p>	Possible	Moderate	Medium	Address issues identified during the project planning process.

legislation, code of practice and Australian Standards.				
People Health & Safety: Maintenance included in this project address safety risks which may result in accident, injury or illness to facility users and staff.	Unlikely	Severe	High	Undertake works identified.

CONSULTATION

Officers from the assets, aquatics and recreation team have been consulted, along with the contractor selected to undertake the main component of the works.

Community and frequent users considerations have been taken into account, and the Shires Disability Access and Inclusion Plan has also informed the proposed works.

COMMENT

The scope of works for this project necessitates the draining of the pools and for the filter system to be turned off. As a result the pool will be required to close for the duration of the works.

The contractor has advised he expects the works to take approximately three weeks to complete. His team will arrive in Derby on Saturday, 30 July 2022 with works commencing Sunday 31st July.

The pool will need to be drained prior to works commencing. The preferred method for this would be for the Aquatics and Recreation Team to commence draining the pool prior to their arrival (allowing 2-3 days for this process). This would be done by backwashing the pool water into the balance tanks where it will be dechlorinated. It then goes out through the waste water system, where it gets treated and recycled on sporting fields or the golf course, providing a more environmentally friendly approach to draining the pool. Alternatively, the contractor can drain the pool upon their arrival. They will drain the chlorinated pool water straight into storm water drains. There is the potential for the drains to not cope with volume of water going through the system and flood the streets. Therefore the first option is the preferred option.

Following the completion of the works the water chemistry of the pool will need to be rebalanced which is expected to take a few days. Water samples will then be sent to the Department of Health for testing to ensure the microbiological standards are the water. The pool is unable to reopen until the Department of Health confirms the safety of the pool water. Environmental Health Officers have advised to allow about four weeks for the balancing and testing on the water.

It is recommended that approximately eight weeks should be allowed for the works project. This includes one weeks contingency should be issues be experienced which delay the works on the pool. The expected reopening date of the pool would be Sunday, 25 September 2022. Should the project be completed ahead of the expected timeframe the pool will reopen earlier.

During the closure Aquatics and Recreation staff will also undertake other works which are separate to the LRCIP funded activities, including;

- Annual filter system servicing,
- Rectification of the issues impacting the splash park,

- Addressing issues identified in the recent Royal Lifesaving WA Safety Assessment, and
- Undertaking training (including meeting annual requalification requirements).

Staff will also be encouraged to take a period of leave to reduce leave liability over the busy wet season.

Due to the timing of the works and the expected length of pool closure no swimming lessons will be held during term three.

Whilst this will impact somewhat on the community it is an opportunity to undertake extensive maintenance and upgrades which will significantly improve the user's experience.

VOTING REQUIREMENT

Simple majority

ATTACHMENTS

Nil

RECOMMENDATION

That Council:

1. **Endorses the closure of the pool from Thursday 28 July 2022 until Sunday 25 September 2022 to undertake maintenance and capital works.**
2. **Approves the plan for the CEO to reopen the pool earlier should the works and water testing process be completed ahead of schedule.**

16 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

17 NEW BUSINESS OF AN URGENT NATURE

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

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

18.1 Derby Airport - Lease to Frontier Helicopters (Area #18)

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

19 CLOSURE

19.1 Date of Next Meeting

The next ordinary meeting of Council will be held Thursday, 28 July 2022 in the Council Chambers, Clarendon Street, Derby.

19.2 Closure of Meeting